

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

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All Newsletters are clickable*

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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

Hello Warhawk Family!

Welcome back everyone for the Spring 2019 academic semester. For those of you that have been off and enjoyed time with family and friends, I hope you have been invigorated and ready to start a new Spring semester.

With so many changes going on it is absolutely essential that we take our time to communicate with everyone and realize the importance of working collegially.

We appreciate your dedication to be at the University of Wisconsin-Whitewater and we are looking forward to a stellar semester. We are so proud of the work that everyone does on this campus.

Happy New Year!

Regards,



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



BENEFITS Bulletin

Financial Wellness

If your New Year's Resolution is to get a handle on your debt and finances, **FEI**, the **Employee Assistance Program**, has a webinar that can help. On January 16, they will be offering a webinar on **"Stress-Free Debt Elimination"**. An email was sent to all employees on January 3 with the link to register. For your convenience, here is the ([link](#)). Select the "**REGISTER**" button.

In addition, coming up at the end of February is **America Saves Week**. Many events and webinars will be offered the week of February 25 – March 1. Complete details will be included in your February HR&D News & Notes newsletter.

January16

Stress-Free Debt Elimination

Bills piling up? Can barely afford the minimum payments? Sleepless nights worrying about your debt burden? Get your life back by **ELIMINATING** debt. Ridding yourself of debt will reduce your stress and lead to financial freedom and peace of mind.

Presented by Mike Di Maio
New Focus – NJ

REGISTER

HR&D Benefits Representative

Stephanie Hartmann

Tax Sheltered Annuity (TSA)/Wisconsin Deferred Comp (WDC) Update

2019 Change in Maximum Contribution Limits:

- If under age 50: \$19,000
- If age 50 or older at any time during the year: \$25,000 (includes an additional \$6,000 catch-up)

Benefits Bulletin SPOTLIGHT

Just like many of you and your offices you have student employees that you work with. I would like to introduce you to Aubrey Maciosek that works with me in Benefits. Aubrey is invaluable to me, the one responsible for organizing and executing many of the benefit events on campus. You may have had the pleasure of speaking with her or working with her if you called or stopped in with Benefit inquiries.



My name is Aubrey Maciosek and I am a senior graduating in May of 2019. I am majoring in General Management with an emphasis in Healthcare Management. I have been working in the Human Resources office for just over two years now, primarily supporting the Benefits Specialist. On a daily basis I assist with answering benefit questions via email, phone, and in person. I have also helped organize the past two Benefits Fairs, on campus vendor visits, new employee benefit orientations, and biometric screenings. I distribute benefit applications to vendors and anything else Stephanie needs help with.

~ Stephanie Hartmann, Benefits Specialist

BENEFITS *Bulletin* (con't)

NAVITUS Update

As of January 2, 2019, if you take a Level 3, brand-name drug that has a generic alternative at a lower tier, your doctor must submit an 'FDA MedWatch Form' to Navitus or you will end up paying more for your prescription. These drugs are sometimes called "dispensed-as-written", or "DAW-1" drugs.

To see how this can affect what you pay at the pharmacy, check out the [Level 3 Cost Sharing Example Resource Sheet](#), which is a part of our [Saving on Your Prescriptions eLearning](#).

Note: This change does not apply to retirees with Medicare.



*If 'Plan A' fails,
Remember that you have 25 letters left.*



Rehires 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.

Please refer to our E-Rehire Application to initiate the process:
<http://www.uww.edu/adminaffairs/hr/rehire>.

Talent & Acquisition Highlights

New Recruitment Approval Request Form in the Works

The new **Recruitment Approval Request Form** is almost ready!!! As of Friday (1/11/19), the "draft" received additional comments..

