



News & Notes for June 2026



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks!

As we move into the summer months, June brings opportunities for growth, reflection, and continued success across our campus community. This month's HR Newsletter highlights several important topics designed to support both employees and supervisors as we prepare for the year ahead. We are especially looking forward to **Employee Enrichment Day tomorrow, June 2nd**, a full day dedicated to professional growth, wellness, and connection with colleagues. With a keynote speaker, a variety of learning sessions, and networking opportunities, we encourage all employees to take advantage of this valuable event. There is still time to register [HERE](#)

This month's newsletter also includes several important reminders and updates. Employees and supervisors should review information regarding Flexible Work Arrangements, including annual renewal requirements and important deadlines. We are also preparing for the upcoming performance review cycle, and you'll find resources and key dates to help make the review process meaningful and successful.

Warhawks in Motion Kicks off June 9th! Gather your teams and get moving! See the information below on how to sign up.

Please take a moment to review the updated Workplace Conduct Expectations. These guidelines reinforce our commitment to maintaining a respectful, professional, and inclusive workplace and help ensure a positive environment for everyone in our campus community. Follow the link in the information below.

You'll also find updates on payroll, training opportunities, wellness initiatives, and other HR-related resources. We encourage you to explore this month's newsletter and stay informed about the programs and information available to support your success.

Thank you for your continued dedication to UW-Whitewater. We hope you enjoy the start of summer and take advantage of the many opportunities available this month.

Warm regards,
Connie Putland
Chief Human Resources Officer

Payroll

Leave Balance Reminder!!

All staff who have Personal Holiday, Carryover Vacation or Floating Holiday time, please be sure to use this time before July 1, 2026. If you do not use, or place in the Banked Leave account (if eligible), you will forfeit the hours.

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

Performance Review Updates

- Any incomplete Annual and Midpoint reviews from the previous cycle will be automatically advanced to completion on June 30th, and the 2026/2027 Annual Reviews will launch on July 1st.
 - June 28th, 2026 2% pay plan eligibility is not based on completion of the 2026/2027 annual reviews.
 - For more information on performance reviews please attend our session during the Employee Enrichment days!
 - **June 2nd, 2:00-2:45 Workday Performance Reviews** - Kai Instefjord & Grace Dargiewicz. A guide to navigating the review process from start to finish
-

Flexible Work Arrangements Must be completed every fiscal year (July 1)

Before requesting a new Flexible Work Arrangement (FWA) check to see if you already have one in Workday. Go to your Employee Profile->Actions->Worker History->View Worker History by Category and click on the Flexible Work Arrangements tab.

Navigation example from Workday employee profile:

Kai Instefjord

HR Manager

Actions

- Business Process >
- Compensation >
- Expenses >
- Job Change >
- Manage Work >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Provisioning Groups >
- Recruiting >
- Safety Incident >
- Talent >
- Time and Absence >
- Workday Account >
- Worker History >

Education

Job

Organization UWWTW |
Business Title HR Manag
Manager Connie Pu
Location UW WH
Time in Position 8 year(s),

Talent

- View Worker History
- View Worker History by Category
- Maintain Worker Documents
- View Manager History

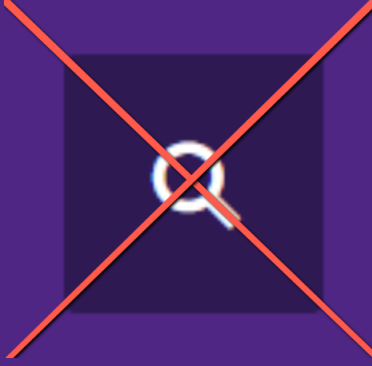
- View My Service Dates
- Edit System ID

- View Union Membership History

If you already have an FWA in Workday you will need to end it before submitting a new one. You must manually END your FWA even if the Proposed End Date of your current FWA has passed.

For additional instructions, please see the [knowledge base](#)

Human Resources Website Search Bar



When looking for most up to date forms and resources TA **does not** recommend using the HR search bar. Instead, please use the [Forms](#) and [Recruitment Resources](#) pages directly.

Rehire Reminders

If not already, please submit rehires for **2026-2027**

*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

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

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

SAVE THE DATE: June 17, Time: 8:30 am—4 pm, **Fidelity Individual Counseling Session** - Learn More [Here!](#)

- [Register](#) for a one-on-one consultation.

Wellness



WARHAWK WELLNESS

... UW-WHITEWATER ...

Employee Enrichment Day

6/2/2026 - Employee Enrichment Day (formerly Personal & Professional Development Day).

Come for the whole day or as you are able! Register here: [Register](#)

Human Resources will be sponsoring Employee Enrichment Day on June 2nd starting at 8:30am with refreshments sponsored by the USC, Keynote speaker at 9:00, followed by 2 morning sessions, HR Happenings with a buffet lunch followed by 2 afternoon sessions.

To view our event program and flyer [click here](#)

[Updated Employee Enrichment Day Session Summaries](#)

Warhawks In Motion

Warhawks in Motion will be kicking off in June! It will run from June 9th through September 29th - explore the [Worksite Wellness website](#) for details!

Warhawks in Motion 2026

Join us on June 9th for Warhawks in Motion kickoff! Meet at 11:30am at the water feature/food trailer in the middle of campus for a walk/roll with Chancellor King and Willie the Warhawk!



How do I Sign Up?

There will be two ways to sign up:

- 1 - As a team of 3-5
 - 2- As an individual Super Stepper if you report 300,000 or more steps per week
- Teams are to be composed of 3-5 people with one appointed Team Captain

What is Warhawks in Motion?

Warhawks in Motion is a friendly, team step/movement competition encouraging healthy living and exercise. This is open to all employees!



Employer Sponsored Activity

Participation in this challenge (plus completing two coaching sessions, a health assessment, and a health check), earns you \$150! Visit webmdhealth.com/wellwisconsin



For more information

Complete details and sign up information can be found on the Worksite Wellness website. For questions, contact the Wellness Team at 262-472-1024 or worksitewellness@uww.edu



WARHAWK
WELLNESS

... UW-WHITEWATER ...

Mental Wellbeing Awareness

Mental wellbeing starts with the basics: taking care of yourself and your body. That includes sleep! Quality rest is one of the most important — and overlooked — parts of daily health.

As we swing into spring, take a moment to review your daily rest and routines. Are you going to bed relaxed? Sleeping restfully? Falling asleep when we are stressed or overthinking is anything but easy. A calming nighttime routine helps you detach from stress, quiet a busy mind and wind down.

Quality sleep is key to mental wellbeing. The National Council for Mental Wellbeing put together five relaxing and restorative activities you can use for your sleep routine.

[Read about them here.](#)

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



UWW Workplace Conduct Expectations

Linked below are the new Workplace Conduct Expectations! These expectations are newly updated and apply to all employees.

[Click Here](#)

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](#)



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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