



University of Wisconsin
Whitewater

Human Resources

News & Notes for November 2025



From Our CHRO

Greetings Fellow Warhawks!

Thank you for reading our November newsletter. We know things get busy as we head toward the close of the fall semester (which officially wraps up on January 7, 2026!) The Human Resources team is here to make sure all your processes, especially those involving Workday and hiring—run smoothly. Take a quick look at the important updates below and be sure to treat yourself to some of the great wellness and engagement activities we have lined up this month. Let's finish the fall strong!

PLEASE JOIN US FOR HR HAPPENINGS!

The HR Department is hosting a HR Happenings session. Come November 11th from 11:00am-12:00pm - UC275A to get the most recent updates from Human Resources.

November Highlights

Below are brief highlights of important updates and events detailed in this month's newsletter:

Talent Acquisition Updates: Find new recruitment checklists, details on submitting Org Code Changes using the Workday Costing Allocation KB, and the mandatory Request New Hire form.

Student Employment: All departments must post student jobs in Handshake. Supervisors should review how to access student timesheets for stipend payments by using the "Period Activity Pay" filter in Workday.

Workday Payroll Changes (PAPs & OTPs): Review the new name and multi-step approval process for Period Activity Pays (PAPs) (formerly Overloads), noting that delays in approvals can hold up payments. Also see updates on how Relocation Stipends are processed as One-Time Payments (OTPs).

Vacation Balances: Employees should use the "Vacation Available Balance" for current totals, as the "Year to Date" calculation is currently under review in Workday.

Translation Services: HR provides Spanish Translation and Interpretation services. Details on scheduling and the \$20 per hour minimum cost charged via the Change of Status (COS) system are included.

Save the Dates: Don't miss the November 12th Employee Assistance Program (EAP) Webinar and the November 25th WRS Group Retirement event.

Wellness: Please join us November 18th in the UC for a Lunch and Learn Opportunity. Come to explore dining options in the UC and how to make health choices for balanced eating. See more details below.

Warm Regards,

Connie Putland, Chief Human Resources Officer

Talent Acquisition

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](#).

