



University of Wisconsin
Whitewater

Human Resources

News & Notes for May 2025



From Our CHRO

As we step into May, I want to take a moment to reflect on the many accomplishments we've achieved together.

Congratulations to all of you—your hard work and dedication have played a vital role in helping our students progress toward their academic goals. Thank you for being part of that success!

To celebrate, please join us for the **Employee Appreciation Celebration** on **Wednesday, May 21, 2025**, in the **University Center Main Concourse**. Enjoy a **build-your-own sundae bar, cupcakes**, and time to connect and celebrate with your colleagues. We hope to see you there!



Lisa Feran '08

Looking ahead, we're excited to invite you to our **Second Annual Personal and Professional Development Day** on **Tuesday, June 3, 2025**, also in the **University Center**. This year's keynote speaker is **Lisa Feran**, a proud UW-Whitewater alumna and owner of Custom Fitness Specialists in Madison. Lisa will be sharing insights on **exercise for longevity**, with tips that apply to all abilities.

Check out the registration details below—we hope you'll join us for a day focused on growth, wellness, and connection.

I'm excited to highlight the following key areas of the newsletter:

-You First, U Matter: check out our new wellness initiative and learn ways to put yourself first! See the Warhawk Wellness section below.

-Benefits: There are several retirement planning opportunities in May and June, get a head start on your planning!

-9-Month Summer Pre-Pays

-Leadership Development: The second cohort of our Emerging Leaders Program begins this month—thank you to everyone who applied and supported this initiative.

-Workday Implementation: Please note the timeline, important dates and training leading up to implementation of Workday below. Trainings are now available for all faculty and staff.

-Professional Reference Checks: please note the change to the Universities of Wisconsin policy regarding professional reference checks and the use of Skillsurvey. More information is under the Talent Acquisition section below.

Thank you for everything you do. I hope you have made plans this summer to put yourself first and do something relaxing and fun.

Warm regards,
Connie Putland
Chief Human Resources Officer

Benefits

Save the Date!

-May and June: Mid-Career can be your retirement planning sweet spot - Attend a 30min Webinar on [Retirement Planning](#).

-May 1st: Getting started or planning for retirement? - [TIAA](#)

-May 12th: [WRS Group Retirement Appointment](#)

-May 14th: [EAP Webinar: Fear and Anxiety: Moving Forward](#)

9-Month Summer Prepays

- Summer prepays allow eligible employees to maintain insurance coverage for the months of June, July and August
- Summer prepays insurance premiums will be deducted from the following 2025 paychecks:
 - March 6, March 20
 - April 3, April 17
 - May 1, May 15, May 29*

*Additional prepays will be withheld on the third paycheck to account for the difference of academic calendars and changes in premiums for SGL and ICI.

Eligibility:

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall OR are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Note: University Staff employees on a summer leave are not eligible for the summer prepay process. University Staff employees should be placed on a leave of absence or laid off.

Summer Prepays deducted for:

- State Group Health Insurance*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)



Learning Opportunity & May Webinars 2025

Upcoming ETF Webinars

Wellness



WARHAWK
WELLNESS

... UW-WHITEWATER ...



[YOU First U Matter](#) is a new initiative that we kicked off at the Wellness Fair.

You Matter to UW-Whitewater, your family and your friends. It is important to put yourself first, to invest in yourself, get important health screenings and take time for YOUR wellness!

For details and a list of free resources please visit the Worksite Wellness Website. If you are interested in a water bottle sticker please email worksitewellness@uww.edu

WINGO continues!

If you haven't gotten your WINGO card yet there is still time, just email worksitewellness@uww.edu to request an electronic copy.

WINGO runs through June 30th. This year's focus is on Do and Observe.

Completed cards can be dropped off at the front desk in the HR office located in Hyer Hall Ste 330 or emailed to worksitewellness@uww.edu.

We are working on the 2025 Warhawks in Motion movement challenge. We are hoping to kick it off in June in correlation with a Food Trailer Day and another walk with the Mascot and Chancellor – details to come, please watch the [Worksite Wellness Website](#) for updates and the June newsletter for details.

