



News & Notes for April 2026



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks! Spring is upon us and the semester is going by quickly! We are all working so hard to ensure our students are successful and that they finish the semester strong.

I want to emphasize our “**YOU First, U Matter**” program. Our people are our greatest strength, and supporting your well-being—mind, body, and community—is a priority, not a perk. This philosophy guides how we show up for one another and why we continue to create opportunities that recognize, support, and celebrate you.

With that in mind, we’re excited to highlight several upcoming events that bring this commitment to life. On **April 11th** we’ll come together for the **Suicide Prevention Walk**, standing in support of mental health, raising awareness, and reminding one another that no one walks alone. Join us on **April 21st** for **Movement and Preventing Burnout Lunch and Learn** in the UC from 12:00 to 1:00. Our **Blood Drive** on **April 23rd** in the UC offers a chance to make a life-saving impact through a simple act of generosity. Be sure to join us on **April 23rd** for the **U Rock Wellness Fair**, an energizing event filled with resources, activities, and inspiration to support your overall well-being. Make sure to watch for registration for the 2026 **Employee Enrichment Day** on **June 2nd** in the UC. We have some new and exciting sessions for you this year!

We look forward to celebrating you during our **Employee Appreciation Celebration** on **May 20th from 11:00 am to 12:30 pm**, in the UC, a special time set aside to recognize your dedication, contributions, and the difference you make every day. We hope you’ll join us in these meaningful moments—created with you in mind—because **you matter**.

Warm regards,
Connie Putland
Chief Human Resources Officer

Payroll

Friendly Reminder:

The month of April 2026, will have a “Third” payroll, on pay date 4-30-26. This means Only WRS will be taken and there will be NO deductions for benefits premiums. Please do not be alarmed if you do not see the usual deductions, as they will have been taken on the two previous pay dates in April (April 2nd and 16th). See the [2026 pay calendar](#) for more details or contact our Shared Services Partners for more information at gethelpuw@suport.wisconsin.edu.

For the August of 2026 to May of 2027 academic year, all nine-month contract employees, eligible for the 9 over 12 pay program, will be receiving email information from our UW-Shared Services Partners. Notices and details will be coming in April 2026, providing options to Enroll/Un-enroll in the program. This program is administrated directly through UW-Shared Services. If you have further questions, please reach out directly to our UW-Shared Services partners at gethelpuw@support.wisconsin.edu

There has been an update to how your payslips will display. Specifically, to the following items:

-Retro Earnings will no longer display on payslips with each pay period as a separate line item. They will display on one line and include the adjusted date range.

-Imputed Income and Prepaid Taxable deductions will no longer display in the Earnings section of the payslip. They will only display under the Employer Paid Benefits section.

The path to access more information is located on the Shared Services site: <https://www.wisconsin.edu/shared-services/>

Follow to:

*I Am A Employee >

*Payroll >

*Reading your payslip – Employee

*The direct link for you is [Reading_your_payslip – Employee | Shared Services](#)

Entering Comp Time in Workday

Once all time worked has been entered as normal, at the end of the week select an open box and enter 0.1 of “Comp time earned”. The system will automatically do it’s own calculations and apply the comp time to absence balances.

For directions on how to do this, please review this link: [Converting Overtime Hours to Comp Time - Employee](#)

2025 Tax Season

Employees had the option to receive their W2 via electronic delivery only, and had to elect this by 1-15-26. If you did not do this, or you will no longer be employed at the time W2 are issued, the W2 will be mailed to your home address on file.

These options don't apply to the 1042-S form.

1095-C forms for the 2025 tax year will be available only upon request. Contact UW Shared Services for your copy via **Email:** GetHelpUW@support.wisconsin.edu or **Call:** (888) 298-0141

Filing Taxes

Employees should use their W-2 Form, not their final 2025 earnings statement, to file taxes.

Additional Tax Resources

Instructions to view/print tax forms (when available) can be found on the Tax Statements tab on the [Payroll Help page](#).

Electronic Document Access

Access to electronic documents ends, if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at gethelpuw@support.wisconsin.edu

For further questions related to taxes please contact UW Shared Services using the email or phone number above.

