

OFFICE OF
HUMAN RESOURCES & DIVERSITY'S
NEWS & NOTES

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OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

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(^)-includes link to additional resources



University of Wisconsin
Whitewater

Hello Warhawk Family!

Human Resources and Diversity is proud to unveil this first issue of our renewed monthly newsletter! You will find it is filled with current information, helpful tips, news, and campus community information provided by the HR&D subject matter experts and team members.

We want this newsletter to be a valuable resource for you so please, please share your feedback and by all means, if you have suggestions and/or recommendations, send a note to recommendhr@uww.edu. Not only are we interested in providing you with great information, we are also interested in your ideas for improvement. This newsletter will be distributed monthly and will be archived on our website for future reference.

I have been at UW-Whitewater since July of this year. It has been a privilege to be here among fun, hard-working, wonderful people.

I look forward to another successful academic year within the UW System.

Best,

Chief Human Resource Officer
Human Resources & Diversity



P.S. *Happy Thanksgiving!!*

We will return in December. ~J.C.

OHR&D Key Dates!

Pay Period Process Date

All payable Time and Absence Requests for the 11A biweekly pay period (10/28 – 11/10) are to be approved by 4:30 p.m. on Monday, November 12. Please be sure to run your ‘Exceptions’ report and resolve those issues prior to approving Payable Time. The pay date is 11/21/18.

November 28

ETF on-campus appointments, 8-12pm and 12:30-4:30pm. More details coming.

Last Work Day for Fall Graduates!

December 22, 2018, is the last work day AND end of the pay period. You are permitted to work up to end of this pay period which is also *one day after graduation.*

Talent & Acquisition Highlights

Rehires

It’s time to initiate rehires for employees who were on fixed terminal contracts for the fall term or a previous term and who will be returning in spring! Receipt of the fully approved request must reach HR no later than 15 days prior to the effective date of the rehire to ensure timely processing without interruption to the employee’s benefits, pay, and accesses where applicable.

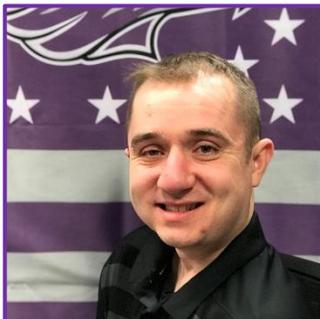
Please refer to our E-Rehire Application: <http://www.uww.edu/adminaffairs/hr/rehire> to initiate this process. Call X1024 with any questions about using the E-Rehire Application.



Warhawk Talent Acquisition Team



Amy Sexton and Victoria Johnson
Also includes Allyson Nysted



Kai Instefjord

Change of Status

If you are an initiator of a ‘Change of Status’, please initiate Change of Statuses as soon as a required change is identified for employees and please monitor as they work through the approval process to ensure the requests reach Human Resources in a timely fashion.

It doesn’t hurt to send a friendly reminder to those who may have a Change of Status pending in their queue so that it keeps moving forward.

If there are requests pending in your queue, please move them forward as soon as possible upon receipt. Late or delayed changes to employee pay, FTE, or funding can have critical negative impacts on benefits, policy compliance, and paychecks.

Thank you for your assistance!

PAYROLL: Notes & Reminders

Forms W-2 and 1095-C – New Distribution

All employees received an UWSYstemHR email regarding electronic-only distribution of W-2 and 1095-C forms. To choose this new option, employees must log into their portal and complete the consent forms. To review instructions and complete the form, click on this link ([here](#))^.

Parking Permit Payroll Deductions

Effective 6/1/18, payroll deductions for parking permits are taken **after-tax**. The pre-tax option is no longer available due to the Federal government tax reforms enacted on 1/1/18.

“No Leave Taken”

When submitting monthly leave reports, Faculty & Academic Staff who select ‘No Leave Taken,’ are not charged for any leave usage. The zeros and eights that show for ‘duration’ are merely an indicator of whether the date entered was a week/work day or weekend day. These numbers may be ignored.

2018 UIA Deduction

Faculty and Academic Staff with a minimum monthly salary of \$2,658, had a deduction for “University Insurance Association” (UIA) on their November 1 payroll. The UIA life insurance plan is mandated by the UW-System Board of Regents for eligible employees. The \$24 annual premium is deducted each year on November 1.