Thank you to everyone that attended the 2025 Employee Wellness Fair, it was a great day! During the Chair Yoga sessions, Ben Smith UC Director of Operations, queued up some Binaural Beats during the sessions and shared this information about the associated benefits – thank you Ben!

A BEGINNER'S GUIDE TO BINAURAL BEATS

BRAINWAVE STATES & ASSOCIATED BENEFITS

DELTA	THETA	ALPHA	BETA	GAMMA
0.1-4 Hz Deep sleep Pain relief Anxiety reduction (GABA) Increased healing Access to unconscious mind	4-8 Hz Pain relief Emotional release Peace Meditation Creative Hypnosis & hypnagogic states	8-14 Hz Relaxation Stress reduction Positive thinking Acquainted learning Flow state effortlessly engaged in activity & movement	14-30 Hz Increased attention (adrenaline release) High-level cognition Acquainted learning & problem solving Stimulate energy & action	30-100 Hz High-level information processing Cognition enhancement Memory recall Peak awareness Transcendental states

"The benefits listed under each brainwave state are general associations and it should not be assumed that all frequencies within the state's range will produce these benefits. There are specific frequencies associated with specific states, and indeed different results will be experienced in the high, middle, and low areas of each brainwave state."

HOW BINAURAL BEATS WORK

200 Hz 205 Hz

**Resulting Frequency
5 Hz (Theta Zone)**

Upon hearing two tones of different frequencies, sent simultaneously to the left and right ears, the brain perceives a third tone based on the mathematical difference of the two frequencies. The brain then follows along at the new frequency and produces brainwaves at the same rate of Hertz (Hz). The technical term for this process is "frequency following response".

BINAURAL BEATS USE CASES

Relaxation	Meditation	Focus	Concentration	Memory
Learning	Motivation	Energy	Creativity	Insomnia
Stress relief	Anxiety	Pain	Tinnitus	ADHD
Positive Thinking	Spiritual Awareness	Chakra healing	Lucid Dreaming	Astral Projection

Binaural Beats® meditation www.BinauralBeatsMeditation.com ©

Training & Professional Development

Upcoming Training and Development Events:

“Professional and Personal Enrichment Day” is **Tuesday, June 3, 2025!** [RSVP](#) today to secure your spot!

To make it easy and enjoyable, everyone can use their Professional Development Funds of \$25 to join. Don't worry about the details—I'll handle everything behind the scenes. If you have any concerns about funding, rest assured that we'll work with you and available campus resources (like the University Staff Council, Academic Staff Assembly, and HR) to ensure you can participate. We can't wait to see you there!

Morning refreshments and lunch will be provided.

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 Gina Elmore at elmoreg@uww.edu.

Talent Acquisition

Changes to Professional Reference Check

To remain in compliance with recent recruitment policy changes to UW System Administrative Policy 1275 (formerly TC 1) UW-Whitewater is moving to the use of a centralized, automated reference checking system, SkillSurvey. SkillSurvey will now be used to conduct **Academic Staff** and **University Staff** professional reference checks (UW-Whitewater institution has selected to not utilize the automated reference checking system for faculty appointments, or in other limited circumstances as determined by the institutional Human Resources department). This system will replace the step of search committees creating and conducting their own reference checks via phone/email. Moving forward, once “finalists” have been approved for on-campus interviews your Human Resources Business Partner will input your candidates into SkillSurvey. While on-campus interviews are taking place we will submit and receive reference checks in SkillSurvey. Once on-campus interviews conclude HR will send reference check results to the hiring manager to review with strengths and weaknesses. From here a recommendation for hire and offer amount will be drafted, confirmed by your dean/division head, and sent to HR for final approval.

