



University of Wisconsin
Whitewater

Human Resources

News & Notes for July 2026



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks!

Summer is in full swing, and our campus is buzzing with activity. This month brings several important updates regarding your benefits, payroll tracking, and campus wellness opportunities. Please take a few moments to review the critical deadlines and reminders below to make sure you are getting the most out of your employment experience.

July Highlights & Key Updates

Congratulations Budget Office for receiving the **You Matter Wagon!** Presented by the UC. Angel Meldonian wrote *“Thank you for keeping our campus financially healthy, for your expertise, your partnership, and for making the impossible look routine.”* See the full article honoring the budget team below. Congratulations for your well-deserved recognition!

Floating Holiday: Since Independence Day falls on a Saturday, enjoy 8 hours of floating holiday time. See details below for more information on how to use the floating holiday.

Banked Leave: The conversion election window opens in Workday starting Monday, July 20th for those that are eligible to bank leave.

Annual Performance Reviews: The 2025/2026 performance evaluation cycle officially launched on July 1st please watch for Workday notifications and complete the tasks in a timely manner.

Payroll & Tracking: Check your Workday profile to track summer Period Activity Pay. You can also access the Change of Status system to view payment requests. See detailed instructions below to ensure you understand your summer payments.

I-9 Verification: Watch your Workday inbox for required updates as we continue to update our I-9's. This is an important project to ensure we have all appropriate records.

Wellness Walk: Join the next Warhawks in Motion guided stretch and campus walk on July 21st. Keep moving Warhawks!!!

Thank you for everything you do to keep our university thriving! I hope you take some much-needed time away and enjoy all that summer has to offer. Dive into the full newsletter below for important updates and information, and some wonderful campus celebrations.

Warm regards,
Connie Putland
Chief Human Resources Officer

Payroll

Banked Leave

The Banked Leave election period for all eligible employees runs from July – September 30th. Eligibility for Banked Leave is outlined in Policy: [UWSA Vacation, Paid Leave Banks, and Vacation Cash Payouts Policy](#) Part 6 Section E.

Banked Leave conversion elections are effective dated June 30 and subtract from an employee's available Vacation balances on that date. This includes Vacation Carryover that would normally expire and remaining Vacation that would become Vacation Carryover on July 1.

An announcement on the homepage in Workday will display the link to complete the Banked Leave Election Form beginning Monday, July 20th, 2026, if you are eligible.

Steps for filling out the Banked Leave Election Form can be found here: [Manage Time Off, No Leave Taken and Banked Leave Requests - Employee](#)

Questions about Banked Leave, please contact our UW Shared Services partners at gethelpuw@support.wisconsin.edu

Summer Payroll

There are 6 Summer Payrolls that align with the bi-weekly pay schedule. Summer 2026

will align with payrolls 13 -18 (5/31/26 – 8/22/26). Activity dates for Summer Service (SV) and Summer Session (SS) will be edited within Workday to ensure pay is within the 6 Summer Payrolls and payment dates will depend on when approvals are completed. In Workday, Summer payments will be setup and paid as a Period Activity Pay (PAP). These will be specified as a Summer Service (SV) or Summer Session (SS) payment on paychecks.

Finding Summer Payment Information

If you are expecting payment through Period Activity Pay (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 if applicable.

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 Activity Pays 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. Reference the [Bi-weekly pay calendar](#) for guidance). If you have received payment for this activity, this screen will also show the payment date of the paycheck.

Most Overload payment requests/Summer requests are through the Change of Status (COS) system. These requests have a unique identifier attached to them known as the Change of Status request number (COS#). This number is connected to each Period Activity Pay entered in Workday and can be found under the comment column. Searching the COS# in the Change of Status system can give you more information on the payment.

Any questions about how to navigate this or questions about your Period Activity Pays, please contact UWW payroll at payroll@uww.edu

Viewing Change of Status

The Change of Status system is a helpful resource for information on overload payments (also known as Period Activity Pays). Here are the following steps to access payment

information in this system.

Visit the link <https://hrchangeofstatus.uww.edu/>

If you know the Change of Status Request number (COS#) you can search for it under the search option on the above ribbon on the left-hand side.

Once a Change of Status Request is completed by Payroll, you'll be able to view these completed requests under "My Acknowledged Requests" on the above ribbon.

To view payment details of a request, you will click on the "History" button on the request. The last entry completing this request will be the payment details of when this payment will pay and how it will be split up.