You will access your W2 via the home screen of Workday, in the Timely Suggestions section. It will look like this:

Timely Suggestions



Your 2025 W-2 Tax Document for University of Wisconsin System is Ready

You can now view or print your form.

[View Tax Document](#)



You Have a New Payslip

Review your payslip information to ensure accuracy

[View Payslips](#)



Keep Your Emergency Contacts Updated

We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

You can also print the W2 with these directions:

How to view/print your W-2 Forms:

- Sign in to Workday.
- In the left menu, hover on **Personal**, then select **Benefits and Pay**.
- Under Tasks and Reports, select **My Tax Documents**.
- Click **View/Print** under Employee Copy for the tax year.
- Select "Notify Me Later."
- When a document is ready a link will appear as a pop up in Workday.

Paper copies:

If you did not consent to electronic-only delivery, a paper W-2 will be mailed to you and postmarked by February 2, 2026.

Accessing previous W-2 forms:

Use the following resource to access historical W-2 forms: [Click Here](#)

Cómo ver/imprimir sus formularios W-2:

Inicie sesión en Workday.

- En el menú de la izquierda, coloque el cursor sobre "**Personal**" y luego seleccione "**Beneficios y pago**".
- En "Tareas e informes", seleccione "**Mis documentos fiscales**".
- Haga clic en "**Ver/Imprimir**" debajo de "Copia del empleado" para el año fiscal correspondiente.
- Seleccione "Notificarme más tarde".
- Cuando el documento esté listo, aparecerá un enlace emergente en Workday.

Copias impresas:

Si no dio su consentimiento para recibir la documentación únicamente en formato electrónico, se le enviará por correo una copia impresa del formulario W-2 con fecha de envío anterior al 2 de febrero de 2026.

Acceso a formularios W-2 anteriores:

Utilice el siguiente recurso para acceder a formularios W-2 históricos: [Haz clic aquí](#)

Si necesita asistencia adicional, por favor mande un correo electrónico al gethelpuw@support.wisconsin.edu

Employees who have the High Deductible Health Plan

HSA Contribution W-2 Correction

- We have been made aware that W-2s with HSA contributions display only employer paid contributions and did not include employee contributions.
- Those impacted by this error will receive an email from UW Shared Services. A W2C will be generated with the anticipation to be uploaded to Workday on or around February 6th, 2026 (paper forms will be mailed during this timeframe).
- As a reminder for those employees who are affected by this, both the original W-2 and new W2C will be needed to file 2025 tax returns.

How to Find Your Corrected Tax Document in Workday: On or around February 6th

- Hover over **Personal** in the sidebar and select **Benefits and Pay**.
- Click **My Tax Documents**.

-**W2 and W2C** will display – both are required for tax reporting purposes.

-Click **View/Print** under Employee Copy for the tax year.

-Select **Notify Me Later**

-When the document is ready a link will appear as a pop-up in Workday.

Further questions should be directed to UW Shared Services at gethelpuw@support.wisconsin.edu or [\(888\) 298-0141](tel:(888)298-0141).

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

[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.

Talent Acquisition

Rehire Submission Timelines and Process

Friday, April 10, 2026 – HR sends notifications to deans/division heads for those who were indicated “Y” but have not had an E-Rehire submitted for them.

Wednesday, April 15, 2026 – Deadline for colleges to notify employees who are not intended to return.

*Link with **REVISED E-Rehire Instructions**: [E-Rehire Instructions 2026](#)

Academic Contract Dates for 2026-2027

Fall: 8/24/2026-1/6/2027

Spring: 1/7/2027-5/21/2027

We have seen an uptick in hire forms that are received after the listed start date and/or the appointment has ended.

REMINDER: If you plan or would like to pay someone, contact Human Resources **BEFORE** the work is performed (start date). Best practice is to contact HR even before you contact the person with work or compensation

details. HR will assist in determining the best course of hire and payment – this will help ensure timely payment to the individual. This includes payments to:

- New Hires
- Rehires (have previously performed work for UWW)
- Current employees for work beyond their regular job duties
- Student Hires

Student Employment

Supervisors of Student Workers: Please ensure that you are maintaining accurate records of all employees under your supervision and submitting termination requests promptly when a student worker leaves. It's important that this process is followed consistently, as HR relies on your submissions to keep our records up to date. Incomplete or delayed information can lead to discrepancies in payroll, training, system access, and compliance reporting. Thank you for helping us keep our employee data accurate and current!



