

OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

OHR&D Monthly Newsletter

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(^)-includes link to additional resources



A handwritten signature in cursive script that reads "Janelle A. Crowley, PhD".

Chief Human Resource Officer
Human Resources & Diversity



P.S. *Happy Thanksgiving!!*
We will return in December. ~J.C.

OHR&D Key Dates!

Pay Period Process Date

All payable Time and Absence Requests for the 11A biweekly pay period (10/28 – 11/10) are to be approved by 4:30 p.m. on Monday, November 12. Please be sure to run your ‘Exceptions’ report and resolve those issues prior to approving Payable Time. The pay date is 11/21/18.

November 28

ETF on-campus appointments, 8-12pm and 12:30-4:30pm. More details coming.

Last Work Day for Fall Graduates!

December 22, 2018, is the last work day AND end of the pay period. You are permitted to work up to end of this pay period which is also one day after graduation.

Talent & Acquisition Highlights

Rehires

It's time to initiate rehires for employees who were on fixed terminal contracts for the fall term or a previous term and who will be returning in spring! Receipt of the fully approved request must reach HR no later than 15 days prior to the effective date of the rehire to ensure timely processing without interruption to the employee's benefits, pay, and accesses where applicable.

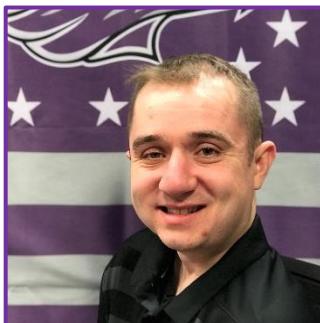
Please refer to our E-Rehire Application: <http://www.uww.edu/adminaffairs/hr/rehire> to initiate this process. Call X1024 with any questions about using the E-Rehire Application.



Warhawk Talent Acquisition Team



Amy Sexton and Victoria Johnson
Also includes **Allyson Nysted**



Kai Instefjord

Change of Status

If you are an initiator of a ‘Change of Status’, please initiate Change of Statuses as soon as a required change is identified for employees and please monitor as they work through the approval process to ensure the requests reach Human Resources in a timely fashion.

It doesn't hurt to send a friendly reminder to those who may have a Change of Status pending in their queue so that it keeps moving forward.

If there are requests pending in your queue, please move them forward as soon as possible upon receipt. Late or delayed changes to employee pay, FTE, or funding can have critical negative impacts on benefits, policy compliance, and paychecks.

Thank you for your assistance!

PAYROLL: Notes & Reminders

Forms W-2 and 1095-C – New Distribution

All employees received an UWSYstemHR email regarding electronic-only distribution of W-2 and 1095-C forms. To choose this new option, employees must log into their portal and complete the consent forms. To review instructions and complete the form, click on this link ([here](#))[^].

Parking Permit Payroll Deductions

Effective 6/1/18, payroll deductions for parking permits are taken **after-tax**. The pre-tax option is no longer available due to the Federal government tax reforms enacted on 1/1/18.

“No Leave Taken”

When submitting monthly leave reports, Faculty & Academic Staff who select ‘No Leave Taken,’ are not charged for any leave usage. The zeros and eights that show for ‘duration’ are merely an indicator of whether the date entered was a week/work day or weekend day. These numbers may be ignored.

2018 UIA Deduction

Faculty and Academic Staff with a minimum monthly salary of \$2,658, had a deduction for “University Insurance Association” (UIA) on their November 1 payroll. The UIA life insurance plan is mandated by the UW-System Board of Regents for eligible employees. The \$24 annual premium is deducted each year on November 1.

Correct Address for Tax Time

Employees may update their home address or other personal information on their **MyUWSystem** portal. **Please be sure your address is current;** it will be used for mailing W-2 forms in January.

