



University of Wisconsin
Whitewater

Human Resources

News & Notes for December 2025



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks!

As the end of the year approaches and the winter weather has arrived, let's take a moment to focus on safety and well-being! Preparing for the winter season is an important part of self-care, particularly concerning Workers Compensation preparation. As you navigate the colder weather, snowy and icy conditions, remember that safety measures include **preparing an emergency kit**, **avoiding overexertion when shoveling snow**, and **being cautious on icy surfaces**. We also encourage you to look at your schedule and make sure you are up to date with your annual checkups, including the dentist, eye exams and yearly physical. In addition, there are a variety of resources available through our Employee Assistance Program which can be found on the **Warhawk Wellness site**.

The winter months can be difficult for some, please take a moment to check in with your colleagues to see if they need assistance with anything, ask how their day is going, or just let them know that you appreciate them. A hello and smile can go a long way.

We hope you find time to relax and take time do some things that bring you joy as we head into the new year.

Please take a moment to review this month's newsletter and let us know if you have any questions. We are here to help.

Warm Regards,

Connie Putland, Chief Human Resourcesfficer

Talent Acquisition

All Academic Staff employees with contracts ending on 1/7/2026, must be notified of their intended status for spring 2026 by December 8, 2025.

To ensure timely processing, all E-Rehires should be submitted to HR no later than December 15, 2025.

Academic Contract Dates for 2025-2026

Fall: 8/25/2025-1/7/2026

Spring: 1/8/2026-5/22/2026

*Link with REVISED E-Rehire Instructions: [E-Rehire Instructions](#)

Updated Recruitment Process Checklists

[Recruitment Process Checklist- FA](#)

[Recruitment Process Checklist - AS & US](#)

Processes and systems that are staying the same:

Please continue to use the **Employee Rehire System** [E-Rehire](#) for rehiring employees with terminal contracts (non-renewable contracts).

Please continue to use the **Change of Status System** [Change of Status](#) for all Additional Pays (Instructional and Non-Instructional), Summer Session and Summer Service and Salary or Hourly Rate Changes.

****Org Code Changes** will no longer be submitted through COS, they will be submitted through Workday [Costing Allocation KB](#). For questions on Costing Allocation Changes, please contact the Budget Office at budget@uww.edu with any questions.

Please continue to use the **Recruitment Approval Request** [Recruitment Approval Request](#) to start all Employment Recruitments.

Please continue to use the **Direct Hire Form** [Direct Hire Form](#) for all Emergency Hires (hires that are made outside of a recruitment).

To Submit a hire request: Please use this form [Request New Hire](#).



Student Employment:

*Please continue to submit hire and appointment change requests through the [Student Employment Tool](#). Due to Workday's new hire process, it is important that a hire request is submitted in the Student Employment Tool at least 5 days before the student worker's start date, but not more than 30 days ahead of time. Please check the "[Student Hiring Instructions](#)" document for more details. Also, please check the "[SET - Available Appointment Change Options](#)" document for guidance on what changes need to be submitted through the the SET.

*If a student employee works more than one job on campus, they ought to ensure they are recording their hours under the appropriate title. By clicking on the arrows adjacent to their position, they can switch between jobs/titles. If additional information, training or support is needed, please be sure to reach out to stupay@uww.edu for assistance.

Payroll

Period Activity Pays (PAPs) Once known as; Lump Sum, Overloads, Add'l Pay

With the launch of Workday, Overload payments now have a new name; Period Activity Pays (PAPs). These are still requested through our Change of Status, ReHire, Camps Hiring Tool, Student Employment Tool and Miscellaneous Contract Forms. These requests will still go through the approvals needed in these systems, before these are received by Payroll for processing in Workday.

Employee PAP Review:

If you are expecting a PAP, here are the steps to locating these on your Workday profile (Note: *most* employees will have an Ad-Hoc position that these PAPs will be put on)

Go to your Workday account profile

On the left-hand side under your name and position you will see arrows to switch your positions.

Once your position is switched to “Ad-Hoc” click the Compensation tab on the left-hand side.

This screen will pull up any Current Activity Pays and have an option to review historical payments that have been entered into Workday.

Under the payments column you can click on the number to see what you will receive on what payroll(s). (Please note: The scheduled date for the payment is the end date of the pay period the activity falls under). If you have received payment for this activity, this screen will also show the payment date of the paycheck.

How to submit No Leave Taken in Workday:

[Click here for Instructions](#)

If you need further information about the biweekly payroll process please visit here

[2025 Bi-Weekly Pay Calendar](#)

[2026 Bi-Weekly Pay Calendar](#)

If you have further payroll questions, please do not hesitate to reach out to the Payroll Team at Shared Services at GetHelpUW@support.wisconsin.edu.