To view details of the request, you will click on the "View" button on the request. This will show more information on what the request is for, how much will be paid and the dates this request applies to.

Payroll will complete these requests after the payment has been audited.

If you have questions on where the request is at, please reach out to the HR office at hr@uww.edu or by calling 262-472-1024

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

Floating Holiday Use

Because Independence Day (July 4, 2026) falls on a Saturday, full-time UW Shared Services and Universities of Wisconsin employees are granted **8 hours of a floating legal holiday** (prorated for part-time staff).

Earning and Usage: The floating holiday is issued automatically and can be used like any other paid leave during the designated timeframe.

Deadline: Floating legal holidays must be used within the fiscal year.

Requesting Time Off: Eligible staff can submit their leave request directly through the Workday Time Off System.

Performance Review Updates

- 2025/2026 Annual Reviews will launch on July 1st.
- June 28th, 2026 2% pay plan eligibility is not based on completion of the 2025/2026 annual reviews.

HIRING 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

Student Hire Resources For Supervisors: Supervisors responsible for hiring student employees can find guidance in the **Student Employment Tool (SET)**, under the **Supervisor Resources** tab. There is a document titled "**Supervisor Student Hiring Instructions**" that outlines the hiring process. If you need access to the SET or have any other questions, please contact the HR Office at **X1024** or email stupay@uww.edu.

Supervisor Resources Links**Supervisor Student Hiring Instructions**

Hiring International Students

Approve Payable Time

Timesheet Entry Guide (Timesheet)

Location**University of Wisconsin-Whitewater**

800 W. Main Street

Whitewater, WI 53190-1790

Directory Assistance: (262) 472-1234

Maps & Directions

Campus Building Addresses

Campus Info

Contact Us

Tools and Resources

Emergency Information

Announcements

Employment

Bookstore

Accessibility

Language Translation

Weather

Links**Supervisor Student Hiring Instructions**

Hiring International Students

Approve Payable Time

Timesheet Entry Guide (Timesheet)

All Material © 2026 UW Board of Regents

Benefits

Save the Dates!

- **October 6th** - Biometric Screening
- **October 13th** – Benefits Fair
- **October 5th – 30th** - Open Enrollment
- **Wednesday, July 8** - Employee Assistance Program (EAP): **Understanding Your Immune System**. Registration is required.
 - [Tip sheet](#)
 - [Webinar flyer](#)
 - [Registration](#)

Transition from Optum to TASC

If you were enrolled in an FSA, LPFSA, Dependent Day Care Account or HSA with Optum be sure to check that any carry over funds have been transferred to your [TASC](#) account.

TASC has teamed up with beneshop™ to deliver a wide variety of FSA- and HSA-eligible products, brands and retailers all in one location, ensuring you get the greatest value out

of your benefit accounts. Visit [Beneshop](#)

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 8:00am to 5:00pm

ETF Webinars: Upcoming

July 2026 Annuity Options

By the end of this webinar, you will be able to

- Define and explain annuity, annuitant, beneficiary and name survivor
- Compare different annuity options
- Identify next steps for choosing an annuity option

WRS Benefits: For New and Mid-Career Employees

- Learn how to maximize your WRS benefits

For a full list of upcoming webinars and to register click [HERE](#)

View ETF's [Webinar Catalog](#) or [Events page](#) (including non-webinars) for more details.

Do you have Accident Insurance?

If you are enrolled in the supplemental Accident Insurance be sure you are filing claims. Please visit this link for more information. <https://etf.wi.gov/insurance/accident-plan>

Accident Insurance provides a cash payment to help cover out-of-pocket expenses regardless of any other insurance coverage, but you must file a claim.

Worker's Compensation

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



WARHAWK WELLNESS

... UW-WHITEWATER ...

Warhawks In Motion ☐

Warhawks In Motion (WIM) has officially kicked off with the Move with the Mascot on June 9th. It was a HOT but *FUN* event.

Meet the Teams on the [Worksite Wellness Website](#) and watch for monthly updates on the Leaderboard!

Next Movement Opportunity!

Join us for a Movement Opportunity on July 21st at 11:30am. Tiffany Pernat from Fort HealthCare will be here to lead us in a 10 minute guided stretch and an all-abilities walk around campus. She will have some swag too and its a Food Trailer day! Meet at 11:30 at the water feature across from the Food Trailer, hope to see you there! Check out the [flyer](#) for additional details.