Correct Address for Tax Time

Employees may update their home address or other personal information on their **MyUWSystem** portal. **Please be sure your address is current;** it will be used for mailing W-2 forms in January.

Change of Status Forms (COS)

Per the Overload Policy Principles, **Change of Status (COS)** forms received in Human Resources by the 8th of the month will be guaranteed payment on that month’s payroll. COS forms received late may not be processed until the following month, or until the next scheduled payroll for overload payments. Please see the “Overload Policy Principles” document on the Human Resources web site: <http://www.uww.edu/adminaffairs/hr/hr-overload>

2019 Contribution Limits

The IRS recently announced the 2019 contribution limits. In 2019, employees may contribute a basic maximum of \$19,000 to the Tax-Sheltered Annuity Program (403b plans). Employees age 50 and over can contribute an additional \$6,000 for a total of \$25,000. These same limits apply to Wisconsin Deferred Compensation (457 plan). Employees may contribute the maximum to both programs for a total of \$38,000 (under age 50), or \$50,000 (age 50 or older).



Reggie Brown, Andrea Campbell, Kelly Frank
Warhawk Payroll Team

Conflict Resolution

In most conflicts, neither party is right or wrong; instead, different perceptions collide to create disagreement. Conflict is natural and it is important to respond to conflict situations professionally. Conflict can be very positive; if dealt with openly it can even strengthen the work environment. Conflicting views gives everyone a chance to learn more about themselves and explore views of others as well as develop productive relationships. Clear and open communication is the cornerstone of successful conflict resolution.

To manage conflict effectively requires creating an open communication environment. If all parties feel heard it will foster an open environment. Make sure you really understand what the other person is saying by asking questions and focusing on their perception of the problem.

For helpful tips/resources on conflict resolution, please click ([here](#))^.



Connie Putland
Assistant Chief Human
Resource Officer

Benefits Bulletin

October has been a busy month for Benefits! We kicked off the month announcing our new Employee Assistance Program (EAP) vendor FEI; Open Enrollment began October 1st, followed by Biometric Screenings on October 2nd and 3rd. This is the first year screenings have been offered for two days, the spots quickly filled up: 176 appointments on Tuesday and 68 on Wednesday.



The Benefits Fair followed on October 10 with 38 vendors in attendance. The big change in benefits this year was the change with the supplemental dental options and providers. Epic Benefits+ and Dental WI PPO were replaced with two new offerings by Delta Dental: the *Select Plan* and the *Select Plus Plan*. Benefit Walk-In Sessions were offered October 16th, 18th and 24th, with a total attendance of 116 employees.



Eighty-two employees attended the Flu Shot Clinic on October 23rd.



October wrapped up with Open Enrollment closing on October 26th.

Upcoming Benefit Events

November 28th ETF will be on campus hosting individual appointments from 8am-12pm and 12:30-4:30pm. Watch your email for details on making an appointment.

We are also working with FEI for an on-campus kick off.



Stephanie Hartmann
Benefits Specialist

Follow-up to Title IX Training on October 25, 2018

During the Title IX Training on October 25, 2018, there was some confusion and misinformation in regard to how to report sexual harassment and sexual violence incidents.

University employees (exception being confidential employees or advocates with a privilege under *Wis. Stat. §905.045*) are **required** to report any incidents of sexual harassment and sexual violence of which they are a witness or about which they have been informed.

All university employees informed of an incident of sexual harassment or sexual violence must report immediately using one of the resources [here](#)[^]. The reporting individual should not discuss the incident with anyone else but simply report it as soon as possible.



Margaret Wheeler
Immigration/Title IX/
Affirmation Action

Immigration Cases for International Faculty

Since the Office of Human Resources and Diversity took over immigration case sponsorship/processing for UW-Whitewater international faculty in September, 2017, there have been 36 immigration cases approved for our international faculty. This includes work visas (H-1Bs, TNs) as well as permanent residency (green card) processing.

To date, not one has been returned or denied, which is a very positive achievement.