Benefits

2025 Healthcare FSA Unsubstantiated Claims

- To avoid payroll withholding claims should be substantiated by 12/31/2025
- Optum is the plan administrator for 2025 and will handle the healthcare FSA unsubstantiated claim process.
- Please direct any questions to Optum (833) 881-8158

Upcoming Deadlines for Benefit Changes Effective 2026 – [See Application and Payment Deadlines](#)

- Important due dates to make changes to your insurance and retirement benefits
-

-Open Enrollment ended October 31. Should you have any questions, please contact Shared Services at 888-298-0141 or via email at gethelpuw@support.wisconsin.edu

2026 Changes:

- Delta Vision transitioning to MetLife – <https://www.wisconsin.edu/benefits-enrollment>
- Optum will transition to TASC – For more information please visit <https://www.wisconsin.edu/ohrwd/benefits/fsahsavendorchange>

Accident Insurance:

Please visit this link for more information and to file a claim
<https://www.securian.com>



Workers Compensation

Are you ready for the Winter?

Safety measures include preparing an emergency kit, avoiding overexertion when shoveling snow, and being cautious on icy surfaces.

To file a Worker's Compensation incident report, both Employee and Supervisor, please visit <https://www.uww.edu/adminaffairs/hr/workers-compensation>

Comp questions, please call Ramon Rocha, Sr at X1024 or via email at rochar@uww.edu



ETF (Employee Trust Fund) Additional Contributions Webinars

Tuesday, December 2, 1:00-1:30 p.m.

Wednesday, December 10, 11:00 -11:30 a.m.

Thursday, December 18, 6:00-6:30 p.m.

[REGISTER HERE](#)


Save the Date:

Wisconsin Retirement System - Group Retirement Appointments: January 8, 2026 - [Registration Required](#)




Thank you to everyone who participated in Warhawks in Motion! We hope you had a great time getting out and getting moving.

CONGRATULATIONS to the 2025 Winners of WIM!

1st Place –  StepIT Up with 10,613,512 steps

2nd Place –  Three Steps Ahead with 6,674,374 steps

3rd Place –  Warhawk Walking Wonders with 6,625,862 steps

The Wellness Team is making our way around to hand out prizes and swag. If we have not connected with you and your team yet please reach out to worksitewellnss@uww.edu so we can set up a time to stop by! Be sure to watch the Worksite Wellness website for photos of the teams.

New for 2026 – Lunch and Learn Series

-We kicked off the first in a series of Lunch and Learns on Tuesday, November 18th on Balanced Eating at the UC presented by Summer Manzke, Campus Dietitian.

-The session focused on healthy options available in the UC, how to build health eating habits using MyPlate (www.myplate.gov) and ended with food Trivia!





-The next series of Lunch and Learns will be presented by Tiffany Pernat with Fort HealthCare. Check out the Worksite Wellness Website for details! - [Read More](#)

Immigration

For International Faculty:

It's that time of year when UWW colleges are interviewing faculty candidates. Often the candidates are international. Remember the legal questions you are permitted to ask:

Legally, you can ask, "Are you legally authorized to work in the United States?" and/or "Do you now or will you in the future require employer immigration sponsorship?"

You must not ask applicants about their immigration status; for example, you must not ask whether they are a citizen, have refugee status, have H-1B status, etc. These questions could lead to national origin discrimination claims.

If colleges have questions about which questions are permitted, please contact Margaret Wheeler; wheelerm@uww.edu. Extension 1494.

Please contact Margaret Wheeler, International Employment and Immigration Specialist, for information about pending cases as well as other potential immigration options. She is still available for assistance with form I-485 as well.

Contact information: (wheelerm@uww.edu) and extension 1494.

Remember: Late office hours are available, however, the main HR office closes at 4:30pm, so please request an appointment to meet after that time.

Share the Good News



Photography by Tom Ganser/Photographer & Correspondent

To kick off the Holiday Season and celebrate unity in the community our very own Margaret Wheeler had a dance party with the Studio 84 dancers and Whitewater's Chief of Police, Dan Meyer.

Visit Studio 84 <https://www.studio84inc.org/about>, to meet the artists, listen to their stories, view their artwork--even dancing with the Studio 84 Dance Theatre.

Thank you Margaret for all you do in the community!!

From The Front Office

SAVE THE DATE - Employee Holiday Gathering

Dear Warhawk Family,

As we approach the end of the 2025 fall semester at the University of Wisconsin-Whitewater, I invite you to join me in celebrating at our **Annual Employee Holiday Gathering**.

When: Monday, December 8th

Time: 1:00pm-3:00pm

Where: Hamilton Room, James R. Connor University Center

Program: Chancellor welcome at 2:00 p.m.

This annual gathering is a special opportunity for us to come together as a campus community - to reflect, to reconnect, and to celebrate the spirit of the season.

In the spirit of giving, I encourage you to bring nonperishable food items or toiletries to support the [Warhawk Food Pantry](#), which serves students in need.

The UW-Whitewater Career Closet will also be accepting clothes donations.

A photo booth will be available courtesy of Human Resources to help commemorate the occasion.

I'm excited to celebrate with you and appreciate your commitment to making a meaningful impact on our students and campus community.