Benefits

[2026 WRS Statement of Benefits Now Online](#)

ETF is also mailing copies to employees. This statement is an annual summary of your WRS (Wisconsin Retirement System) account. This statement will show contributions and interest balances as of January 1, 2026.

Wellness



-American Foundation for Suicide Prevention (AFSP) Suicide Prevention Walk: April 11, 2026 - check in at 11am, walk starts at 1pm on campus at the water feature

LET'S COME TOGETHER AS A CAMPUS!

Organized by Active Minds, University Health and Counseling Services, and the UWW Worksite Wellness Team, this is an opportunity for students, faculty, and staff to come together and raise awareness about suicide and show support for each other – check out the [AFSP website](#) for details and to register for the walk.

-[Movement and Preventing Burnout Lunch and Learn:](#) April 21, 2026 from 12:00pm-1:00pm in UC275

-[American Red Cross Blood Drive:](#) April 23, 2026 from 9:00am – 4:00pm in UC259 Connor Conference Rm

-[U Rock Wellness Fair:](#) April 23, 2026 11:30am-1:30pm - Allen Hall, Upper Lobby

YOU First, U Matter

Mental wellbeing is the foundation of living a strong, healthy and fulfilling life. Mental wellbeing is achievable for everyone — including individuals living with or recovering from a mental health or substance use challenge. When you prioritize your own [mental wellbeing](#), it opens opportunities to focus on the wellbeing of your family, friends, communities and organizations. As we navigate the new year make yourself and your mental health a priority – YOU First, U Matter!

Resources can be found on the [Worksite Wellness website](#) – Employee Assistance Program through [Acentra](#) – [Helpful Tools](#)

[Employee Enrichment Day!](#)

Please Join us for the 2026 Employee Enrichment Day on June 2nd in the UC. We have some new and exciting sessions for you to enjoy. Watch for the registration announcement in the coming weeks.

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.

From The Front Office



Annual Statewide Tornado Drill

April 16th at 1:45pm & 6:45pm

The City of Whitewater, in partnership with RDG Planning & Design, started a process in October 2025 to develop a **new comprehensive plan**. The purpose of this plan is to:

- 1) Develop a blueprint for how Whitewater can achieve the vision defined in the planning process
- 2) Develop cooperative strategies designed to advance community members' vision for Whitewater
- 3) Build upon Whitewater's existing strengths by identifying fresh opportunities to elevate the community's existing status as an ideal place to live, work, and play

The planning team will strive to have accessible and meaningful community participation in preparation of the plan. To do this, we will be gathering community input through a variety of techniques, including listening sessions.

We would like to invite you to participate in our listening session!

We are inviting you and other representatives from UWW to a listening session **online! We will meet [here](#)**. Join from your office, your commute, or the comfort of your home. This listening session will take no more than **60 minutes of your time**. Your participation in the discussion is vital to helping us understand challenges and potential strategies for the future of Whitewater.

There is nothing you need to prepare ahead of time for this meeting, we just ask that you come ready to share your experiences and perceptions of the community. **Please reply to this email to RSVP so we know to expect you!** If this meeting time does not work for you, but you still want to be involved, let us know! We would be happy to share other involvement opportunities with you.

We look forward to hearing from you!

Maya Struhar - RDG is inviting you to a scheduled Zoom meeting.

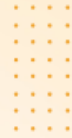
Join Zoom Meeting

<https://rdgusa.zoom.us/j/96509774181?pwd=j7gR1h2SHY5tMfwZbNWFIZma4IA6CT.1>

Meeting ID: 965 0977 4181

Passcode: 444148

YOU'RE INVITED TO



The Employee Appreciation Celebration

Wednesday, May 20, 2026
11 a.m. - 12:30 p.m.

