



University of Wisconsin
Whitewater

Human Resources

News & Notes for Welcome Week 2026



From Our CHRO

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A Note From Our CHRO

Greetings Fellow Warhawks!

Welcome to a brand-new academic year! As we kick off the 2026 Fall Semester, the Human Resources team is thrilled to support you through another year of academic excellence, growth, and Warhawk pride. Whether you are returning to your campus routines or joining our community for the very first time, we are here to ensure you have the tools, resources, and support needed to thrive.

This edition is packed with essential updates to help you navigate the upcoming months smoothly. Here are some key highlights to keep on your radar:

Payroll & System Transitions: Crucial instructions for accessing historical pre-Workday payslips via DocFinity, managing Banked Leave conversion elections before September 30th, and tracking Summer Payroll or Change of Status (COS) details.

Hiring & Talent Acquisition Updates: Important staffing changes in our recruitment team, guidelines for using the new integrated Direct Hire and Miscellaneous Services Form, and a reminder to complete your I-9 in Workday.

Upcoming Benefits & Wellness Dates: Mark your calendars for important fall events including the upcoming Open Enrollment period (October 5th–30th), the Benefits Fair, and upcoming Fall Lunch & Learn wellness sessions.

Front Office Reminders: Quick steps to verify your personal contact information in Workday, details on the streamlined out-of-state Driver Authorization process, and enrollment updates for the campus Children's Center.

Thank you for your dedication to making UW-Whitewater an incredible place to work and learn. Wishing everyone a wonderful, productive, and inspiring semester ahead!

Warm regards,
Connie Putland
Chief Human Resources Officer

Payroll

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Pre-Workday Payslips

With the change from HRS to Workday effective July 1st, 2025, the first available payslip in Workday was pay period 6/15 – 6/28/25 paycheck dated 7/10/25. The HRS system is now no longer available for historical payslips. This information has been moved to DocFinity. Steps to access DocFinity and historical payslips can be found at this link: [View and Print Payslips – Employee](#)

If you have issues or questions about this process, please contact our Shared Services partners at gethelpuw@support.wisconsin.edu

Banked Leave

The Banked Leave election period for all eligible employees runs from July – September 30th. Eligibility for Banked Leave is outlined in Policy: [UWSA Vacation, Paid Leave Banks, and Vacation Cash Payouts Policy](#) Part 6 Section E.

Banked Leave conversion elections are effective dated June 30 and subtract from an employee's available Vacation balances on that date. This includes Vacation Carryover that would normally expire and remaining Vacation that would become Vacation Carryover on July 1.

An announcement on the homepage in Workday will display the link to complete the Banked Leave Election Form beginning Monday, July 20th, 2026, if you are eligible.

Steps for filling out the Banked Leave Election Form can be found here: [Manage Time Off, No Leave Taken and Banked Leave Requests - Employee](#)

Questions about Banked Leave, please contact our UW Shared Services partners at gethelpuw@support.wisconsin.edu

Summer Payroll

There are 6 Summer Payrolls that align with the bi-weekly pay schedule. Summer 2026 will align with payrolls 13 -18 (5/31/26 – 8/22/26). Activity dates for Summer Service (SV) and Summer Session (SS) will be edited within Workday to ensure pay is within the 6 Summer Payrolls and payment dates will depend on when approvals are completed. In Workday, Summer payments will be setup and paid as a Period Activity Pay (PAP). These will be specified as a Summer Service (SV) or Summer Session (SS) payment on paychecks.

Finding Summer Payment Information

If you are expecting payment through Period Activity Pay (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 if applicable.

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 Activity Pays 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. Reference the [Bi-weekly pay calendar](#) for guidance). If you have received payment for this activity, this screen will also show the payment date of the paycheck.

Most Overload payment requests/Summer requests are through the Change of Status (COS) system. These requests have a unique identifier attached to them known as the Change of Status request number (COS#). This number is connected to each Period Activity Pay entered in Workday and can be found under the comment column. Searching the COS# in the Change of Status system can give you more information on the payment.

