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News & Notes for March 2026

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**From Our CHRO**

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## Greetings Fellow Warhawks,

As we welcome the month of March, I want to take a moment to recognize the dedication and resilience you bring to our campus every day. Spring is a natural season of renewal, and you can feel that same spirit reflected in the meaningful work happening across campus. Thank you for continuing to create an environment where our students and colleagues feel supported, valued, and inspired to do their best work.

### \*\*\*\*Save The Date\*\*\*\*

This year's **Employee Enrichment Day** will be held **Tuesday, June 2nd** in the University Center. Watch for details in the April newsletter.

This month's newsletter is filled with important updates and helpful resources. Below, you'll find **key payroll changes**, including improvements to **payslip displays**, guidance on **W-2 access**, and information related to **HSA contribution corrections**. We're also sharing **reminders on comp time entry, rehire timelines**, and important steps for ensuring timely processing of **student and staff hires**.

You'll also see updates related to **benefits and well-being**, including ways to earn your **Well Wisconsin \$150 incentive**, details on upcoming **wellness events**, biometric screening dates, the **Wellness Fair** on April 8th and opportunities to engage in campus-wide health initiatives—such as the **AFSP Suicide Prevention Walk**.

For our supervisors and those involved in faculty hiring, we've included guidance on **legal interview questions for international candidates**, as well as continued support from our immigration specialist. And don't miss the invitation to the **State of the University Address** on March 17.

Finally, we are continuing progress on the **HRS to Workday transition**, including upcoming steps related to I-9 updates. As always, our HR team is here to help guide you through any questions along the way.

Thank you for all you do to strengthen our campus community. I hope these updates help you feel informed, supported, and connected as we enter a season full of growth and new possibilities.

**Warm regards,**  
**Connie Putland**  
Chief Human Resources Officer

# Payroll

**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](#)

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## 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](#)

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## 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](mailto: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](mailto: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** [View Tax Document](#)

You can now view or print your form.



**You Have a New Payslip** [View Payslips](#)

Review your payslip information to ensure accuracy



**Keep Your Emergency Contacts Updated** [Update Contacts](#)

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

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](mailto:gethelpuw@support.wisconsin.edu)

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## 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](mailto:gethelpuw@support.wisconsin.edu) or [\(888\) 298-0141](tel:(888)298-0141).

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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](mailto:GetHelpUW@support.wisconsin.edu).

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# Talent Acquisition

## Student Employment:

\*When submitting a hire request in the [Student Employment Tool](#) and you know the student will be working with **keys, cash, or kids**, a request for a Criminal Background Check (CBC) is **ALWAYS "yes,"** even if you believe there is already a CBC on file. HR will verify that the employee has CBC on file in compliance with UW System policy. It is crucial that this data is accurately noted in Workday's new hiring process. Please email [stupay@uww.edu](mailto:stupay@uww.edu) or call X1024 with any questions.

Additional Information	
Run Criminal Background Check	Yes
CBC Request Date	02/03/2022
CBC Explanation	CBC Previously processed by HR
Additional Notes	

Complete  Approve  Deny  Forward  Add Comment  Clone  History  Download Pdf

**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

## Rehire Submission Timelines and Process

**Wednesday, April 1, 2026** – Spreadsheets need to be returned to [InstefjoKE08@uww.edu](mailto:InstefjoKE08@uww.edu)

**Wednesday, April 1, 2026** – E-Rehire must be submitted by this date for any employee indicated “Y” on the spreadsheet. Employee will receive notification when E-Rehire is submitted.

**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

## Benefits

### For Your Information:

-**Employee Assistance Program (EAP)** is now providing up to 8 counseling sessions at no cost.

-**Well Wisconsin \$150 Incentive:** To earn your \$150 Wellness Incentive you will need to complete a Health Assessment, a Health check and a Well-being activity. Please note, self-reported Dental Cleanings and Well Wisconsin Radio podcasts are no longer included as Well-being activities.

### Well-being Activity Options

7 options to choose from to support your journey

1. Complete three health coaching sessions with a WebMD Coach
2. Complete two well-being challenges
3. Qualify and participate in the Diabetes Prevention Program
4. Complete three virtual coaching classes
5. Participate in the meQ assessment (or reassessment) + complete an activity
6. Complete a Well Wisconsin workshop (DASH diet, Healthy Aging or Diabetes)
7. Complete an employer sponsored activity + two coaching sessions with a WebMD Coach

**Save the Date:**

**-Well-Being Webinars:** [Click Here for Webinar Dates & Topics](#)

**-Biometric Screening:** April 8th 8:00am-1:00pm in Connor conference Room 259 A&B

**-WRS Group Retirement Appointments:** April 9th: [Click Here for More Information](#)

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## Workers 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](mailto:rochar@uww.edu)



## Wellness



We have updated the [Worksite Wellness website](#). Check out our new LOOK!



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***Save the Date:***

**-Brain Teaser WINGO 2026 will run from March 16th – June 30th: [WINGO Information](#)**

WINGO is the Warhawk version of BINGO. Complete all squares on the WINGO card by June 30th to receive some SWAG and be entered into a drawing to win lunch with the Chancellor and Provost! To request a card please email the Wellness team at [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu)

**[-Nutrition & Health Living Lunch and Learn](#) – March 18, 2026 from**

**10:30am-11:30am at UC275**

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**Looking ahead into April – SAVE THE DATES**

***-April 8, 2026***

**[-Wellness Fair](#): 10:00 am – 1:00 pm in UC275**

**[-Biometric Screening](#): 8:00am-12:00pm in UC259**

***-WRS Group Retirement Appointments - April 9, 2026***

**9:00am -11:30am & 1:00pm – 3:30pm: For complete details and to register; click [here](#)**

***-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**

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Pictures from Wear Red Day 2026 – thank you to all who participated!





## 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](mailto:wheelerm@uww.edu). Extension 1494.

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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](mailto: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](mailto:dresdowb@uww.edu).

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**Jury Duty Policy**- updates have been made, information regarding Jury Duty and other Miscellaneous Leave Provisions can be found [here](#).

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## Upcoming Password Expirations

Employees whose passwords are approaching expiration will receive notification emails from [noreply@okta.com](mailto:noreply@okta.com). To avoid login issues, please reset your password before it expires by following the instructions at Net-ID Password Reset with [myapps.uww.edu](http://myapps.uww.edu) (Okta). If your password expires, you will be required to create a new one at your next login. Your new password will remain valid for one year from the date it is changed.

For help, contact the IT Services Help Desk at [helpdesk@uww.edu](mailto:helpdesk@uww.edu) or 262-472-4357. Please note: UWW will never ask for your password or security codes.

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**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](mailto:hr@uww.edu).

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## Meet our new Warhawks!



[Click here](#)



University of Wisconsin  
**Whitewater**

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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](mailto: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](mailto:hr@uww.edu) | [uww.edu/hr](http://uww.edu/hr)

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