Change of Status Forms (COS)

Per the Overload Policy Principles, **Change of Status (COS)** forms received in Human Resources by the 8th of the month will be guaranteed payment on that month's payroll. COS forms received late may not be processed until the following month, or until the next scheduled payroll for overload payments. Please see the “Overload Policy Principles” document on the Human Resources web site: <http://www.uww.edu/adminaffairs/hr/hr-overload>

2019 Contribution Limits

The IRS recently announced the 2019 contribution limits. In 2019, employees may contribute a basic maximum of \$19,000 to the Tax-Sheltered Annuity Program (403b plans). Employees age 50 and over can contribute an additional \$6,000 for a total of \$25,000. These same limits apply to Wisconsin Deferred Compensation (457 plan). Employees may contribute the maximum to both programs for a total of \$38,000 (under age 50), or \$50,000 (age 50 or older).



**Reggie Brown, Andrea Campbell, Kelly Frank
Warhawk Payroll Team**

Conflict Resolution

In most conflicts, neither party is right or wrong; instead, different perceptions collide to create disagreement. Conflict is natural and it is important to respond to conflict situations professionally. Conflict can be very positive; if dealt with openly it can even strengthen the work environment. Conflicting views gives everyone a chance to learn more about themselves and explore views of others as well as develop productive relationships. Clear and open communication is the cornerstone of successful conflict resolution.

To manage conflict effectively requires creating an open communication environment. If all parties feel heard it will foster an open environment. Make sure you really understand what the other person is saying by asking questions and focusing on their perception of the problem.

For helpful tips/resources on conflict resolution, please click ([here](#))^.



Connie Putland
Assistant Chief Human
Resource Officer

Benefits Bulletin

October has been a busy month for Benefits! We kicked off the month announcing our new Employee Assistance Program (EAP) vendor FEI; Open Enrollment began October 1st, followed by Biometric Screenings on October 2nd and 3rd. This is the first year screenings have been offered for two days, the spots quickly filled up: 176 appointments on Tuesday and 68 on Wednesday.



The Benefits Fair followed on October 10 with 38 vendors in attendance. The big change in benefits this year was the change with the supplemental dental options and providers. Epic Benefits+ and Dental WI PPO were replaced with two new offerings by Delta Dental: the Select Plan and the Select Plus Plan. Benefit Walk-In Sessions were offered October 16th, 18th and 24th, with a total attendance of 116 employees.



Eighty-two employees attended the Flu Shot Clinic on October 23rd.



October wrapped up with Open Enrollment closing on October 26th.



Stephanie Hartmann
Benefits Specialist

Upcoming Benefit Events

November 28th ETF will be on campus hosting individual appointments from 8am-12pm and 12:30-4:30pm. Watch your email for details on making an appointment.

We are also working with FEI for an on-campus kick off.

Follow-up to Title IX Training on October 25, 2018

During the Title IX Training on October 25, 2018, there was some confusion and misinformation in regard to how to report sexual harassment and sexual violence incidents.

University employees (exception being confidential employees or advocates with a privilege under *Wis. Stat. §905.045*) are **required** to report any incidents of sexual harassment and sexual violence of which they are a witness or about which they have been informed.

All university employees informed of an incident of sexual harassment or sexual violence must report immediately using one of the resources [here](#)[^]. The reporting individual should not discuss the incident with anyone else but simply report it as soon as possible.



Margaret Wheeler

Immigration/TITLE IX/
Affirmation Action

Immigration Cases for International Faculty

Since the Office of Human Resources and Diversity took over immigration case sponsorship/processing for UW-Whitewater international faculty in September, 2017, there have been 36 immigration cases approved for our international faculty. This includes work visas (H-1Bs, TNs) as well as permanent residency (green card) processing.

To date, not one has been returned or denied, which is a very positive achievement.