Check out these pictures from Move with the Mascot!





U Matter Wagon

Stop #7 for the U Matter Wagon!

On Thursday, June 11th the University Center presented the U Matter Wagon to the Budget Office! Angela Meldonian, UC Executive Director noted:

Budget Office Appreciation Award: Masters of the Magical Spreadsheet

Today, we'd like to recognize our incredible Budget Office team—the people who somehow make numbers behave, keep the rest of us from accidentally spending next year's budget this year, and translate financial language into something the rest of us can almost understand.

While many superheroes wear capes, our Budget Office staff wield spreadsheets, formulas, and an uncanny ability to answer emails that begin with, "I have a quick budget question..." (which is rarely quick).

They have survived budget cycles, reconciliations, last-minute requests, changing projections, and the mysterious phenomenon of people discovering deadlines only after they have passed.

Through it all, they remain patient, knowledgeable, and remarkably calm while the rest of us ask, "Can we afford that?"

Thank you for keeping our campus financially healthy, for your expertise, your partnership, and for making the impossible look routine. We know the numbers don't always add up by magic—but we're pretty sure you have a few tricks up your sleeves.

Please join me in thanking our Budget Office team for all they do. We literally couldn't balance without you!

Way to go Budget Team!!





Brain Teaser WINGO wraps up June 30th! Be sure to get your card turned in to get your swag! You can drop off your card at the HR office in Hyer Hall Suite 330 or email it to worksitewellness@uww.edu.

Tip of the Month

Reset Your Routine

When life gets busy, even helpful routines can start to feel automatic or overwhelming. This month, take a few minutes to notice what is supporting your wellbeing and what might need a small adjustment.

Try choosing one part of your day to reset, such as your morning, lunch break or evening wind-down. You might set out a glass of water before bed, step outside for fresh air between tasks or put your phone away for the first few minutes after waking up. Small, intentional shifts can make your routine feel more manageable and help you create space to check in with yourself.

Immigration

For International Faculty:

It's that time of year when immigration cases are being processed for new international hires. Departments hiring international faculty should feel free to

reach out to Margaret Wheeler, Immigration Specialist, with any questions: wheelerm@uww.edu; extension 1494. She is currently working directly with the new hires.

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.

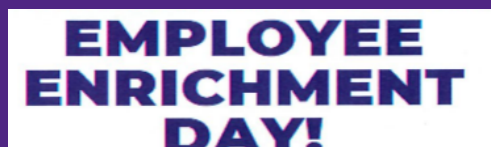
Contact information: (wheelerm@uww.edu) and extension 1494.

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

Employee Enrichment Day Survey

If you attended Employee Enrichment Days on June 9th, but have not yet completed the survey, please do so. Your feedback is important to help us plan for future events and workshops - you can find the survey [HERE](#):





Our very own Rebecca Busch, HR Generalist in the Human Resources Department, along with her husband Kyle and big sister Christina welcomed Riley into their family on May 11, 2026.

Do you have good news to share? We'd love to include it in our next newsletter. Please send the details to hartmans@uww.edu

Driver Authorization Updates:

Coming later this summer, UW Whitewater will transition standard processing of Vehicle

Use Agreements (VUA) to Universities of Wisconsin (UW) Shared Services.

Drivers licensed in the State of Wisconsin for at least 2 full years will continue to submit their Vehicle Use Agreements in the Enterprise Fleet Management System (EFMS) in the same manner. Processing of their application will now be handled by UW Shared Services, who will communicate with the driver and their supervisor about the application, including requesting additional information and notifications on approvals or denials.



Out of State License Holders:

When the transition happens; faculty, staff or students who currently hold, *or held in the most recent twenty-four months*, an out-of-state driver’s license will no longer be required to obtain and submit their driving records with their application. UW Shared Services will utilize the HireRight system to assist drivers in obtaining an out-of-state driving abstract/motor vehicle record.