The new form is designed to streamline the pre-recruitment process [not add additional work] to remove barriers and delays in initiating recruitments. The Recruitment Approval Request Form will replace all current versions of recruitment approval forms and will be the standard request form for use across all divisions on campus [please remove all previous forms from your computer]. Upon receipt, your Talent Acquisition liaison and AA/EO Officer will review position details, AA/EEO, title and salary, etc., and send forth for Budget review and appropriate signatures. The new form is in anticipation of the "new and improved" Recruitment Approval Request soon to be in an electronic format. HR will share additional information with the link as soon as the form is available.



HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

To All Colleges:

Margaret Wheeler, Immigration Specialist, is available to meet with Assistant Professor position finalists who have indicated they will “now or in the future require immigration sponsorship.”

Margaret’s contact information:

Office of Human Resources & Diversity

Hyer Hall, Room 330
262/472-1494 (Office)
262/472/1024 (Main)
 wheelerm@uww.edu

Brief overview and discussion points will include:

- 1) UW-Whitewater has a large selection of immigration sponsorship options. Some are as extensive, or more extensive, than options provided by other universities.
- 2) UW-Whitewater’s immigration process, timeline, and fees paid (by UW-Whitewater).

The discussion of immigration sponsorship is often an important component of the decision-making process for international candidates.

I welcome all inquiries and want to continue supporting the needs of our Campus.

Margaret Wheeler, JD

Immigration Specialist
 Affirmative Action Program Coordinator
 Interim Title IX Coordinator

PAYROLL: Notes & Reminders

Leave Balances and Earnings Statement Changes

UW employees can now view both current pay period and projected absence balances. The projected absence balances view is a new feature. Absence balances will also be updated more frequently (once entered, approved and updated via overnight processing) giving employees more current absence balance information.

New allocations of Vacation and Personal Holiday hours for **University Staff** will be loaded when the January A payroll processes. Employees will see these in their leave balances beginning January 14th.

To view absences balances, log into the **MyUW** portal and launch the ‘Time and Absence’ tile. See “**Time and Absence Help**” for tip sheets and instructions.

Beginning January 2019, leave-eligible employees may have noticed they **no longer see the Leave Balances** section formerly located at the bottom of the current earnings statement. This change took effect on the January 2, 2019 paycheck for employees paid monthly, and on the January 3, 2019 paycheck for employees paid biweekly.

W-2 Tax Forms

The target date for employees electing to receive printed W-2 forms is January 30, 2019.

HR&D Payroll Team

Reggie Brown
 Andrea Campbell
 Kelly Frank

Title and Total Compensation Update

The results of the recent Benefit's Survey are now being tabulated by Mercer. UW-Whitewater had a response rate of 45%, so thanks to all of you who participated.

The subject matter experts (SMEs) have been given an extension to February 28th to complete their reviews of the standard job descriptions. Moving forward, four elements have been identified to work through the changes that will come from the study and project. Therefore, within the next month, the Project Team, the Benefits Committee, the JDXpert Review Team, and a few additional members will meet to discuss campus needs related to the project, and will include:

- Change Management
- Communications
- Instructional Academic Staff
- Salary Administration Guidelines



Recruitment Policies and Personnel Files

Two policies of significance have been updated by the Board of Regents (BOR). They are:

UPS Operational Policy HR 13: Personnel Files
([link](#))

and

UPS Operational PolicyTC1: Recruitment Policies
([link](#))

Both policies have an effective date of January 1, 2019.

The HR Talent Acquisition Team has updated the process in TAM and have been guided to assist all search committees with the process.

Please review the two new polices, along with the FAQ's ([here](#)).

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 |

~Just a thought ~

10 Things That Require ZERO TALENT:

- Being on Time
- Making an effort
- Being high energy
- Having a positive attitude
- Being passionate
- Using good body language
- Being coachable
- Doing a little extra
- Being prepared
- Having a strong work ethic

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

Hyer Hall, Room 335 • HR@uww.edu
 262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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(^) = includes link to additional resources

Hello Warhawk Family!