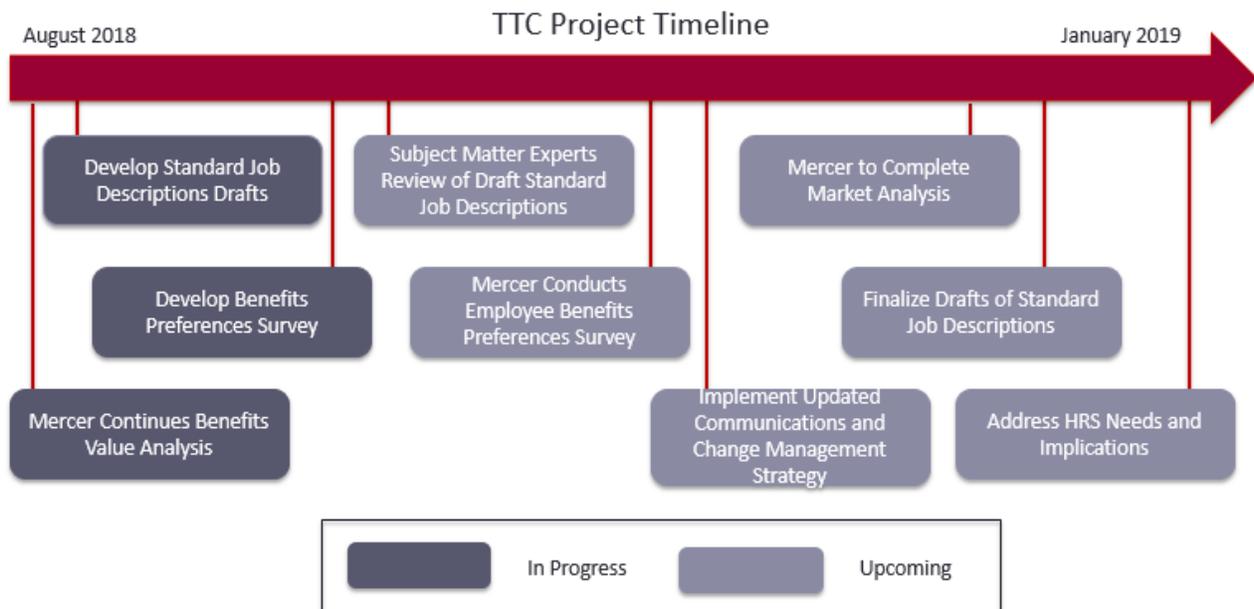
Those that deny freedom to others do not deserve it themselves.

~ Abraham Lincoln

TITLE AND TOTAL COMPENSATION PROJECT: WHAT IS HAPPENING NOW?

The **Title and Total Compensation Study** has now evolved into a project. Keep in mind the University of Wisconsin System has not done a formalized study since 1986 – yes, 1986. The study began by reviewing the state of position titles; work that is performed; compensation; benefits and identifying a flexible new job framework. This effort has now moved the study to a project, incorporating what has been learned during the past year, now moving towards a holistic project plan. The foundation of interest for the entire process remains the same - modernize titles, build a competitive compensation structure and now, review benefit options for the UW System.

As the project moves forward, Job Families [Groups] will categorize work by function and type, develop standard job descriptions with baseline profiles for the various roles, and look at the total compensation package. Teams have been identified throughout the system using Subject Matter Experts who have the expertise to review position descriptions, use level guides to organize work by level and type of contribution, whether it is in a contributory role or a managerial-focused role, which is now in the process on many campuses. Concurrently, Mercer will complete the marketing analysis linking jobs and benefits to comparable market data. The diagram provided here provides the status of the project.



The Title and Total Compensation team has been revisited and a new project team formed as well as the subject matter experts who will be reviewing position descriptions. Most recently members of the governance groups were invited to listen and weigh in on the Benefit’s Survey that will be distributed to all employees shortly after the Thanksgiving Holiday.

Thanks to everyone who has assisted with the study and project thus far.

Human Resources & Diversity Subject Matter and Office Contact Info.

Your HR&D Subject Matter Experts

<i>Subject Matter Expert</i>	<i>Specialty</i>
Connie Putland Assist. Chief Resource Officer	ADA Employee Relations
Amy Sexton Human Resource Specialist	Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding
Kai Instefford H.R. Assistant	Student Employment & Camps Contracting
Margaret Wheeler Immigration/AA Specialist	Immigration Title IX Affirmative Action
Reggie Brown Payroll & Benefit Specialist-Advanced	Payroll Absence Management Unemployment Int'l Student Employment
Stephanie Hartmann Benefits Specialist	Benefits, FMLA, Wellness, Resignations, Retirements

Thanks to all our Veterans for your service that protects our freedom.