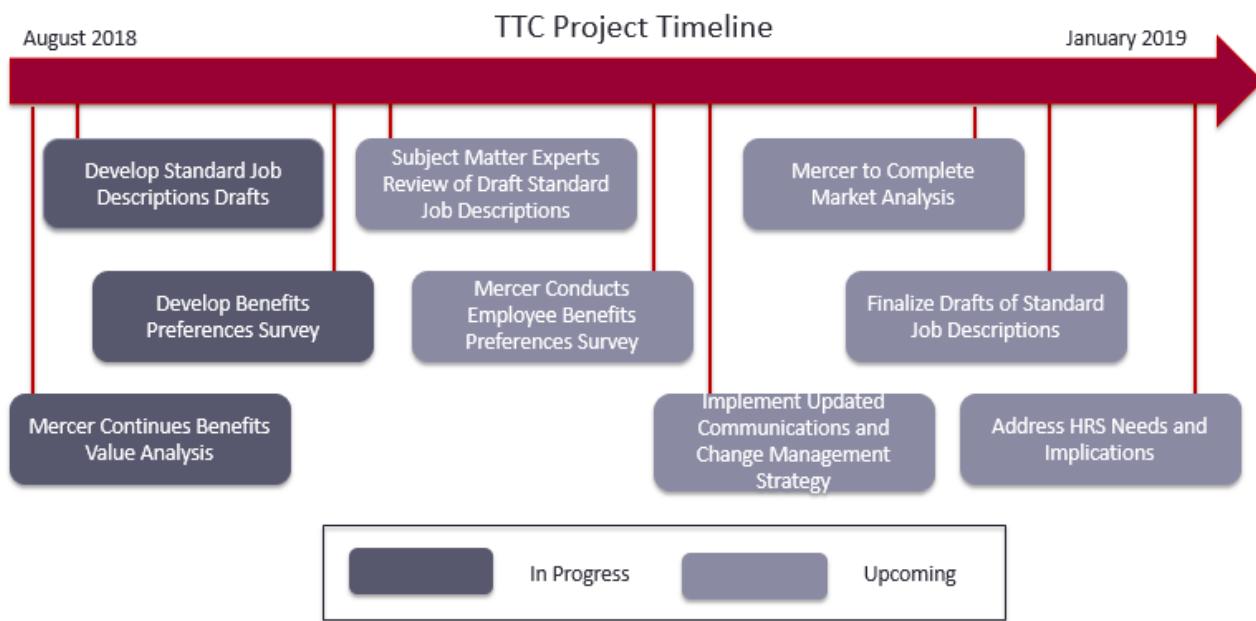
Those that deny freedom to others do not deserve it themselves.

~ Abraham Lincoln

TITLE AND TOTAL COMPENSATION PROJECT: WHAT IS HAPPENING NOW?

The **Title and Total Compensation Study** has now evolved into a project. Keep in mind the University of Wisconsin System has not done a formalized study since 1986 – yes, 1986. The study began by reviewing the state of position titles; work that is performed; compensation; benefits and identifying a flexible new job framework. This effort has now moved the study to a project, incorporating what has been learned during the past year, now moving towards a holistic project plan. The foundation of interest for the entire process remains the same - modernize titles, build a competitive compensation structure and now, review benefit options for the UW System.

As the project moves forward, Job Families [Groups] will categorize work by function and type, develop standard job descriptions with baseline profiles for the various roles, and look at the total compensation package. Teams have been identified throughout the system using Subject Matter Experts who have the expertise to review position descriptions, use level guides to organize work by level and type of contribution, whether it is in a contributory role or a managerial-focused role, which is now in the process on many campuses. Concurrently, Mercer will complete the marketing analysis linking jobs and benefits to comparable market data. The diagram provided here provides the status of the project.



The Title and Total Compensation team has been revisited and a new project team formed as well as the subject matter experts who will be reviewing position descriptions. Most recently members of the governance groups were invited to listen and weigh in on the Benefit's Survey that will be distributed to all employees shortly after the Thanksgiving Holiday.

Thanks to everyone who has assisted with the study and project thus far.

Human Resources & Diversity Subject Matter and Office Contact Info.

Your HR&D Subject Matter Experts

<u>Subject Matter Expert</u>	<u>Specialty</u>
Connie Putland Assist. Chief Resource Officer	ADA Employee Relations
Amy Sexton Human Resource Specialist	Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding
Kai Instefjord H.R. Assistant	Student Employment & Camps Contracting
Margaret Wheeler Immigration/AA Specialist	Immigration Title IX Affirmative Action
Reggie Brown Payroll & Benefit Specialist- Advanced	Payroll Absence Management Unemployment Int'l Student Employment
Stephanie Hartmann Benefits Specialist	Benefits, FMLA, Wellness, Resignations, Retirements

Thanks to all our Veterans for your service that protects our freedom.



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Program Assistant-Confidential
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