Academic Contract Dates for 2025-2026

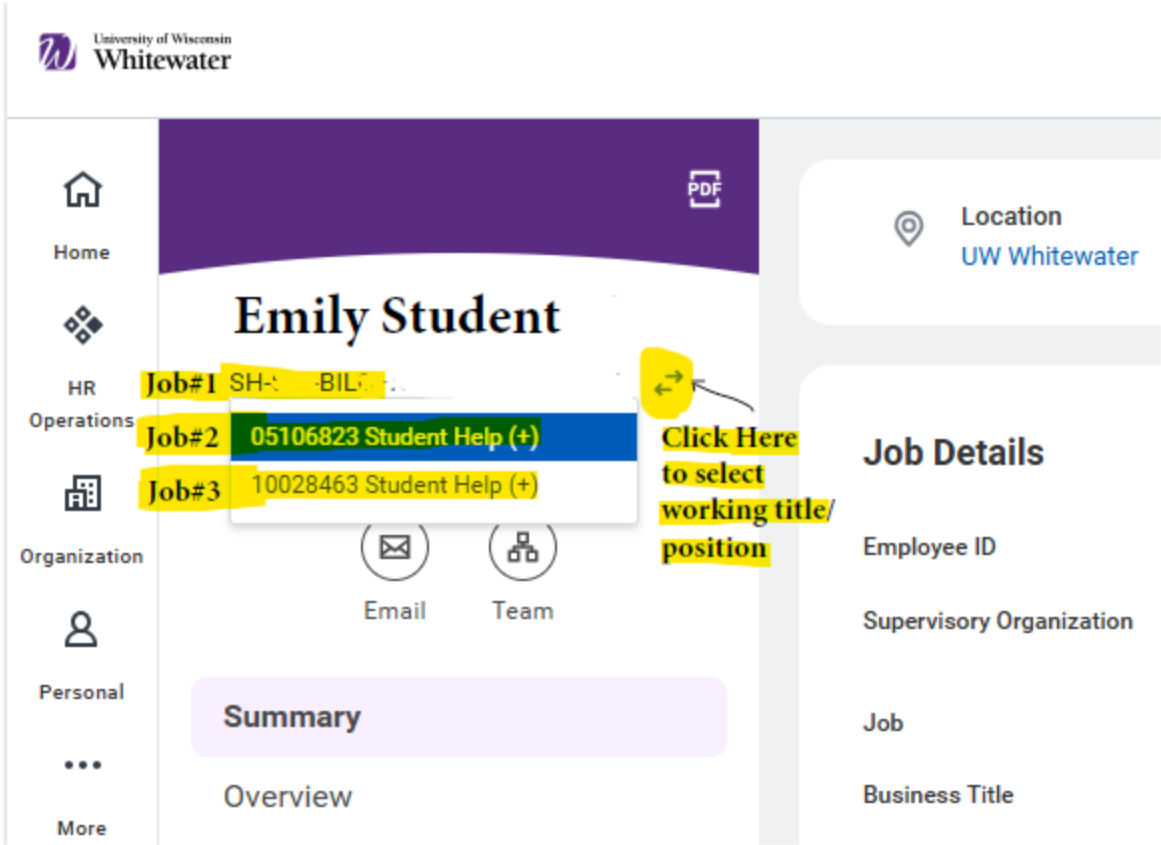
Fall: 8/25/2025-1/7/2026

Spring: 1/8/2026-5/22/2026

*Link with REVISED E-Rehire Instructions: [E-Rehire Instructions](#)

Student Employment:

*If a student employee works more than one job on campus, they ought to ensure they are recording their hours under the appropriate title. By clicking on the arrows adjacent to their position, they can switch between jobs/titles. Please see below for an example. If additional information, training or support is needed, please be sure to reach out to stupay@uww.edu for assistance.



*Please continue to submit hire and appointment change requests through the [Student Employment Tool](#). The "[SET - Available Appointment Change Options](#)" document can be found in the [T- Drive](#) for guidance on what changes need to be submitted through the the tool.

*The 2026 ACA Calendar is now available in the [T-Drive/Student Employment folder](#) and on our [Website](#).

***Student Employee Supervisors/Approvers**: If you are trying to access a student's time sheet to pay them a stipend but can't see their timesheet, add the "Period Activity Pay" to the filter criteria of "Pay Rate Type" and this should show

up for you. Workday filters based on the Primary job of an employee rather than just pulling all the jobs an employee has that you have time approval ability for. The default filters are for Hourly positions. Please email stupay@uww.edu If you have any question regarding this.

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Search

Home

Organization

Personal

Team

Time and Scheduling Hub

Overview

Review and Approve Time

Edit and Approve Time

Operational Analytics

Team Absence Calendar

Suggested Links

Edit and Approve Time

My Team's Schedule

Time Clock History

Time Block Audit

Saved

Edit and Approve Time

Date * 09/25/2025

Review *

Direct Reports only

By Organization

By Worker

Start Day of Week * Sunday

Filter Workers By

Employee Type

Job Exempt Status * All Workers

OK

Cancel

Hourly

Hourly-Timeclock

No Pay

One Time Payment

Period Activity Pay

Salary

Search

Hourly

Hourly-Timeclock

Salary

Period Activity Pay

Pay Rate Type

Student Employment through Handshake - Important Information

One of the action items for our current strategic plan is to *Increase the Value of the Student Employment Experience* and part of that work is to ensure that students are aware of and have the opportunity to apply for all positions on campus. Handshake, a system for posting student job and internship opportunities, is used by many student employers on campus. **Departments are required to post all student jobs in Handshake as of October 1, 2025.** If anyone has questions about Handshake, please contact Kim Apel in Career Services. Kim is the campus contact and can answer questions about how to post student employment openings in Handshake.

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.

Approval Process:

When a PAP is created, it will go through a Business Process in Workday. Once Payroll creates and approves the task. It will then be routed to a Program Manager or a Costing Allocation partner to review. These folks will have a Workday Task show up and will need to look over the task. The Comment on each PAP gives directions on what the payment is for (ex: COS# is the Change of Status request number tied to the Workday PAP). The approver with this task will need to:

Look up the request number in the directed system.

Compare the Name, Employee ID, Costing Allocation (Funding), \$ Amount on the request to ensure it matches the PAP task.

If all looks correct you will approve, if anything looks incorrect you will send back this task with a comment indicating the error needing correction.