February is a month of celebrations, beginning with Black History Month, Groundhog Day and Valentine's Day. As a month of celebration, we even get to look forward to Spring! So spring out of your seat and thank a fellow co-worker for what they do on this campus.

The University of Wisconsin – Whitewater has many things to celebrate; however, it is compliments to the employees (past and present) who have created a wonderful legacy, but future employees who will continue the legacy for the Warhawk students.

Thanks to everyone on this campus who makes this a wonderful place to be, and thank you for taking the time to read this newsletter!

Regards,

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



BLACK HISTORY MONTH

In honor of *Black History Month*, we would like to thank **Dr. Courtney Luedke** and **Dr. Eric Loepp** and others for facilitating the campus event held on January 29, “Exploring Dr. Martin Luther King Jr.’s letter from Birmingham Jail in Today’s World.” We all found the letter to be extremely relevant in today’s society.

In honor of and promotion of *Black History Month*, the Office of Human Resources and Diversity encourages everyone to plan to attend some of the exciting upcoming events (noted in an email from Dr. Kenny Yarbrough, Assistant Vice Provost and Chief Equity, Diversity & Inclusion Officer, on 2/7/19):

Thursday, February 14

Diversity Day at Whitewater Middle School

Saturday, February 16

Otis Murphy, Saxophone
Haruko Murphy, Piano
7:30 p.m., Light Recital Hall,
Greenhill Center of the Arts

Wednesday, February 20

Black History Month Program
University Center, Hamilton Room, 2 p.m.

Friday, February 22

Marquese Carer, Tenor
MyungHee Chung, Piano
at Noon

Light Recital Hall, Greenhill Center of the Arts
2:30 p.m.: Master Class UW-W Singers
3:30 p.m.: Chamber Singers Workshop

Thursday, February 28

Black History Trivia Night
Warhawk Connection Center, UC
5 p.m.

Talent & Acquisition Highlights

Spring Semester Change Status!

Please initiate COS’s (Additional pay, title change, etc.) related to the Spring 2019 Semester to ensure compliance and correct and timely payments. Please refer to the COS application on our website: <http://www.uww.edu/adminaffairs/hr/change-of-status>

Fall Semester is Quickly Approaching!

Please start preparing Fall 2019-20 rehires by completing E-Rehires for those individuals who will be returning in Fall. If classes are enrollment-based, please contact HR for assistance in preparing these rehire requests.

Please refer to the E-Rehire application found here:

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

Position Management Recruitment and Staffing at UW-Whitewater

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.

HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

BENEFITS Bulletin

America Saves Week: February 25 – March 1, 2019

The University of Wisconsin is promoting financial wellness through the 2019 America Saves Week campaign. UW System America Saves Week events may include in-person workshops, live webinars, counseling sessions, and credit consultations. Events will be presented by the [Tax-Sheltered Annuity \(TSA\) 403\(b\)](#) providers – Fidelity, T. Rowe Price, TIAA, Ameriprise and Lincoln – along with financial institutions such as Summit Credit Union and UW Credit Union.

All events are at no cost to you, but you must register! To register, read event descriptions, and take advantage of other financial wellness resources, visit the [UW System America Saves Week website](https://www.wisconsin.edu/ohrwd/americasaves/?utm_source=all-staff-feb-4-2019&utm_medium=email&utm_campaign=AmSaves2019) at https://www.wisconsin.edu/ohrwd/americasaves/?utm_source=all-staff-feb-4-2019&utm_medium=email&utm_campaign=AmSaves2019. Please refer to campus wide email that you received on Sunday, February 3, 2019 and watch for additional emails as the dates get closer!

FEI's February Webinar

February
20

Recognizing and Understanding Implicit Bias

Implicit bias: The attitudes or stereotypes that affect our actions and decisions in an unconscious way. Discover where these biases come from and how they impact behavior as you learn to evolve your understanding of self and others.

Presented by Terri Howard
Senior Director, FEI Behavioral Health

For your convenience, here is the ([link](#)).
Select the REGISTER button.