Any questions about how to navigate this or questions about your Period Activity Pays, please contact UWW payroll at payroll@uww.edu

Viewing Change of Status

The Change of Status system is a helpful resource for information on overload payments (also known as Period Activity Pays). Here are the following steps to access payment information in this system.

Visit the link <https://hrchangeofstatus.uww.edu/>

If you know the Change of Status Request number (COS#) you can search for it under the search option on the above ribbon on the left-hand side.

Once a Change of Status Request is completed by Payroll, you'll be able to view these completed requests under "My Acknowledged Requests" on the above ribbon.

To view payment details of a request, you will click on the "History" button on the request. The last entry completing this request will be the payment details of when this payment will pay and how it will be split up.

To view details of the request, you will click on the "View" button on the request. This will show more information on what the request is for, how much will be paid and the dates this request applies to.

Payroll will complete these requests after the payment has been audited.

If you have questions on where the request is at, please reach out to the HR office at hr@uww.edu or by calling 262-472-1024.

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

HR Staff Update

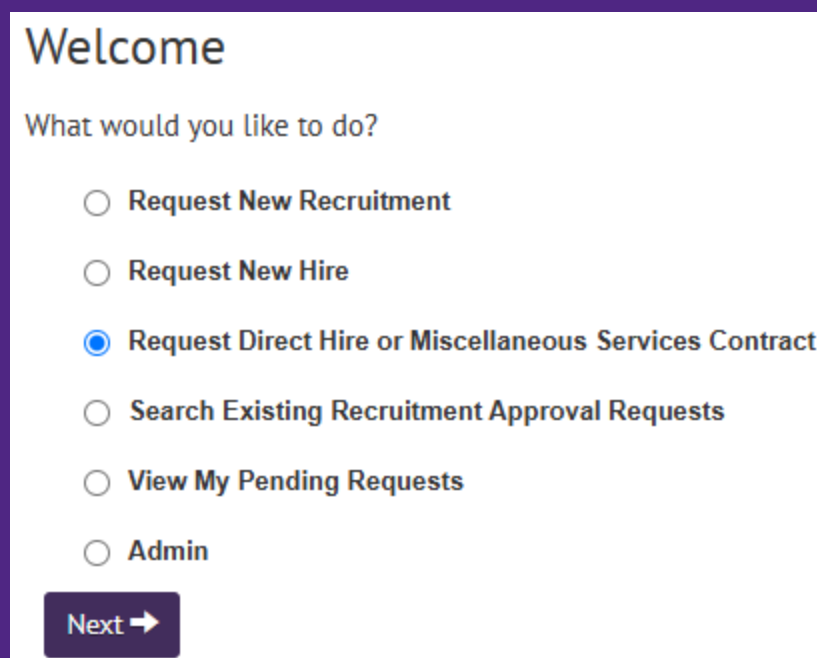
Kate Nagle, Human Resources Business Partner, has accepted a new position and her last day at UW-Whitewater was August 21. We are sad to see her go but very happy for her and the new opportunity.

For the time being, if you have any recruitment/search related questions please contact Grace Dargiewicz dargiewg@uww.edu. For general HR questions please contact HR@uww.edu

New Direct Hire and Miscellaneous Services Form

Excited to launch a new Direct Hire and Miscellaneous Services Contract Form that has been integrated with our existing Online Hire Form web application. Starting August 25 this functionality should be live on the website and can be accessed through out Recruitment page :

<https://www.uww.edu/adminaffairs/hr/recruitment> Please use this form for all Direct Hires and Miscellaneous Services Contracts – if you currently have one of these “In Progress” we will see that to completion and you should not submit an additional form via this new feature.



Welcome

What would you like to do?

- ☐ Request New Recruitment
- ☐ Request New Hire
- ☒ Request Direct Hire or Miscellaneous Services Contract
- ☐ Search Existing Recruitment Approval Requests
- ☐ View My Pending Requests
- ☐ Admin

Next →

Annual Performance Evaluations

A guide on how to complete the Performance Evaluations can be found here:

<https://kb.wisconsin.edu/workday/internal/161504>

There is a video near the bottom under the section Annual Performance Evaluation – Staff with Video.