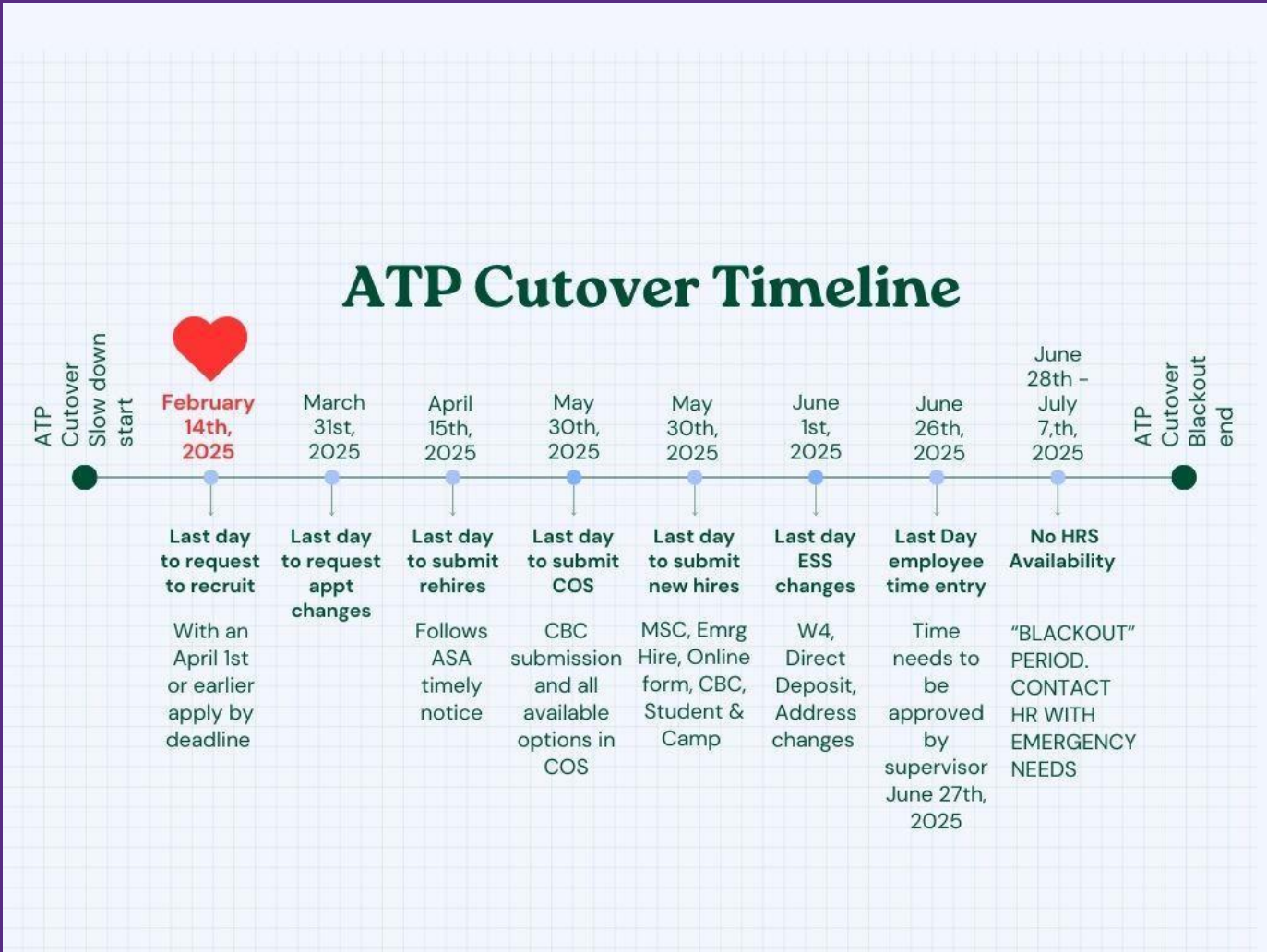
*This will be implemented moving forward for qualifying recruitments with application deadlines that have not yet passed effective April 1st, 2025.

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](#)



- **Feb 14th** - Last day to request recruitment
- **March 31st** - Last day to request Appt Changes
 - **April 15th** - Last day to submit Rehires
- **May 30th** - Last day to submit COS/new hires
 - **June 1st** - Last day ESS Changes
 - **June 26th** - Last day employee time entry
 - **June 28th** - July 7th - No HRS Availability

Recruitment

You can find all of our recruitment policies and best practices on our website.

*If you are in need of filling a vacancy with an emergency hire appointment please view our Emergency Hire Policy.