2019 Employee Wellness & Benefits Events

Biometric Screenings

April 23, 2019

7:00am-1:00pm | University Center Hamilton Room 275

Well Wisconsin Program Deadlines:

Not Yet Established (TBD) – stay tuned for details



America Saves Week

February 27 & 28, 2019 | 9:00am-4:30pm | TIAA-CREF Counseling | HH 1008

February 25, 2019 | 1:00pm-2:00pm | UW-Credit Union Using Credit Wisely | UC 275A

February 26, 2019 | 12:00pm-1:30pm | TIAA-CREF Workshop | UC 259A

February 27, 2019 | 2:00pm-3:00pm | UW-Credit Union Paying Down Debt | UC 275A

March 1, 2019 | 9:00am-10:00am | UW-Credit Union Budgeting 101 | UC 275A

ETF On Campus Visits

March 27, June 26, August 28, 2019

8:00am – 4:30pm | University Center Hamilton Room 261

FEI Webinars

February 20, March 20, April 17, May 15, June 19, July 17, August 21

All Webinars begin at 12pm ET | Registration is required to attend, register at

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

BENEFITS (con't)

Common Benefits Questions & Answers

Q: I haven't received my insurance card, what do I do?

A: Contact the appropriate insurance company to inquire and/or request new cards. For example, if you have Dean Health Insurance but have not received your card you would contact Dean to inquire. This is true for any of the plans you are enrolled in whether it be health, life, dental, vision, etc.

Q: How can I find the contact information for my health insurance?

A: You can use the interactive map found here: <http://etf.wi.gov/members/IYC2019/et-2107hpm.asp>. Click on the correct county and links, the appropriate provider will pop-up.

Q: How can I find contact information for the other plans?

A: You can go to the '**Current Employees**' page in the **Benefits** tile and select the appropriate benefit category. These links will take you UW System's website where you can learn more about benefits and locate contact information.

Q: How do I change the amount I am contributing to my 403b or WDC account?

A: You can do this online by logging into your **My UW System** portal, click '**Launch full app**' on the **Benefit Information** tile, navigate to the bottom of the page and click on '**Update TSA Deductions**'. Select the **Type of Benefit** plan you wish to change, click Edit, make your change and then save.

Q: How can I find out how much is in my WRS Account?

A: You can do this online by logging into your **My UW System** portal, click '**Launch full app**' on the **Benefit Information** tile and click on the '**Statements**' tab at the top of the page. ETF posts Annual Statements of Benefits in April every year for the previous year. For example, a statement will be posted to your portal in April 2019 reflecting contributions and projections based on contributions through 2018.

Q: How can I update dependent information?

A: You can do this online by logging into your **My UW System** portal, click '**Launch full app**' on the **Benefit Information** tile and click on the '**Dependents**' tab at the top of the page.

Q: Where can I find my Benefit Enrollment Confirmation Statements?

A: You can do this online by logging into your **My UW System** portal, click '**Launch full app**' on the **Benefit Information** tile and click on the '**Statements**' tab at the top of the page.

BENEFITS (con't)

UPCOMING EVENTS – Be Sure to Register!

TIAA

| | | |
|---------|---------|------------------------|
| 2/26/19 | 12-1pm | 'Financial Foundation' |
| 2/27* | 9-4:30p | 'Counseling' |
| 2/28* | 9-4:30p | 'Counseling' |

UW Credit Union

| | | |
|------|--------|-----------------------|
| 2/25 | 1-2pm | 'Using Credit Wisely' |
| 2/27 | 2-3pm | 'Paying Down Debt' |
| 3/1 | 9-10am | 'Budgeting 101' |

* = Counseling Sessions, 60 minutes each

HR&D Benefits Representative

Stephanie Hartmann



Diversity & Incoming International Faculty For Fall 2019

We are so excited to welcome our new international faculty for Fall 2019 for many reasons, including the diverse countries they represent! At this time, including new faculty, we will have faculty representing the following countries:

| | |
|-----------|-------------|
| Australia | Mexico |
| Bulgaria | Nepal |
| England | Nigeria |
| Canada | Russia |
| China | South Korea |
| Georgia | Turkey |
| India | Vietnam |
| Iran | |

Let's welcome our international faculty!

Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator
Interim Title IX Coordinator

PAYROLL: Notes & Reminders

Upcoming Important Dates

February "B" biweekly payroll has an early deadline. **All time and absences must be entered and approved by 4:30 p.m. Friday, February 15.**

Approving Time/Absence for Biweekly Employees

A UW-System web page is available with several resources for supervisors regarding the Manager Self Service Dashboard on the My UW System portals. These resources include Tip Sheets on approving time and absences and managing exceptions, and an instructional video. Click on this link: <https://uwservice.wisconsin.edu/help/time-absence/#for-managers>.

Absence Management Notes

When a Faculty or Academic Staff employee selects the option "No Leave Taken" for their monthly leave report, they are not charged any leave. You may ignore the zeros and eights that appear as the duration. The zeros and eights are merely an indicator of whether the specific date you entered (i.e. 12/01/18) is a weekday (8 hours) or a weekend day (0 hours).

Full-time Faculty and Academic Staff report absences in 4-hour increments (see below). Part-time employees report actual hours of absence, in 15-minute increments.

0 hours – less than 2 hours:

No absence reported

2 hours – less than 6 hours:

Report a 4-hour absence

6 or more hours:

Report an 8-hour absence

PAYROLL (con't)

Entering Online Absences/Date Ranges

In the past, employees were instructed to enter absence requests for one day at a time. This is still the recommended practice. However, for extended periods of absence, date ranges may be used. It is important that the following parameters for date ranges be followed, so that the correct amount of leave usage is recorded:

1. A date range cannot cross over a weekend, a holiday, or a change in months.
2. Each day in the date range needs to be the same type of leave usage (SL, VN, etc.) and the same number of hours for each day.
3. Please check leave balances first to be sure there is enough available for the date range.

HR&D Payroll Team

Andrea Campbell
Kelly Frank
Reggie Brown



Maybe life isn't about avoiding the
bruises.

Maybe it's about collecting the scars to
prove we showed up for it.

Meet HR&D's New Front Office Coordinator:



Hello! My name is **Ramon Rocha, Sr.** I am a graduate of Palmyra-Eagle High School and have been in the Whitewater area since the late 80's. Raised two handsome boys as a single parent. Currently married, we have two lovely daughters.

I was President of the St. Patrick's Catholic Church Hispanic Committee for over 10 years and the first Hispanic to serve on the City of Whitewater Police and Fire Commission. In the 1990's, I supported the City of Whitewater Police Department as a translator until the first Hispanic officer was hired.

Operated a Translator Service out of my home providing immigration, income tax and notary services for 15 years. During this time I also worked full-time as a Call Center Manager and most recently as a Warranty Manager for Nelson's Bus Service.

Joined the Warhawk Family as a custodian in 2018. Applied, offered and accepted the Human Resources Coordinator position in Human Resources & Diversity. February 4, 2019 was my first day in HR&D.

Title and Total Compensation Project Update

As of January 28, 2019, a total number of standard job descriptions [645] are under review and subject matter experts are in the process of reviewing multiple job descriptions as they relate to their area of expertise. We are hoping to hear from Mercer by the end of February about the Benefits Survey.