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

Period Activity Pay (P.A.P.) / Lump Sum Payments: Effective August 17, 2026, when processing a series of lump sum payments for a student employee, you must first submit a hiring request with a **\$0 amount** before the student's start date (if they don't already have an active position for this title). Once the student worker has been successfully hired and you know the amount they need to be paid, submit an **appointment change** for the appropriate payment amount.

Employment Details

Human Resources Checklist

Request Details

Request Id	63971
Status	Pending
Requested By	[REDACTED]
Request Date	08/17/2026
Assigned To	stupay SharedAccount

Supervisor Reminders

- All forms must be submitted to HR after completing the request (grace period of 5 days before denial)
- Background Check forms will be needed for students in contact with kids, keys, and cash

Student Details

Student's Net-Id	[REDACTED]
Name	[REDACTED]
WINS ID	208 [REDACTED]
Employee ID	010 [REDACTED]
Hire Type	New Hire

Hiring Department

Handshake Posting ID	12345678
Supervisory Organization	Administrative Affairs Administration - Partida_SH
Supervisory Organization Id	5000014983
Business Title	Test-Student Worker
Start Date	09/01/2026
Expected Job End Date	05/15/2027

Payment Information

Employment Type	Lump sum
Justification	Renewable Period Activity Pay/Lump Sum student job.
Total Amount	\$0

Cost Allocation (Funding Code)	Amount
PG00000000 - CC000000 - FD0000 - FN0000	\$0

Additional Information

Run Criminal Background Check	No
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*When submitting the appointment change, be sure to enter the total payment amount, both a **start date** and an **end date** for the payment period. **Do not leave the end date indefinite!**

Change Begin

09/01/2026

Change End

12/12/2026

- OR -

Indefinite

< Do NOT select this!

Comment

Back

Save Draft

Submit

Request Details

Request Id

12345

Status

Submitted

Requested By

Araceli Partida Gomez

Request Date

08/19/2026

Student Details

Student's Net-Id

TestS08

Name

Student Test

WINS ID

208

Employee ID

0100

Employment Details

Position Working Title

TEST-Student Worker

Supervisory Organization

Administrative

Supervisory Organization Id

5000014983

Lump Sum Change

Amount

500

Justification

test

Cost Allocation (Funding Code)

Amount

PGxxxxxxx - CGxxxxx - FDxxxx - FNxxxx

\$500

Benefits

Save the Dates!

- September 9th - Employee Assistance Program (EAP) Webinar: Managing Your Priorities to Maximize Your Day - [Tip Sheet](#) - [Webinar Flyer](#) - [Registration](#)
- September 15th – TIAA Individual Counseling Session - Click [HERE](#)
- October 6th – Biometric Screening - [English](#) - [Español](#)
- October 5th – 30th – Open Enrollment
- October 13th – Benefits Fair - [English](#) - [Español](#)

Employee Trust Funds (ETF) Webinars

Click [HERE](#) to view Upcoming ETF Webinars

Do you have Accident Insurance?

If you are enrolled in the supplemental Accident Insurance be sure you are filing claims. Please visit this link for more information.

<https://etf.wi.gov/insurance/accident-plan>

Accident Insurance provides a cash payment to help cover out-of-pocket expenses regardless of any other insurance coverage, but you must file a claim.

Worker's Compensation

To file a Worker's Compensation incident report, both Employee and Supervisor, please visit <https://www.uww.edu/adminaffairs/hr/workers-compensation>

For Worker's Compensation questions, please call Ramon Rocha, Sr at X1024 or via email at rochar@uww.edu

Wellness



WARHAWK WELLNESS

... UW-WHITEWATER ...

Warhawks In Motion

Warhawks In Motion continues! Check out the Leaderboard on the [Worksite Wellness website](#) to see where your team is at!

Move and Stretch Recap

We had a windy, but perfect day for the for the Warhawks In Motion Move and Stretch on July 21st!

Thank you to Tiffany Pernat from Fort HealthCare who led us in a 10-minute guided stretch followed by an all-abilities walk around campus. Tiffany offers virtual 15 minute Stretch, Breathe, Feel Better *virtual* sessions every Monday, Wednesday and Friday see flyer for more info!

