



News & Notes for February 2026



A Note From Our CHRO

Greetings Fellow Warhawks!

February is a month centered on care, connection, and well-being, and as we recognize Heart Health Month, it's a meaningful time to pause and focus on what helps us stay healthy, supported, and engaged at work and at home.

In this month's HR Newsletter, you'll find timely updates, helpful resources, and reminders designed to support your overall well-being. Whether you're planning ahead for important dates, reviewing benefits information, or catching up on HR announcements, we hope this edition offers something valuable for everyone.

In this issue, we especially encourage you to review:

-Important updates regarding two Health Savings Account (HSA) issues that may impact your account and require your attention.

-The Talent Acquisition section outlining the importance of submitting timely documents for new hires to help ensure a smooth and compliant onboarding process.

-HR reminders and upcoming deadlines.

-Benefits, wellness, and employee support resources.

-Policy updates, tools, and key announcements.

-The upcoming password reset needing your attention

Please take a few minutes to read through particularly the HSA and Talent Acquisition updates to ensure everything stays on track. As always, HR is here to support you and answer any questions you may have.

Warm Regards,

Connie Putland, Chief Human Resources Officer

Payroll

Time Entry/ Request Time Off Approvals

Since the launch of Workday, Time Entry and Time Off requests look different. However, the entry and approval expectation have not changed.

Supervisors are requested to approve all time entries and time off requests no later than the Monday before a final payroll calculation. For example, the paycheck for 1/25/2026 – 2/7/2026 has a pay date of 2/19/2026. All employee time entry and time off requests during this pay period should be entered no later than Friday, 2/6/26, by the employee. These entries are requested to then be approved by the supervisor no later than Monday, 2/09/2026.

Workday does offer a reminder to approve these requests in the “Announcement” section on the Workday Home Page. It is vital these timelines are followed to ensure each employee, paid on an hourly basis, are compensated accurately and timely.

If there are further questions, please reach out to Shared Services at gethelpuw@suppprt.wisconsin.edu.

Period Activity Pay Approval Update

Period Activity Pays are entered Monday – Wednesday of a payroll processing week. It is the expectation that Approvers for these requests have these completed no later than the end of the entry week. For example, the paycheck for 1/25/2026 – 2/7/2026 dated 2/19/2026 has an entry timeframe of 2/2/2026 – 2/4/2026. Requests entered during this time are recommended to be completed by Friday, 2/6/2026. This ensures appropriate time for these payments to be audited for accurate payment and avoids delays in payment if edits of the requests are needed.

If there are further questions about this process, please reach out to the campus subject matter experts at payroll@uww.edu.

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

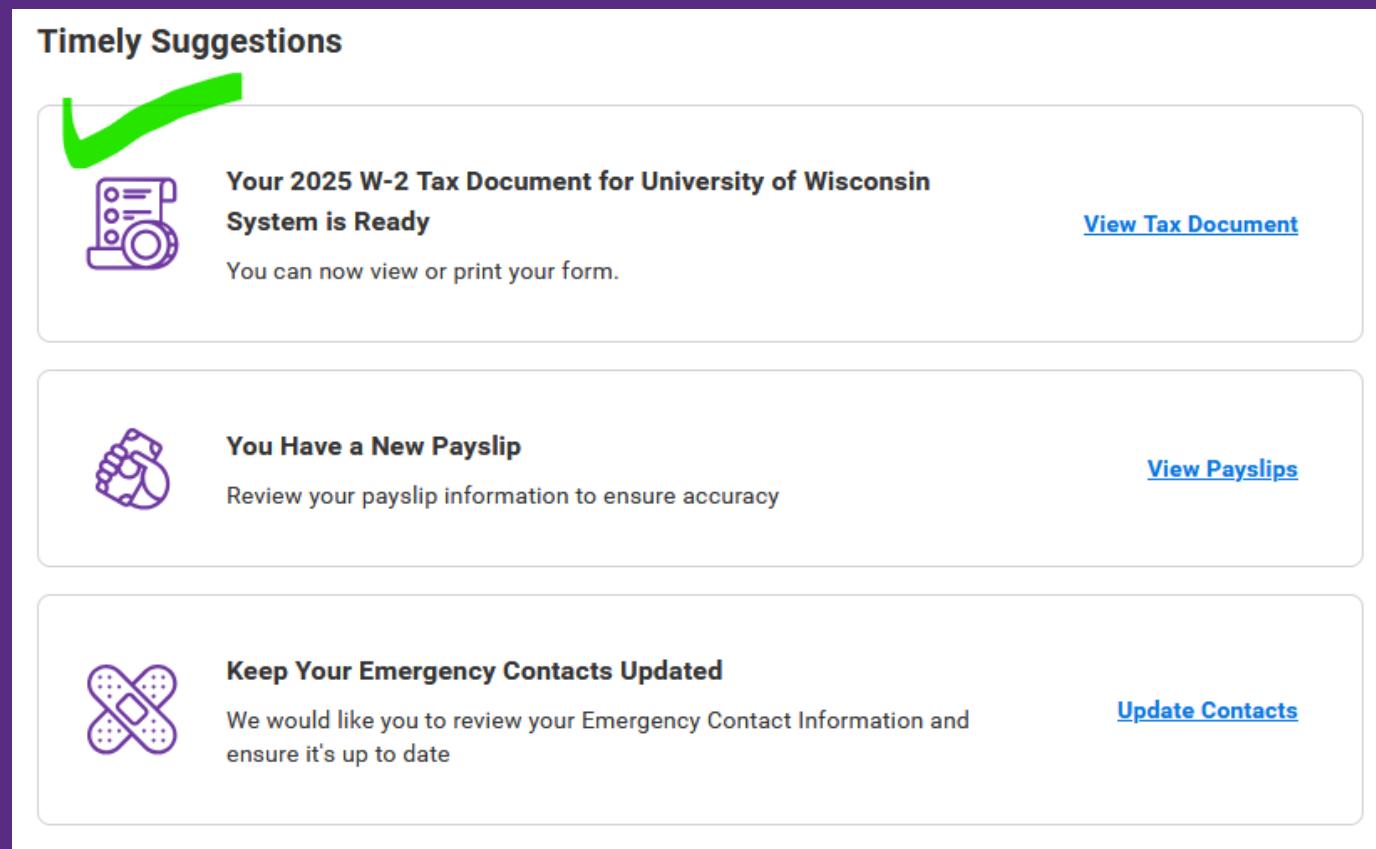
Instructions to view/print tax forms (when available) can be found on the Tax Statements tab on the [Payroll Help page](#).