The intent of the Title and Total Compensation [TTC] Project is to modernize the University of Wisconsin's title, pay and benefits programs. The goal is to help each campus attract, retain and develop the best employees possible. It is important to keep the "Guiding Principles" in mind, and they are:

- The project will result in relevant and market-informed titles and pay ranges;
- Employees will not see a reduction in their base pay;
- Guidance for addressing market issues over time;
- Employees are not to lose their jobs because of the TTC;
- Employees will work with their supervisors to update and review their job descriptions;
- Clear and consistent information is shared among stakeholders [employees];
- Employees will be able to see how their jobs and titles compare to positions across institutions and other organizations;
- Employees will be provided guidelines to make informed choices about advancing in their careers;
- Managers will be provided with tools to make informed decisions about pay and promotional opportunities for employees;
- A study and project of this magnitude has NOT been done in 30+ years, and
- The results will have the System sustain a valuable product and grow its outstanding workforce!

As a result of several factors [including weather], the project team meeting will be re-scheduled as soon as feasible for the members. Please watch for the invite.

Click on this link for the "**System-wide Joint Governance 2-1-2019**" PowerPoint presentation: <http://www.uww.edu/Documents/adminaffairs/HR%20Diversity/Systemwide%20Joint%20Governance%202-1-19%20FINAL.pptx>.



Proposed '3 Plus 3 Pay Plan'

Proposed '3 Plus 3 Pay Plan' was approved by the Regents but remains 'proposed' until it has been approved by the JCOER, State Legislature and the Governor.

NOTE:

In preparation for final approvals of '3 Plus 3 Pay Plan', please make sure all performance evaluations are submitted in a timely manner!

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 Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Kai Instefjord 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 Member ~



De'Andra Tucker
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

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(^)= includes link to additional resources

Hello Warhawk Family!

There was a time when we thought we would never see Spring – WELCOME SPRING(!) and safe travels to those who will be taking time to visit with family and friends within the next couple of weeks.

Regards,



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



Talent & Acquisition Highlights

Performance Evaluations Due!

Per UW System policy, employees are to have a performance evaluation done on a yearly basis. Last year's deadline to qualify for the biennium pay plan was January 15th; therefore it's that time of year again to work on performance evaluations, with submission by **April 30, 2019**. This is also a great time to update position descriptions. Please submit to performance@uww.edu.

Title & Total Compensation

For more information on the title and total compensation project, please visit: (<https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>) for valuable resources and information.

Access & Training

For employee access to HR platforms (e-rehire, change of status, etc.), have your supervisor email your designated HR liaison. Additionally, if you wish to have a brief training or overview on these platforms, please reach out – we are happy to assist!

Fall Semester is Quickly Approaching!

Please start preparing for Fiscal Year 2020 and fall or academic year 2019-20 rehire by completing E-Rehires for those individuals who will be returning in for Fiscal Year 2020 and fall or academic year 2019-20. If classes are enrollment-based, please contact HR for assistance in preparing these rehire requests.

Please see the E-Rehire application here: <http://www.uww.edu/adminaffairs/hr/rehire>.

HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

WARHAWK AWARDS

Warhawk Way Award

"Goes 'above and beyond' to always do the right thing."



Elizabeth Woolever, Recipient
Lance Fredrick, Supervisor
Risk Management & Safety

Grace Crickette, Vice Chancellor
Administrative Affairs

Go the Extra Mile Award (GEM)

"Specifically goes the extra mile to help students on campus."



Katie Patterson, Recipient
Todd Carothers, Supervisor
Financial Services

Grace Crickette, Vice Chancellor
Administrative Affairs

BENEFITS & PAYROLL

ANNOUNCEMENT!!!

We are excited to announce that in an effort to streamline email inquiries, avoid duplication of effort, and shorten response time, **we have established two new subject-matter email accounts**. One is for all Benefits-related inquiries and the other is for Payroll inquiries. These two new email accounts are now active and are monitored continuously. We request that you please send your questions to only one of the following email addresses. Multiple emails delays response time.

For information on benefits, FMLA, life events, retirement counseling, etc. please send your questions to: Benefits@uww.edu.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc. please email: Payrollsupport@uww.edu.

BENEFITS Bulletin

FEI's February Webinar

Tune into FEI's March Webinar on March 20th
– **Understanding the Food-Mood Connection**.