Any delays in completing these PAP tasks can result in an employee's payment being delayed.

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.

Relocation Stipends:

Relocation Stipends are now requested through the Change of Status system. Please ensure you include documentation for these payments and Costing Allocation (funding). Once these go through approvals in the Change of Status system and make it to payroll for processing. These will be entered into Workday as One-Time Payments (OTPs) by payroll. Once created and approved by payroll, these will route to a Gift Manager, Grant Manager, Program Manager, or Project Manager for approval. A delay in approvals can lead to delays in payment.

Any questions about how to navigate this or questions about your PAPs or OTPs, please contact UWW payroll at payrollsupport@uww.edu

Vacation Balances:

Vacation Available Balance is calculated by taking the previous fiscal year vacation carryover, adding together the new fiscal year balance and deducting any current fiscal year absence hours used.

Vacation Year to Date is for calculation processing only. Currently, Workday is including the total for this calculation into the total hours for available vacation. This is being reviewed for changes to reduce confusion when viewing vacation balance totals. We don't have an ETA on this change currently. For current vacation balances, please use the “Vacation Available Balance”.

Any questions about absences can be directed to UW Shared Services at gethelpuw@support.wisconsin.edu

If you need further information about the biweekly payroll process please

visit here

[2025 Bi-Weekly Pay Calendar](#)

[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

SAVE THE DATES:

November 12th: Employee Assistance Program (EAP) - Best Practices for Supporting Others - [Webinar Flyer](#)

November 25th: WRS Group Retirement - [Click Here](#)

Open Enrollment Confirmation emails – With the benefits enrollment system automated confirmation statements emails are not available. When you are in "My Benefits", you can select "Print your benefits" to see your 2025 and 2026 elections. If you need further assistance, please email GetHelpUW@support.wisconsin.edu



Learn more about upcoming ETF Webinar opportunities in November. [Click Here](#)

Wellness



Warhawks In Motion wraps up November 10th!

Last day to submit team totals to worksitewellness@uww.edu is November 14th.

Once totals are in we will announce the final Leaderboard and contact teams for delivery of prizes and swag.

Team captains will be contacted to make arrangements for delivery and team pictures to be featured in the December Newsletter and on the Worksite Wellness website.

Balanced Eating in the UC Lunch & Learn Opportunity - November 18th

We have a new dining service on campus and dining options have changed. Learn about the dining options in the UC and how to make healthy choices for balanced eating.

The session will be presented by Summer Manzke the Campus Dietitian.

The session will be held in the Old Main Ballroom UC275 from 12noon – 1pm.

See flyer for details and to register – [Balanced Eating at the UC](#)

Immigration

For International Faculty:

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

SAVE THE DATE - Employee Holiday Gathering

Dear Warhawk Family,

As we approach the end of the 2025 fall semester at the University of Wisconsin-Whitewater, I invite you to join me in celebrating at our **Annual Employee Holiday Gathering**.

When: Monday, December 8th

Time: 1:00pm-3:00pm

Where: Hamilton Room, James R. Connor University Center

Program: Chancellor welcome at 2:00 p.m.

This annual gathering is a special opportunity for us to come together as a campus community - to reflect, to reconnect, and to celebrate the spirit of the season.

In the spirit of giving, I encourage you to bring nonperishable food items or toiletries to support the [Warhawk Food Pantry](#), which serves students in need.

The UW-Whitewater Career Closet will also be accepting clothes donations.

A photo booth will be available courtesy of Human Resources to help commemorate the occasion.

I'm excited to celebrate with you and appreciate your commitment to making a meaningful impact on our students and campus community.

Go Warhawks,
Corey A. King
Chancellor

[Donation Opportunity: Support the Warhawk Success Closet - December 8, 2025](#)

[Donation Opportunity: Support the Warhawk Food Pantry - December 8, 2025](#)

Did you know? Translation Services are available through HR! If you need a document translated into Spanish or need a Spanish interpreter, you can contact HR to make arrangements. You can call 427-1024 or email hr@uww.edu and your request will be forwarded to the appropriate team member. Once the service has been provided you will submit a Change of Status (COS) at \$20 per hour with a one hour minimum and will be charged to your Org Code.

Meet our new Warhawks!



[Click here](#)



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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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