Criminal Background Check Charges

Each hiring department pays for the cost of the CBC for their employees. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form, you are required to include the department funding string.

Miscellaneous Service Contracts vs. Inter Institutional Employment Overload

The 2025 Student Employee ACA Calendar is now available!!! Please visit our [website](#) for details.

*NOTE: All Student Employees should be paid through Student Employment Tool, regardless of home institution.

Payroll

*The month of May has a “Third Payroll”. This means no benefit deductions will be taken on the May B payroll, check dated 5-29-2025. For more information please see the [2025 payroll calendar](#) or contact serviceoperations@support.wisconsin.edu with further questions.

*For Academic (9 month) appointments, please submit your leave report(s) before the end of the academic year. You will want to check your missing leave reports and ensure nothing is outstanding. This will ease the absence transition to Workday for your return in the fall. If you have further questions, please reach out to serviceoperations@support.wisconsin.edu

Please submit all COS payments for Overload/Stipend/ Summer Service/Summer Session, with an effective date of June 30 or before, prior to May 30, 2025. Anything with an effective date of July 1, 2025, or later, will be processed after the new Workday system is live.

Summer Service/Summer Session Payroll Dates

-[Summer Session - Teaching Pay Periods](#)

-[Summer Service - Non Teaching Pay Periods](#)

If anyone has questions about summer payroll. Please contact Mike Wessely at wesselym@uww.edu

Electronic Document Access

Access to electronic documents on the MyUW portal ends, if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at the email below. You will be notified when tax forms are available in the Portal. Please watch for these in your email and or in the news section of the Portal. If you have additional questions or needs, please reach out to serviceoperations@support.wisconsin.edu.

Direct Deposit and W4 Online Forms

Reminder - Direct Deposit and W4 forms must be completed Online, through MyUW portal, for all student employees and staff. Direct Deposit Hard Copies will no longer be accepted and must be completed on line. Please reach out hr@uww.edu with any questions or concerns.

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

[2025 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 serviceoperations@support.wisconsin.edu

Immigration

Famous Immigrants – [You must have heard of Levi Jeans?](#)

In 1853, Levi Strauss, an immigrant from Bavaria, immigrated to New York City where he was originally a street peddler. He then moved to San Francisco at the height of the California Gold Rush and opened a dry goods company. He and tailor Jacob Davis worked together to create the first manufactured waist overalls in 1873, which turned into his American dream. Today, we call his product "blue jeans."

[Read More](#)

Title IX

Training your Department or Staff

If you are interested in having the Title IX Coordinator, or a member of our team, come to your staff meeting, or department meeting to talk more about our University's response to Sexual Misconduct and/or Pregnant and Expecting Parents, please follow this link to fill out a training request form: [Title IX Training Request Form](#).

Title IX – Ongoing Call for Volunteers to be Advisors and/or Informal Resolution Facilitators

The Title IX team at UWW is looking for assistance from faculty and staff across campus to serve as Advisors for our students involved in sexual misconduct cases. We are also looking for faculty and staff to facilitate informal resolutions. If this is something you would like to do for some professional development, please contact Vicki Schreiber at schreibv@uww.edu.

For more information, please contact our Title IX Coordinator:

Vicki Schreiber, Ph.D.
Anderson 2130
262-472-2143
Book time with Schreiber, Vicki
titleix@uww.edu
<http://www.uww.edu/title-ix>

From The Front Office

YOU'RE INVITED TO

The Employee Appreciation Celebration

Wednesday, May 21, 2025
11 a.m. - 1 p.m.

James R. Connor University Center
along the main concourse

Enjoy a
build-your-own ice cream bar,
cupcakes and socializing with your
colleagues.



Vehicle Use Authorization Update:

- Out of state requests no longer require a driving record or notarized statement of driving record. If approved, you will be approved for 1 year (max) from the date of request. A new Vehicle Use Agreement Request will need to be submitted each year.
- All approved Student Driver Authorizations are valid until May 31st, of the following year.
- All staff will need to submit a new Vehicle Use Agreement Request when their Driver's License expires.