To register, visit:

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

TASC Request for Documentation

As you start using your **FSA/Limited Purpose FSA** or **HSA** you may start to receive emails from TASC requesting documentation to substantiate a transaction. The email will provide you with a link to your online account where you can upload copies of the requested receipts. TASC has suggested to also provide EOBs (Explanation of Benefits) whenever possible to help substantiate the claim. The EOB contains coding information that TASC can use to better expedite the process of substantiating your claim.

If you have questions regarding what to do you can also contact TASC directly at 844-786-3947.

March20

Understanding the Food-Mood Connection

It's now generally accepted that a high-processed, high-sugar and low-nutrient diet contributes not only to poor health but also directly impacts mental and emotional well-being. How did we get here and, more importantly, how can we turn things around? Empower yourself with the knowledge and resources you need to begin the journey toward a healthier and happier you.

Presented by Julie Sharp, LPC
Account Manager, FEI Behavioral Health

*Spring is when you feel like whistling,
even with a shoe full of slush.*

BENEFITS (con't)

Life Events

If you have changes in your family or employment structure you will want to be sure to let the Benefits office know within 30 days of the change so that your benefits can be reviewed for any potential impacts. For a complete list of Life Events and their impacts on your benefits please visit the Benefits website for current employees: <http://www.uww.edu/adminaffairs/hr/benefits/current-employees>.



Trouble with StayWell's gift card redemption

StayWell is currently running into a system issue with the gift card redemption on the web portal.

We are uncertain on the timeframe for correcting it at this time.

Everyone who completes the 3 activities will be notified when everything is updated and they can claim their gift card in the portal. There is an alert on the **StayWell** portal.



Who is Coming to Campus?

March 19, 20 and 21st **Gary Praznik** from **Health Choice**, the Long-Term Care provider, will be on campus from 9am-4pm each day and available to meet with employees to discuss personalized long-term care benefit options.

Contact Gary at 608-833-5823, or email gpraz@healthchoice.com to schedule a personal, one-on-one consultation.

New Benefits Email Starting March 1, 2019

Please send all benefit emails to the Benefits email address: Benefits@UWW.edu.

2019 Employee Wellness & Benefits Events

StayWell Incentive Program

Employees and their spouses in the State of Wisconsin and Wisconsin Public Employers Group Health Insurance Program may complete the health screening, StayWell health assessment, and well-being activity by October 11th, 2019 to earn their \$150 gift card.

Screening Dates:

April 23, 2019 | 7:00am-1:00pm | University Center Hamilton Room 275

October 2, 2019 | 7:00am-11:00am | University Center Hamilton Room 275



FEI Webinars

March 20, April 17, May 15, June 19, July 17, August 21 All Webinars begin at 12pm ET | Registration is required to attend, register at

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

On Campus Vendor Visits

March 19, 20, 21, 2019 - Health Choice Long Term Care | 9:00am-4:00pm | Hyland 1008

March 27, June 26, August 28, 2019 - ETF | 8:00am – 4:30pm | University Center Hamilton Room 261

UW Tax-Sheltered Annuity 403(b) Program Workshop

April 23, 2019 | 10:00am-12:00pm | University Center 261

Dr. Rashida Kamal will be hosting an information session on the UW Tax-Sheltered Annuity 403(b) Program. This workshop is especially for new investors and for those not yet in the TSA Program, but those with established accounts will find it beneficial as well. It will help you understand the basics of investing and what to look for when you choose your investments

HR&D Benefits Representative

Stephanie Hartmann
Benefits@uww.edu

Have we mentioned?