Thank you to all who attended!

Check out this picture from July 21st Move and Stretch!



Free Weekly Virtual Stretch Classes

Stretch! Breathe! Feel Better! Take 15 minutes for you! Click [HERE](#) for more information.

Lunch & Learn Fall Series:

September 29th - 12 noon - 1 pm, Connor Conference Room UC 259 : Fall Reset presented by Tiffany Pernat from Fort HealthCare

October 27th - 12 noon - 1 pm, Connor Conference Room UC259: Boosting Immunity During Cole & Flu Season presented by Tiffany Pernat from Fort HealthCare

[Sept Lunch & Learn Flyer](#)

[October Lunch & Learn Flyer](#)

[Subscribe](#) to our email list.

Tip of the Month

5 Tips to Stop Doomscrolling

Social media can keep us informed, connected and entertained, but sometimes it's all too easy to just scroll, and scroll, and scroll — leaving us feeling anxious, overwhelmed and mentally drained. We put together five simple digital habits that can help you create healthier boundaries with social media, improve your wellbeing and build a more intentional relationship with technology.

[Read: Scrolling Smarter](#)

Immigration

A warm and BOLD welcome to UW-Whitewater from Margaret Wheeler, International Employment and Immigration Specialist.

She is available to meet with all international faculty to discuss H-1B issues and green card/permanent residence stages such as the PERM 9089, I-140 in person at Hyer Hall 330. She is also able to provide general information related to form I-485.

Please email her at wheelerm@uww.edu for an appointment. She has late “after class” hours by appointment to accommodate faculty as well. Her direct number is extension 1494. If via phone or Webex is best, that's an option as well.

Happy Orientation, and welcome to the Warhawk family!

From The Front Office

Updating Personal Information in Workday

With the academic year beginning shortly, we would like to remind everyone to make sure their contact information is up to date on Workday. This includes your personal contact information, your emergency contacts, and your address. If you notice this information needs updating, you will need to log into Workday to update it. Once you

you will hover over Personal and click Personal Information. From there you can change your Contact Information, your Emergency Contacts, and your Address. If you have any questions or concerns, you can contact us through email at hr@uww.edu or by phone at 262-472-1024.



Congratulations to Amber Savage, Student Records and Enrollment Services Specialist, and family on the newest addition to their family. Welcome Sean David Savage, born on July 13, 2026 at 5:52am!



Do you have good news to share? We'd love to include it in our next newsletter. Please send the details to hartmans@uww.edu

Driver Authorization Updates:



UW-Whitewater Office of Human Resources is pleased to announce updates to the Driver Authorization process. Effective 08/03/2026, UW – Whitewater will transition standard processing of Vehicle Use Agreements (VUA) to Universities of Wisconsin (UW) Shared Services.

Drivers licensed in the State of Wisconsin for at least 2 full years will continue to submit their Vehicle Use Agreements in the Enterprise Fleet Management System (EFMS) in the same manner. Processing of their application will now be handled by UW Shared Services, who will communicate with the driver and their supervisor about the application, including requesting additional information and notifications on approvals or denials.

For more information on the Driver Authorization process, becoming an authorized driver, checking the Fleet database for drivers, and Vehicle Use Agreement submission, please visit our website at: [Driver Authorization](#).

New for Out of State License Holders:

Faculty, staff or students who currently hold, or held in the most recent twenty-four months, an out-of-state driver's license will no longer be

Enhancements to the process:

- UW Shared Services will utilize the HireRight system to assist drivers in obtaining an out-of-state driving abstract/motor vehicle record.

Note: Driver's holding a Canadian or other US Territorial license will still need to obtain and submit their driving records with their application.