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:



The image shows the 'Timely Suggestions' section of the Workday home screen. A green checkmark is drawn over the first suggestion, which is about the W-2 tax document. The suggestions are as follows:

- Your 2025 W-2 Tax Document for University of Wisconsin System is Ready** [View Tax Document](#)
- You Have a New Payslip** [View Payslips](#)
- Keep Your Emergency Contacts Updated** [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.



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.

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

Academic Contract Dates for 2025-2026

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@uvw.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](#).

Benefits

REMINDER: If you are enrolled in the **supplemental vision plan**, the vision insurance provider changed from DeltaVision to MetLife on January 1, 2026. MetLife does not issue vision insurance ID cards, however you can just give your name and birthday to a covered provider and they can pull up your vision insurance coverage in their system.

You can print out a vision insurance card from their website and write your name on it: [Click Here for More Information](#)

Attention Employees with the High-Deductible Health Plan

The UWs received notification from TASC, the Health Savings Account (HSA) administrator, of an issue with the employer portion of HSA contributions. This portion of the contribution posted to accounts on January 9, 2026, but then was reversed in error. TASC corrected the error, and the employer contribution should now be posted to your account. We recommend that you log into your MyTASC account using the TASC website (<https://www.tasconline.com>) and check your account.

If you have any questions about your account, you can contact TASC directly by calling 608-241-1900 or 800-422-4661, Monday through Friday 8:00 am to 5:00pm.

Minnesota Paid Leave Program: [Click Here for More Information](#)

State Income Continuation Insurance Annual Review and Premium Adjustments - [Click Here for more information](#)

Save the Date:

-Start the New Year off Saving! - Meet with a Fidelity Workplace Financial Consultant - February 10, 2026 - [Click Here to Learn More.](#)

Workers Compensation

Winter is indeed in full gear! Make sure you are prepared.

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



Wellness



February Wellness Offerings:

- February 6, 2026: National Wear Red Day** – start of American Heart Month to raise awareness about heart disease, the #1 killer of women. Get your group together dressed in red, snap a photo and send it to worksitewellness@uww.edu to be featured in HR's March Newsletter
- February 17, 2026: Blood Pressure & Heart Health Lunch and Learn** – UC275 from 12:00pm – 1:00pm

U Matter Wagon Stop #6 – On January 7th the Children's Center presented the U Matter Wagon to the University Center, check out the full presentation with pictures on the [Worksite Wellness Website](#)



Thank you to everyone that attended the January Lunch and Learn New Year, Fresh Start – Stress & Resilience. Tiffany provided many helpful resources, you can check them out in the [Archives](#) tab on the Worksite Wellness Website.

REMINDER – you can find resources and recordings of past workshops on the [ARCHIVES](#) tab on the Worksite Wellness website.

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



Invite – State of the University Address

It is my honor to invite you to my fourth State of the University Address at **10 a.m. Tuesday, March 17, in the James R. Connor University Center Hamilton Room.**

Join us as we recognize the recipients of the Diversity and Inclusivity Awards and honor our colleagues marking milestone anniversaries (five or more years of service).

This year the university address will be formatted as a **conversation with the Chancellor**. These conversations will include key updates around our strategic plan, academic plan and budget plan. In addition, we will have dialogue focusing on campus-advancing technology, athletics, camps and conferences, and dual enrollment.

Go Warhawks,
Corey A. King, Ed.D.
Chancellor

If you have a disability and desire accommodations, please advise us as soon as possible. All requests will be kept confidential. UW-Whitewater is committed to providing equal opportunities in employment and programming, in compliance with Title IX and ADA requirements. For further information, please contact Benjamin Dresdow at dresdowb@uww.edu.



Upcoming Password Reset - Action Requested

There is an upcoming deadline for all employees to reset their password. To avoid any login issues, **employees are encouraged to reset their password ahead of the upcoming expiration**. The process is quick and easy! **Reset your password today** using the instructions at [Net-ID Password Reset with myapps.uww.edu \(Okta\)](https://myapps.uww.edu/Okta). Your new password will be valid for one year after you change it.

No action is required if you recently set or changed your password.

Translation Services are available through HR! If you need a document translated into Spanish or need a Spanish interpreter, you can submit a request [HERE](#). Please include your department's **full funding string** in your request as there is a \$20 per hour with a one-hour minimum charge for this service. Please call 472-1024 with any questions!



Continued HRS to Workday Transition



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

This email was sent to .

To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.
