



News & Notes for May 2026



From Our CHRO

A Note From Our CHRO

Greetings Fellow Warhawks!

As we wrap up another academic year, I wanted to take a moment to express my deepest gratitude for your unwavering dedication.

Seeing our students reach their goals—whether it's crossing the stage at graduation or mastering a difficult concept in the classroom—is a direct result of your hard work. From the late-night grading and personalized mentorship to the vital behind-the-scenes support across both campuses, you are the engine that makes this institution run and I see you!

Thank you for your resilience, your passion, and for always putting our students first.

Please come and celebrate all of your hard work at the Employee Appreciation Celebration on Wednesday, May 20, 2026, from 11:00 am to 12:30 pm in the James R Connor University Center along the main concourse. Enjoy a build your own ice cream bar and socialize with your colleagues!

It's finally here! Employee Enrichment Day! Please join us June 2nd, 8:00 am to 3:00 pm in the University Center Main Ball Room. We have some very exciting new sessions. You don't want to miss this! See the registration QR Code below! All employees are welcome!

Enjoy the last few days of the semester and I hope you take some well-deserved time to rest and recharge this summer.

Warm regards,
Connie Putland
Chief Human Resources Officer

Payroll

Tax Statements

If you need a duplicate tax document please go to - <https://www.wisconsin.edu/shared-services/>

Once on the website choose the following:

Duplicate Tax Statement Request

[Request a duplicate tax statement](#)

After selecting "Request a duplicate tax statement" follow the remaining prompts. If you need additional help, please reach out to gethelpuw@support.wisconsin.edu

Leave/No Leave Taken absences

If you are a nine-month employee, please be sure to report all Leave/No Leave Taken absences, before you end the academic year.

Summer Payroll

There are 6 Summer Payrolls that will align with the bi-weekly pay schedule. Summer 2026 will align with payrolls 13 -18 (5/31/26 – 8/22/26). Payment dates for summer service and summer session will depend on approvals. Keep an eye out for more information on Summer Payroll come June's Newsletter.

If you need further information about the biweekly payroll process please visit here:

[2026 Bi-Weekly Pay Calendar](#)

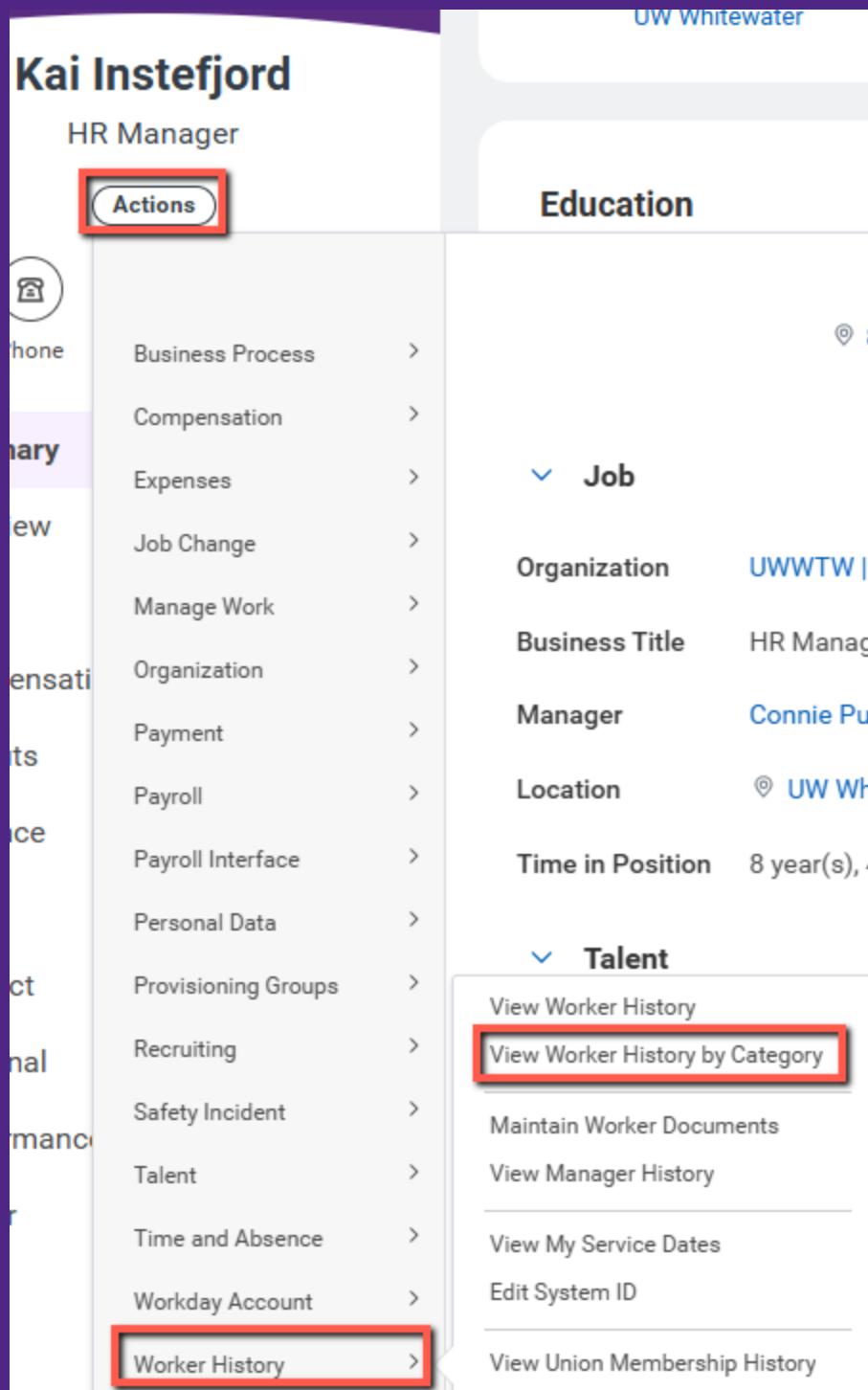
If you have further payroll questions, please do not hesitate to reach out to the Payroll Team at Shared Services at GetHelpUW@support.wisconsin.edu.