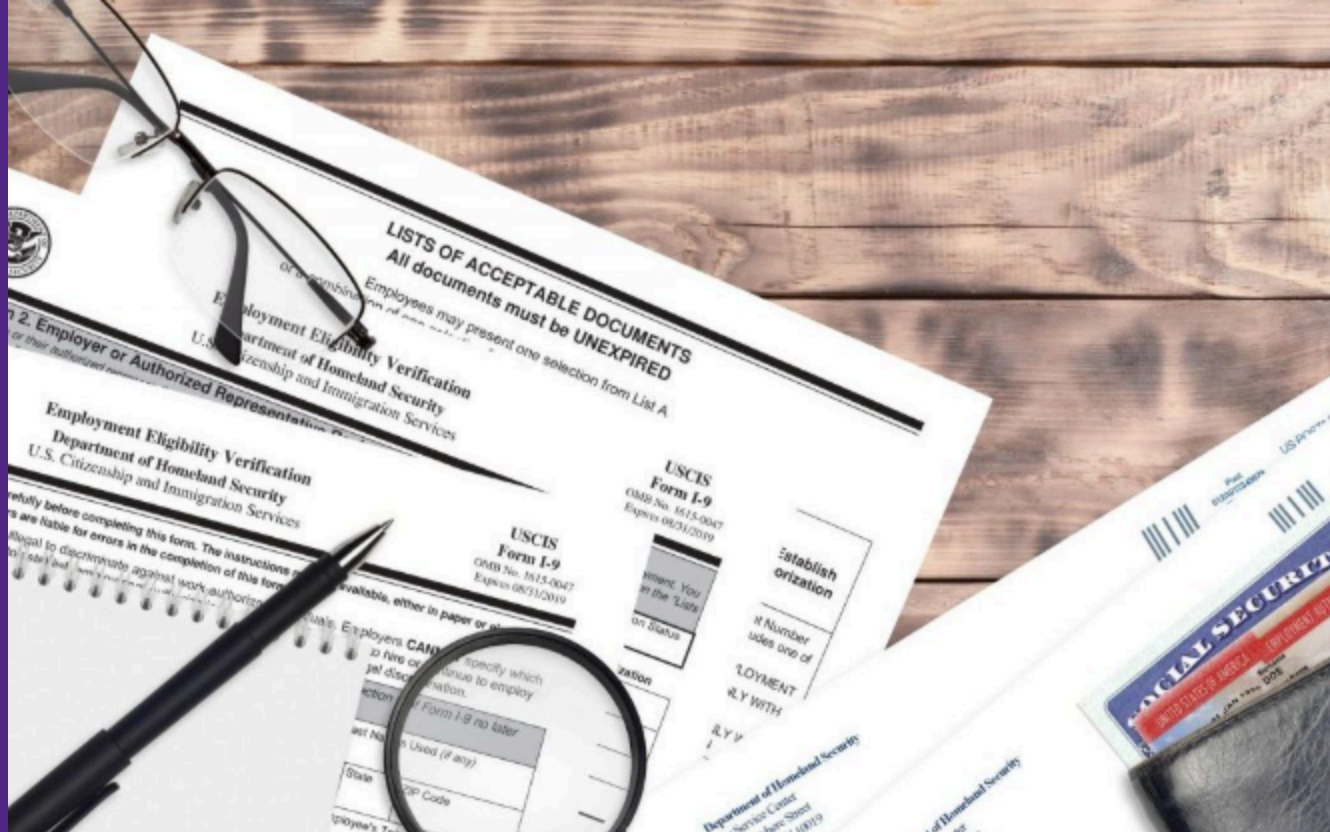
- After submitting the VUA in EFMS, drivers will receive an email notification from HireRight with instructions on how to authorize HireRight to obtain their driving record.
- The HireRight email will include links to the HireRight system for entry of the driver's personal information (address, driver's license number, etc.).
- The link only remains active for FIVE (5) days, and if there is a delayed or no response from the driver, their application may be denied.
- If denied the driver will be required to reapply and go through the process again.

Children's Center Enrollment



Enrollment is now open at the UW-Whitewater Children's Center for children ages 2.5–5 years old for the upcoming fall semester. The Children's Center provides a nurturing, play-based learning environment focused on supporting children's social, emotional, and academic development. We are also an official Get Kids Ready 4-Year-Old Kindergarten site. Families interested in learning more or enrolling can view our website for additional information.

<https://www.uww.edu/childrenscenter>



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.



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Human Resources

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