James R. Connor University Center
along the main concourse

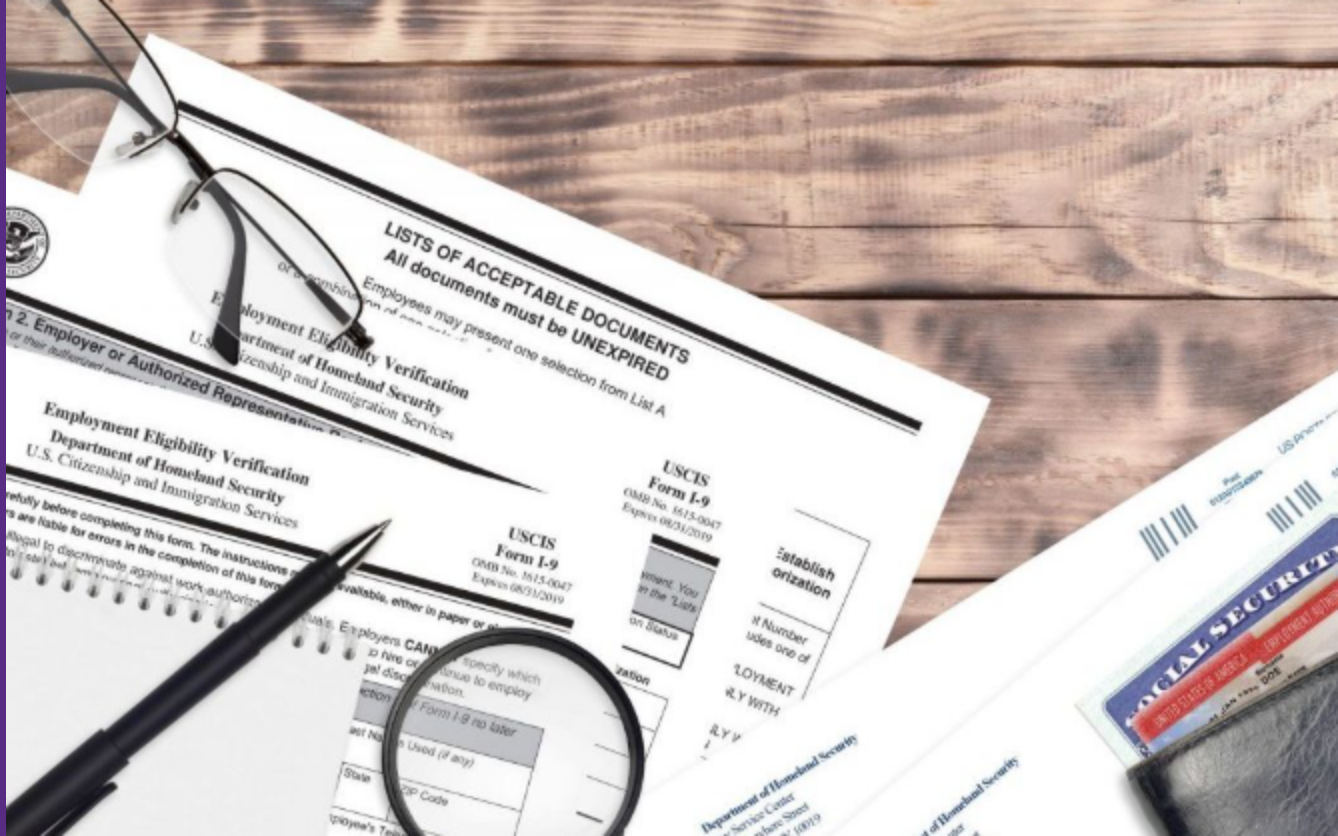
Enjoy a
build-your-own ice cream bar and
socialize with your colleagues.



Annual University Staff Recognition and Retirement Event: April 29, 2026 - RSVP by April 17th

-Please join us for a wonderful meal and camaraderie as we honor our retirees and award recipients. After breakfast, stick around for our Spring General Meeting.

[Click Here](#)



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](#)



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.



University of Wisconsin
Whitewater

Human Resources

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

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