DJ Judah
Program Assistant-Confidential
HR Data Analytics
Front Office Supervisor

~ HR&D Student Front Office Team Members ~



Bryce Mann Jaia Lor Erin Parr
Emily Owen Aubrey Maciosek



Erin Parr Miron Jacobs Jaia Lor

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OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

OHR&D Monthly Newsletter

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(^) = includes link to additional resources

Happy Holidays!

There are many reasons to celebrate this time of year; however, it is important to take a few minutes to pause and celebrate accomplishments. Take a look at the graduates who will be walking across that stage! You helped with that success. As a learning organization, let’s not forget why we are all here – to inspire, engage and transform. Chancellor Kopper said it best, “We value the perspectives of our diverse community...” and with that said, please take time over the holidays to celebrate your successes and value those around you – they too have helped with your success.

Happy Holidays to everyone and best wishes for a wonderful 2019!

Regards,



Janelle A. Crowley, Ph.D.
Chief Human Resources Officer
Human Resources & Diversity



Talent & Acquisition Highlights

Final Date of Employment: 12/22/2018

For all student's graduating this December

- This is also the end of the December B, Bi-Weekly Payroll. Please begin using the 2019 Bi-Weekly Pay Schedule for Pay Period's and Pay Dates beyond this date.

Along with knowing end dates, I ask that you please pay close attention to your student's start dates. With the holidays approaching and schedules assured to be chaotic and varying, the calendar can be a blur and hire requests may fall to the wayside. To remain in compliance with **the Fair Labor Standards Act**, employees must be paid for their services within 30 days. A timely hire request is critical to the processing of every student hire in order to remain in compliance with all federal regulations.

Commonly there is a high volume of requests for student employees at the beginning of the spring term. ***Please submit your requests sooner rather than later to help ensure that your student employee's hire request is complete by their start date.***

Thank you for your help with this!

Kai Instefjord

HR Assistant



HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

Rehire Reminder –

Spring Semester is Approaching!

This is a reminder to initiate rehires for employees who were on fixed terminal contracts for the fall term or a previous term. If these individuals are returning for the Spring, please get these to HR no later than 15 days prior to the rehire date.

Spring semester is five (5) weeks away!

Please refer to our E-Rehire Application to initiate the process:

<http://www.uww.edu/adminaffairs/hr/rehire>.

Call x1024 with any questions about using the E-Rehire Application.

Refreshed Onboarding Experience

Please utilize our 'New Employee Checklist', "New Employee Checklist for Supervisors" and our "New Employee Onboarding Presentation" found under the forms section (here).

These are now emailed to all new employees and their supervisors when hired and are a great tool to ensure a stress-free and successful onboarding experience. The New Employee Onboarding Presentation is presented at every orientation to give a background on UW-Whitewater!

Resignations/Retirements

Supervisors: when you are made aware of resignations or retirements, please get these to HR as soon as possible. Email them to Allyson Nysted, NystedAB27@uww.edu. Receiving these late, or after the employee has separated, creates a negative impact for the employee (and university) in payroll, benefits and system processes.

BENEFITS Bulletin

Delta Dental Enrollment Extension

The Department of Employee Trust Funds (ETF) has extended the enrollment deadline for the new Delta Dental **supplemental** dental insurance plans.

If you have not already enrolled in Delta Dental and would like to take advantage of the extended enrollment opportunity you will need to complete and submit a paper application to HR.

Delta Dental Supplemental Dental Insurance: [Plan Overview](#).

Deadline for submitting application: 12/28/2018 at 4:30 p.m. **Please note:** the sooner you submit an enrollment application, the sooner you will receive your supplemental dental insurance card.

Application is available here: <https://www.wisconsin.edu/abe/download/dentalapp.pdf>.

Changing TSA/WDC Elections

To make changes to your 403b or Wisconsin Deferred Compensation contributions changes please go to your My UW System Portal, click on the Benefit Information tab, once you are in this tab, you will see a list of your current benefits. At the bottom of the page is a rectangular tile that says “Update TSA Deductions” – click on this, this will list your current plans and elections. If you wish to change any of these click on the name in the “Type of Benefit” field, click the “Edit” button, on the next screen to change the amount, then click “Save”.

Upcoming ETF Webinars & Programs

- Make Time for End of Year Contributions
- Financial Fitness Program: Stay Strong, Finish Well!