For more information on the basic requirements for a Vehicle Use Authorization, please visit our [website](#) or contact the HR office at x1024.

Did You Know [Cinco de Mayo](#) is not Mexico's independence day? This holiday actually celebrates the battle in Puebla, Mexico against the French Army. One of the dishes Puebla, Mexico is best know for is "Mole." Check out this easy semi-homemade recipe. Happy Cinco de Mayo!!!



Featured Recipe: Mole Sauce

[Recipe for Mole Sauce](#)

Bonus Recipe: Mexican Rice

[Recipe for Mexican Rice](#)

Meet our new Warhawks!



[Click here](#)



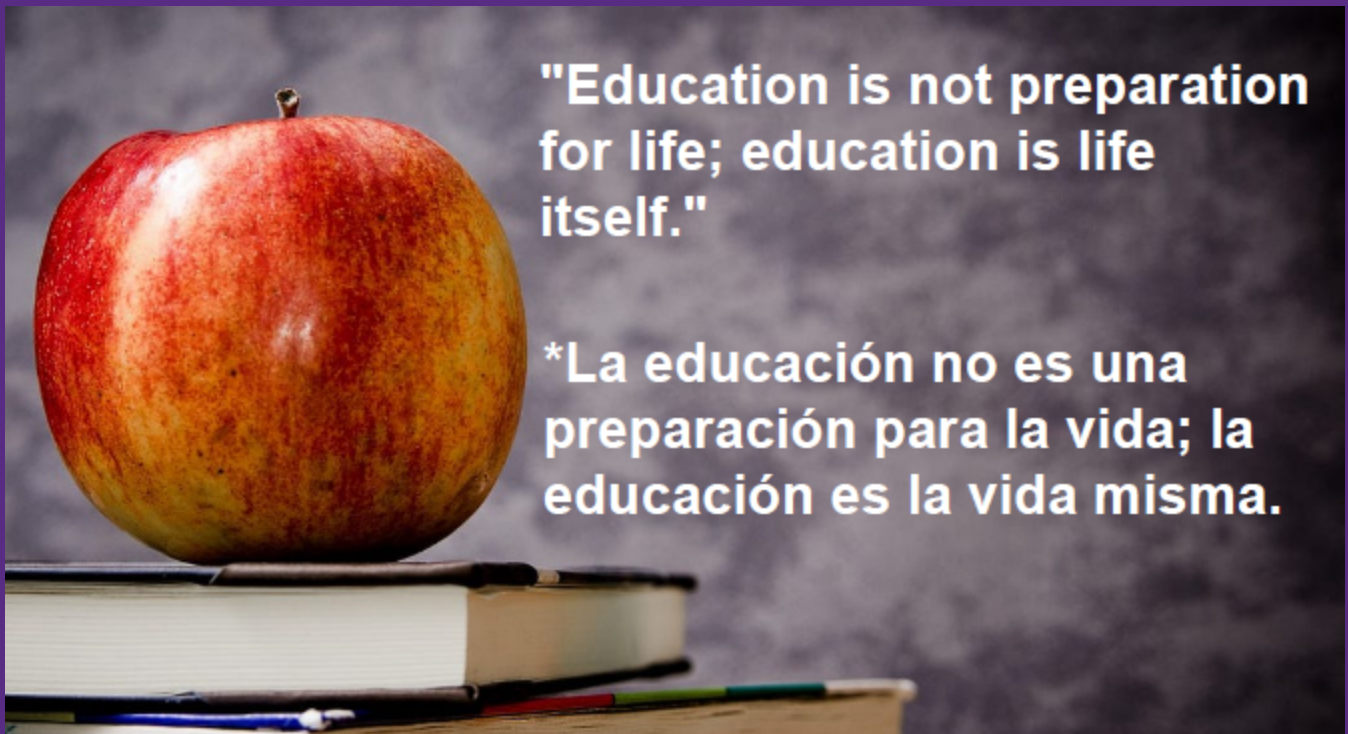
University of Wisconsin
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Human Resources

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 to schedule an appointment. For more information or questions on any of these subjects, please contact one of our HR Subject Experts.



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Human Resources

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