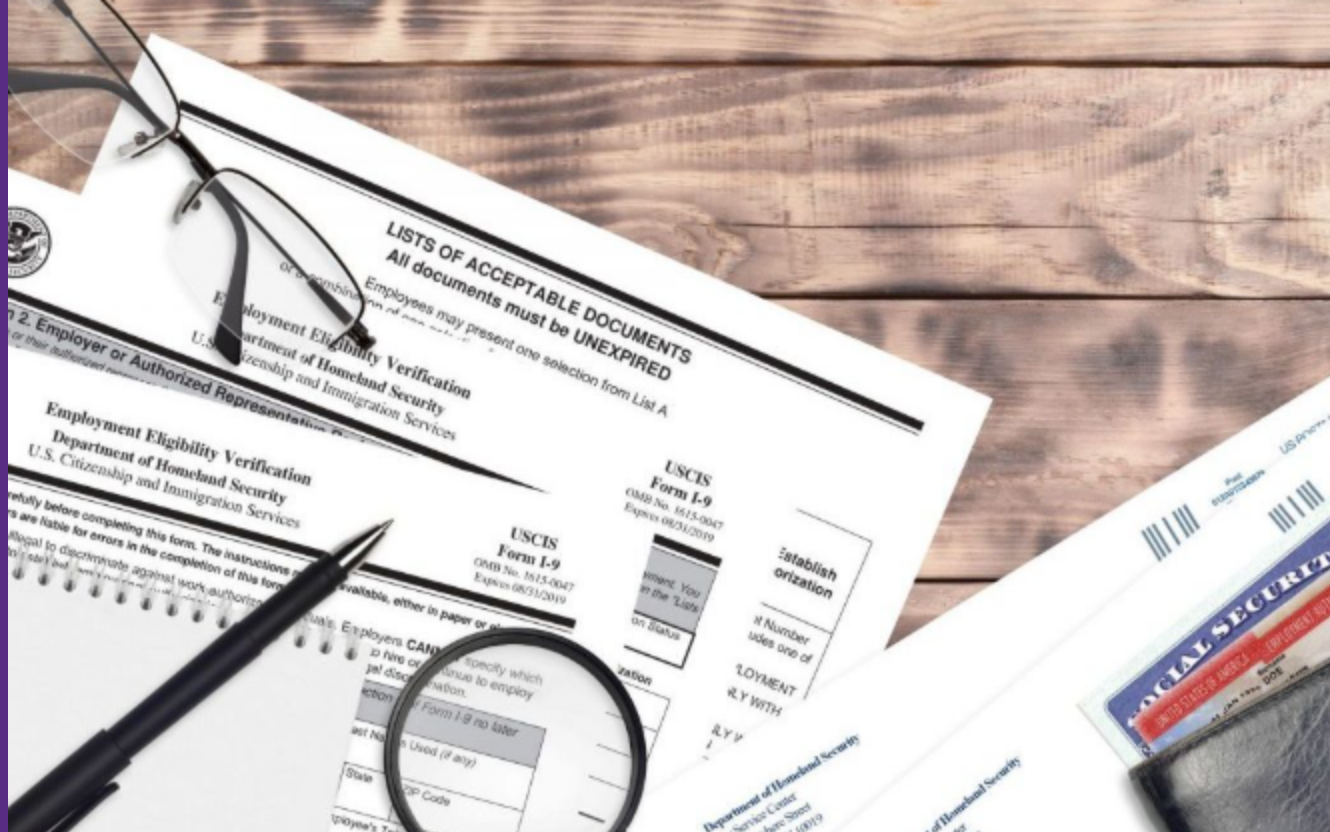
Go Warhawks,
Corey A. King
Chancellor

[Donation Opportunity: Support the Warhawk Success Closet - December 8, 2025](#)

[Donation Opportunity: Support the Warhawk Food Pantry - December 8, 2025](#)



Did you know? Translation Services are available through HR! If you need a document translated into Spanish or need a Spanish interpreter, you can contact HR to make arrangements. You can call 427-1024 or email hr@uww.edu and your request will be forwarded to the appropriate team member. Once the service has been provided you will submit a Change of Status (COS) at \$20 per hour with a one hour minimum and will be charged to your Org Code.



Continued HRS to Workday Transition:

- As a part of our HRS to Workday transition, we are working on updating everyone's I-9's.
- We are doing this gradually, so not everyone will need to come into the office at the same time.
- You will receive a task in Workday along with an email from HR advising you have a task and what steps you need to take.
- Everyone will need to complete Section 1 in Workday AND come into the office to complete Section 2 in person.
- If you have not received a request to update your I-9, but you are interested in doing so. Please email hr@uww.edu.

Meet our new Warhawks!



[Click here](#)



University of Wisconsin

Whitewater

Human Resources

Subject Matter Experts

We all have expertise on certain subjects. Look to see who is the expert for your Human Resource questions!

[Read more](#)

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email hr@uww.edu to schedule an appointment. For more information or questions on any of these subjects, please contact one of our HR Subject Experts.



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Human Resources

Hyer Hall 330 | 262-472-1024 | hr@uww.edu | uww.edu/hr

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