Talent Acquisition

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:



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](#)

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.

Small changes to the Workday performance review process will go live May 1st, updated Job Aids will be posted this month, and a workshop will be held on Thursday, May 14th to help staff get familiar with the updates. If you have additional questions please reach out to gethelpuw@support.wisconsin.edu

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.

Contingent Worker and USTE Terminations

If a USTE need ends or resigns prior to their contract end date, please submit the [USTE termination form](#) ASAP.

If a Contingent Worker (formerly known as POI) finishes a project or leaves prior to their contract end date please email hr@uww.edu asking for their contract to be ended ASAP.

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

Employee Well-Being

[Spring 2026 Edition of the Employee Well-Being Webinars](#)

"To live well, it is important to take care of yourself - physically, emotionally, and financially...". Linked above is a selection of upcoming webinars that are available to help keep your well-being on track!

ETF Webinars: Upcoming Schedules

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



2026 Statement of Benefits Now Online

Non-retired WRS members may now view, download, and print their 2026 Annual Statement of Benefits online.



SAVE THE DATE: [Fidelity Individual Counseling Session](#)

Wellness



Well Wisconsin Elevate Management Series

In this 4-session series you will learn about Balancing Conversations for Transparent Conversations, Prioritizing Time to Promote Effectiveness, Speaking Candidly with your Team and Fostering Resiliency to Prevent Burnout - click [here](#) to Register and find out more!

Well Wisconsin DASH workshop - May 13th to June 17th

6 week virtual workshop to help understand heart healthy eating and create sustainable lifestyle changes

Register [here](#) by May 12th

SAVE THE DATES!

6/2/2026 - Employee Enrichment Day (formerly Personal & Professional Development Day). Scan the QR code to 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](#)

[Click here for detailed employee enrichment session summaries](#)

You're invited to attend our upcoming

EMPLOYEE ENRICHMENT DAY!

Supporting both professional & personal growth, empowering individuals to invest in themselves through learning & connection. All employees welcome!

Tuesday, June 2nd from 8:00am-3:00pm
University Center - Old Main Ballroom UC275 A&B



**SCAN HERE
TO REGISTER**

MORNING REFRESHMENTS SPONSORED BY:
UNIVERSITY STAFF COUNCIL



University of Wisconsin
Whitewater

Human Resources

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

Out of the Darkness Suicide Prevention Walk Recap

Thank you to everyone who came out to walk for the Out of the Darkness Suicide Prevention Walk on April 11th - it was a great day of care and support. This is an annual event, if you were not able to participate in the walk this year, we hope you will consider participating next year.