For complete details and to register please visit:

<https://content.govdelivery.com/accounts/WIDETF/bulletins/21c9761>

TASC Unsubstantiated Claims

REMINDER: If you are currently enrolled in a Health Care or Limited Purpose Flexible Spending Account (FSA) for the 2018 plan year you will need to provide documentation as required for FSA claims. To review your account for any outstanding requests for documentation, log into your TASC account or contact TASC directly at 844-786-3974. Failure to provide documentation to TASC when requested will result in the requirement that the employee repay any unsubstantiated payments and will result in a lock on the account. If an employee does not repay unsubstantiated payments, deductions will be taken from an employee’s paycheck on an after-tax basis until repayment is complete.

End-Of-The-Year Considerations

- Review and Update your Personal and Address Information and be sure your emergency contacts are up to date: <https://uwservice.wisconsin.edu/news/post/438>
- Complete the Employee Benefit Preferences Survey: <https://uwservice.wisconsin.edu/news/post/437>
- Make sure your Beneficiary Designations are up to date: <https://www.wisconsin.edu/ohrwd/benefits/beneficiary/>
- WRS Contribution Rates to Decrease in 2019: <https://uwservice.wisconsin.edu/news/post/417>

BENEFITS (con't)

UPCOMING EVENTS

AMERICA SAVES WEEK – February 25, 2019 through March 1, 2019. *America Saves* and *American Savings Education Council* co-sponsor America Saves Week, a national campaign that encourages individuals and families to save money and build personal wealth. Stay tuned for future communication regarding campus events that week!

*Have a Happy and Healthy
Holiday Season!*



HR&D Benefits Representative

Stephanie Hartmann

AUDITS, AUDITS, AND MORE AUDITS

The UW System charged human resources departments to reduce the number of days to get a new employee into the system, as well as removing an employee from the system. In both instances, it is important to stay within a 30-day window. The effect of any type of delay affects benefits as well as processing the employee in and through the Wisconsin Retirement System (WRS). These delays cause duplicitous efforts for UW System staff and the WRS.

Please help UW-Whitewater improve timing by insuring onboarding paperwork and off-boarding paperwork is processed in an expeditious manner.

PAYROLL: Notes & Reminders

Leave Carryover Deadline Dates

Leave earnings and usage for University Staff employees (paid bi-weekly) are based on the calendar year (1/1 – 12/31). **Personal Holiday and Legal Holiday hours do not carry over into the New Year. Any balances left in these two leave types will be lost if not used by 12/31/18.** Vacation carried over from 2017 into 2018, not used by 12/31/18, will also be lost (unless banked, for those who are eligible). Balances of 2018 Vacation hours will automatically roll over to 2019, and must be used by 12/31/19. The Vacation and Personal Holiday hours for 2019 will be added to an employee's leave records when the January A payroll is processed.

New Year Calendars: ACA & Academic Year

The Affordable Care Act (ACA) calendar for the first six months of 2019 has been posted to the Human Resources website under "Forms." It is also listed in the "Quick Links" and under the "Student" heading after clicking on the "Payroll" tile. In addition, the calendar is included in the "Supervisor's Toolbox" on the Student Employment website. Dates for the University's Academic Calendar for 2019-2020 have not been finalized and approved by the Board of Regents. Once this information is confirmed, the ACA calendar will be updated to a complete year.

WRS Rate Reduction

Employee Trust Funds (ETF) has announced that contribution rates for the Wisconsin Retirement System for 2019 will be reduced to 6.55% of gross earnings. The 2018 rate has been 6.7% of gross pay. This reduction will be applied on the first paycheck in January, 2019 (employees paid monthly: 1/2/19; employees paid bi-weekly: 1/3/19).

PAYROLL (con't)

Forms W-2 and 1095-C – New Distribution

All employees received a UW SYSTEM HR email regarding electronic-only distribution of W-2 and 1095-C forms. To choose this new option, employees must log into their portal and complete the consent forms. To review instructions and complete the form, click on this link ([here](#))[^].

Correct Address for Tax Time

Employees may update their home address or other personal information on their **MyUW System** portal. **Please be sure your address is current**; it will be used for mailing paper W-2 forms in January.



HR&D Payroll Team

Andrea Campbell
Kelly Frank
Reggie Brown

Employee Benefits Preferences Survey

- The purpose of the survey is to gather feedback regarding the benefits our employees value and design a more competitive benefits offering
- The survey period is November 26th to **December 14, 2018**
- A summary of the survey results will be shared in 2019

To have your voice heard, please complete the Benefits Survey!



Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator
Interim Title IX Coordinator

Honoring our Nation's Immigration Symbols and Immigrants

In the spirit of the holiday season, we should take a moment to remember some of our nation's symbols, such as the Statue of Liberty and Ellis Island. The following video is about the legacy of Ellis Island:

<https://www.youtube.com/watch?v=2SstHgoWv5s>

UW-Whitewater has a diverse international student population. We honor all students—F-1 students, DACA, all students regardless of status. Our international employees are from a wide range of countries, and we will be welcoming new international faculty in 2019.

In closing:

Dagoberto Jorge, an immigrant residing in New York City in the 1980s, wrote of the Statue of Liberty, "I look out into the harbor and see the light in the torch of the Statue of Liberty, and I realize that all of us, newcomers and generations-old citizens alike, have a {..} responsibility to carry that light of tolerance and compassion with us wherever we go."

Title and Total Compensation Project

Tuesday after Thanksgiving, all benefits eligible employees should have received the **Benefits Survey** from Mercer for the *Title and Total Compensation Project*. This brings more visibility to the project, along with the Standard Job Description **Subject Matter Expert (SME)** review. UW System and UW-Madison, in partnership with project consultants, have continued to focus on increased institutional engagement through collaborative meetings, trainings, and media outreach.

Warhawk Way Awards

The Administrative Affairs Employee Recognition Program includes four awards: “Warhawk Way”, “Out-of-the-Box”, “Go the Extra Mile (GEM)”, and “Inspire/Engage/Transform”. Finalists are honored at a Town Hall Meeting.

Three Warhawk Way Award recipients were honored at the November 7, 2018 Administrative Affairs Town Hall Meeting:



Tricia Barber Jim Borgering Pat Jankowski

Nomination forms for the February, 2019 Town Hall Meeting honor awards will be sent to all supervisors within the next few weeks. Contact **Victoria Johnson** for additional information.

Congratulations to Our Honorees!

Inter-Institutional Agreements

There are times when inter-institutional agreements are necessary, whether it is because of staffing, timing or unique needs. However, because of the complexity and potential effect on funding, it is important to have each agreement pre-approved. The form (*UW System Inter-Institutional Employee Overload Request Form for Unclassified Employees*) requires both ‘A’ and ‘B’ institutions within UWS to sign-off on the agreement and, at times, may require additional support from UWS General Counsel.

Please include UW-W Human Resources, the campus point of contact, when considering inter-institutional agreements and process. This may help mitigate delays in payment to the employee who has completed the work.



Standard Job Descriptions

- UW System (UWS) and UW-Madison leadership trained a total of 447 SMEs to review the *Standard Job Descriptions* draft
- *Standard Job Descriptions* will be reviewed by SMEs and feedback incorporated, where feasible
- Employees and managers will then review and comment
- Target date is mid-year 2019.

Members of the Title and Total Comp Project Team (UW-W campus representatives) will meet again in January to review the draft report of Job Groups/Families and Sub-Group/Families, along with the standard description for each job.

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

<i>Subject Matter Expert</i>	<i>Specialty</i>
Connie Putland Assist. Chief Resource Officer	ADA Employee Relations
Amy Sexton Human Resource Specialist	Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding
Kai Insteffjord H.R. Assistant	Student Employment & Camps Contracting
Margaret Wheeler Immigration/AA Specialist	Immigration Interim Title IX Coordinator Affirmative Action
Reggie Brown Payroll & Benefit Specialist-Advanced	Payroll Absence Management Unemployment Int'l Student Employment
Stephanie Hartmann Benefits Specialist	Benefits, FMLA, Wellness, Resignations, Retirements

~ NEW HR&D Team Members ~



Caitlin Jung
Front Office Team Member



Ulysses Quijano-Colunga
Front Office Team Member



Megan McGuire
Front office Team Member

UW-Whitewater Diversity Statement

UW-Whitewater is committed to seeking and sustaining a culturally and ethnically diverse campus environment, building a diverse faculty and staff with expertise and interest in serving students with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways. It is an expectation of all employees to interact in respectful, sensitive, and understanding ways with all colleagues, staff, students, and guests of the university.

A link to our **Workplace Conduct Expectations:**
[Workplace Conduct Expectations Policy](#)

UW-W Office of Human Resources & Diversity

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University of Wisconsin
Whitewater