



University of Wisconsin
Whitewater

Human Resources

News & Notes for January 2026



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks!

As we begin a new year and a fresh semester, I want to extend my heartfelt appreciation for everything you contribute to our Warhawk community. January offers us a moment to look ahead with renewed energy and purpose, and I hope the start of 2026 brings you optimism and a sense of possibility.

This month's newsletter is full of resources and updates designed to support you as we enter the spring semester. I encourage you to take a few moments to read through it—there are several important highlights, including reminders about **Workday tasks and updates**, **tax-season guidance**, and **upcoming wellness opportunities** like the *New Year, Fresh Start: Stress & Resilience* Lunch & Learn. You'll also find helpful information on **student and employee hiring processes**, **benefit updates**, and **workers' compensation tips as we navigate winter weather**.

Thank you for all you do to uplift our campus, support one another, and create an environment where our colleagues and students can thrive. I'm grateful for your dedication and excited for what we will accomplish together in 2026.

Warm Regards,

Connie Putland, Chief Human Resources Officer

Talent Acquisition

All Academic Staff employees with contracts ending on 1/7/2026, must have been notified of their intended status for spring 2026 by December 8, 2025.

To ensure timely processing, all E-Rehires should have been submitted to HR no later than December 15, 2025.

Academic Contract Dates for 2025-2026

Fall: 8/25/2025-1/7/2026

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@uww.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](#).

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.

Payroll

Friendly reminder to all hourly paid University Staff: Leave allocation has been moved to the fiscal year and no longer runs on the calendar year.

2025 Tax Season

Employees have the option to receive their W-2 tax forms through electronic-only delivery in Workday. To do this you must complete the electronic-only consent in Workday by **January 15, 2026**. If not completed or if you are no longer an active employee when forms are issued, the W-2 will be mailed in **late January**. [Click here to view the following steps.](#)

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.

You will be notified when tax forms are available in the Portal, these will be available no later than the last day of January 2026. Please watch for a notice, in your email and or in the news section of the Portal, letting you know the forms are ready and you can print them from the Portal. If you have additional questions or needs, please reach out to gethelpuw@support.wisconsin.edu

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

More information on the 2025 tax season will be available in upcoming newsletters. For further questions related to taxes please contact UW Shared Services using the email or phone number above.

How to submit No Leave Taken in Workday:

[Click here for Instructions](#)

Period Activity Pays (PAPs) Once known as; Lump Sum, Overloads, Add'l

Pay

With the launch of Workday, Overload payments now have a new name; Period Activity Pays (PAPs). These are still requested through our Change of Status, ReHire, Camps Hiring Tool, Student Employment Tool and Miscellaneous Contract Forms. These requests will still go through the approvals needed in these systems, before these are received by Payroll for processing in Workday.

Employee PAP Review:

If you are expecting a 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.

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 payments 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). If you have received payment for this activity, this screen will also show the payment date of the paycheck.

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.

Benefits



Workers Compensation

Are you ready for the Winter?

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

For Your Information:

-2026 Benefit Announcement & Benefit Elections Summary: [Click her for more information](#)

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

-Podcast from State of WI Investment Board: [How AI is being used to benefit WRS participants.](#)

Save the Date:

-Wisconsin Retirement System - Group Retirement Appointments: January 8, 2026 - [Registration Required](#)

-TIAA: You can meet with a financial consultant at UWW: January 21st from 9:00am-4:00pm - [Registration Required](#)

-Search for scheduled **webinars and group retirement appointments.** - [Click Here to Learn More.](#)

Wellness



As the new year begins make this your moment to pause, breathe and reconnect with what really matters: kindness, connection and taking care of yourself and others.

☐ **The 3-Breath Gratitude Pause** ☐

Take a slow breath in. Notice something that brings you comfort or joy.

Take another deep breath. Think of someone who made your day just a little easier.

Take one more breath. Appreciate one thing about yourself — something you did, learned or simply showed up for.

2026 Lunch & Learn Series – the next workshop will be [New Year, Fresh Start: Stress & Resilience Lunch and Learn - January 20, 2026](#)

The American Heart Association (AHA) cautions that winter weather increases heart risk due to cold-induced blood vessel constriction, raising blood pressure and making the heart work harder, especially with activities like heavy snow shoveling. Shoveling snow is strenuous exercise, it is recommended to use a small shovel, push snow instead of lifting, take frequent breaks and avoid heavy meals/alcohol before shoveling. They advise staying warm in layers, hydrating, pacing yourself during outdoor activity, avoiding overexertion (especially shoveling).

Congratulations to the Warhawks In Motion Winners – 1st Place : Step IT Up, 2nd Place: Three Steps Ahead, 3rd Place: Warhawk Walking Wonders – the final Leaderboard and team pictures can be found on the [Worksite Wellness website](#) - [Read More Here](#)

If you have not received your swag please reach out to the Wellness Team at worksitewellness@uww.edu

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

The Office of Compliance and Risk Management has developed [guidance](#) regarding the use of portable indoor space heaters in alignment with UW System best practices. This guidance is designed to reduce fire risk, address energy consumption concerns, and promote consistent safety practices across campus.

Please feel free to reach out to ocrm@uww.edu if you have questions.



Check out the fun Photo Booth pics from the Chancellor's Holiday Gathering here: [Website](#)



Did you know? Translation Services are available through HR! If you need a document translated into Spanish or need a Spanish interpreter, you can email HR your request at hr@uww.edu. Please include your department's full funding string in the email 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

[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 None | 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.