Children's Center Enrollment



Enrollment is now open at the UW-Whitewater Children’s Center for children ages 2.5–5 years old for the upcoming fall semester. The Children’s Center provides a nurturing, play-based learning environment focused on supporting children’s social, emotional, and academic development. We are also an official Get Kids Ready 4-Year-Old Kindergarten

site. Families interested in learning more or enrolling can view our website for additional information. <https://www.uww.edu/childrenscenter>

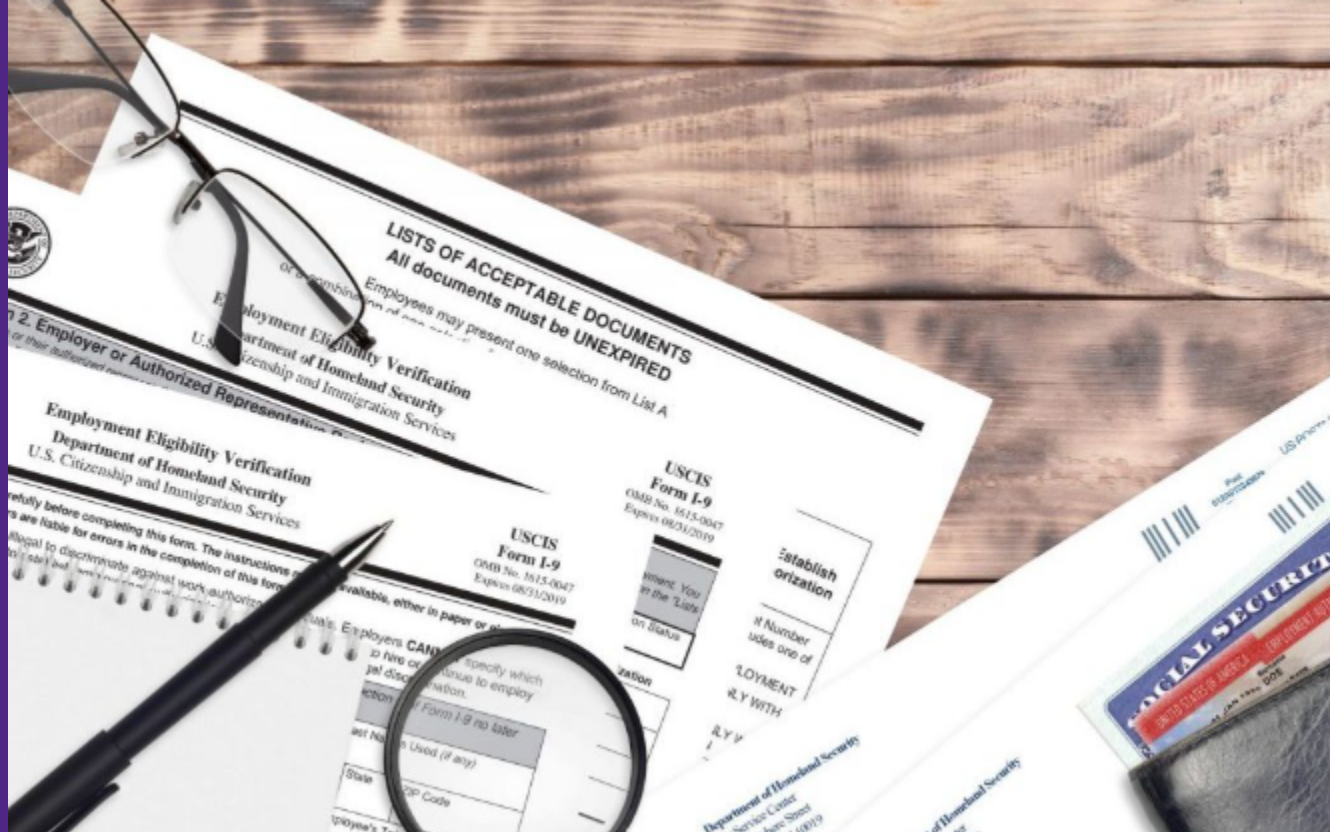


Dear Whitewater Employees,

The Discover Whitewater Series: Half Marathon, 5K, and 5K teams races are just around the corner. This year, the Chancellor's Office received a limited number of complimentary tickets for those who are interested in racing. Because we have a limited amount, we are encouraging employees to contact us as soon as possible to ensure your place at the start line. **Race registration is available right up until race day, which is September 20th, 2026.**

If you are interested in receiving complimentary race tickets, please email Benjamin Dresdow, Operations and Event Assistant at chancellorofc@uww.edu. All other race related questions, please visit runwhitewater.com.

We hope to see you there!



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.



University of Wisconsin
Whitewater

Human Resources

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

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™
Got this as a forward? [Sign up](#) to receive our future emails.
View this email [online](#).

800 West Main Street | Whitewater, WI 53190 US

This email was sent to .
To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.