Event Photos:





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. We 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

Federal Updates Reminder

The Universities of Wisconsin [Federal Updates website](#) provides weekly “Federal Friday Updates” with key developments impacting higher education. Visit the site to stay informed.

Academic Staff Personnel Rules Updates

Questions regarding these rules should be directed to the Chair or other membership of the UW-W [Academic Staff Assembly](#).

[Academic Staff Personnel Rules Page](#)

Last Ratified: 1/26/2026



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!

YOU'RE INVITED TO

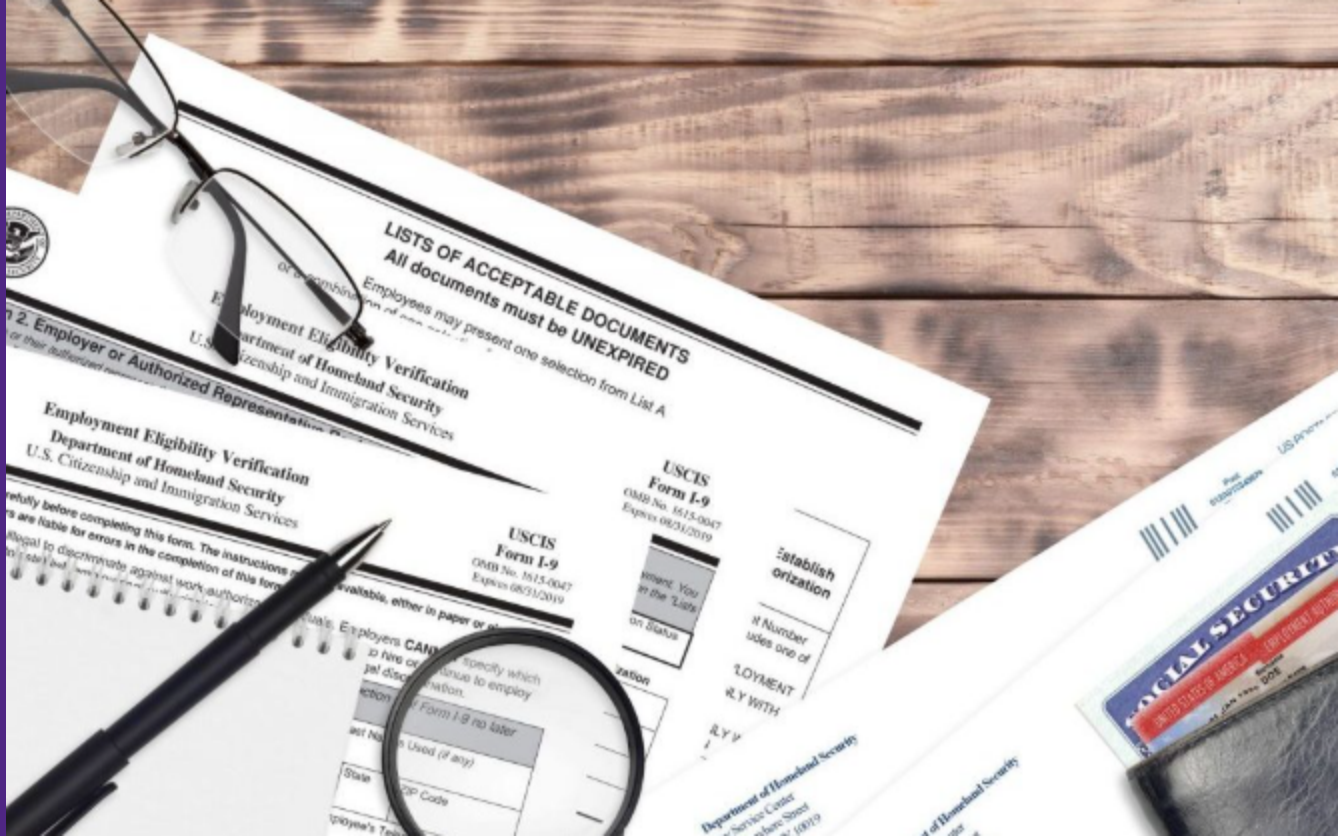
The Employee Appreciation Celebration

Wednesday, May 20, 2026
11 a.m. - 12:30 p.m.

James R. Connor University Center
along the main concourse

Enjoy a
build-your-own ice cream bar and
socialize with your colleagues.





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

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