New Benefits Email Starting March 1, 2019

Please send all benefit emails to the Benefits email address: Benefits@UWW.edu

PAYROLL: Notes & Reminders

Overload Payments / Change of Status Forms (COS)

Overloads are generally paid in two installments based on the chart below. Per the Overload Policy Principles, COS forms received in Human Resources by the 8th of the month will be guaranteed payment on that month's overload payroll schedule. 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>.

| Overload Payment Schedule – Academic Year | | | |
|---|----------------------------|----------------------------|--|
| Term | 1 st Payment | 2 nd Payment | Notes: |
| Fall Semester - Multiple payments | 1-Nov | 1-Feb | If adjustments are needed, they will be paid on the second payment |
| Fall Semester - Single payment | | 1-Feb | Payment will be made after the work is completed |
| Winterim | 1-Feb | | |
| Spring Semester - Multiple payments | 1-Mar | 1-Jun | If adjustments are needed, they will be paid on the second payment |
| Spring Semester - Single payment | | 1-Jun | Payment will be made after the work is completed |
| Full Year - Multiple payments | 1-Nov | 1-Jun | If adjustments are needed, they will be paid on the second payment |
| Full Year - Single payment | | 1-Jun | Payment will be made after the work is completed |

PAYROLL (con't)

Did you know? JURY DUTY

Employees summoned for jury duty are permitted to be absent from work during standard office hours. Faculty, academic staff, limited, and university staff employees are entitled to leave with pay. UW earnings are not reduced by any pay the employee receives for jury duty service.

University staff employees report normal work hours on their timesheet. Employees with night schedules will report standard work hours (7:45 – 4:30p.m.) on days reporting for jury duty. University staff-temporary employees are entitled to leave without pay.

When required to report for jury duty, employees must follow their usual process to report their absences to their department/supervisor. Employees should obtain a statement from the Clerk of Courts verifying their appearance each time they report for jury duty and submit these statements to their supervisor.

Please contact Payroll with any questions.



HR&D Payroll Team

Reggie Brown
Andrea Campbell
Kelly Frank

Payrollsupport@uww.edu

The harder you work for something, the greater you'll feel when you achieve it.

~ Anonymous

WARHAWK AWARDS

(Continued from Page 2)

Out of the Box Award

"Goes out of their way to help other departments on campus."



Ken Lindholm, Recipient

David Soliz, Supervisor

Greg Swanson, Director

Facilities, Planning & Management

Grace Crickette, Vice Chancellor
Administrative Affairs



~ POLICY UPDATE ~

Spring is a time of change and there are a number of changes pending for the UW System. One is the integration of policies, which began in 2015. The University of Wisconsin System Administration [UWSA] will now begin the process of migrating the University Personnel System Operational Policies [UPS] into the University of Wisconsin System Administrative Policies [SYS] policy set. This entails transferring UPS policies from PDF to webpage format, with the ultimate goal to make policies more accessible and understandable. This of course, will require campuses to update their own policies, by updating links, etc.

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 Human Resources 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 |

Proposed and Pending Pay Plan: 2019-2020

In order to plan ahead for the 2019-2020 biennial budget, especially with a proposed and pending pay plan, it is essential to have a performance evaluation on file for all employees. At this time, for all non-instructional staff, a performance evaluation must be on file. Human resources is asking for performance evaluations to be on file on or before April 30th.

If you have any questions, the University of Wisconsin System UPS Operational Policy: TC-4 should be posted soon, with few updates. Please review the memo for UW-Whitewater.

The Provost's office will be providing information for all instructional staff.

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

Hyer Hall, Room 335 • HR@uww.edu
 262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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Hello Warhawk Family!

Human Resources & Diversity is very excited to mention we will have thrilling news in the near future -- news that will add to the success of our campus.

In the meantime, I know many of our areas are in the final phases of preparing for the semester's end. There will be many programs, honorariums, and of course, graduation!

In the midst of the hub-bub, I hope you make time to enjoy Spring, it's **finally** here!

My bike is revved and ready to ride! vroom, vroom

Regards,

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



(^)= includes link to additional resources

BENEFITS Bulletin

SAVE THE DATES!

BIOMETRIC SCREENINGS

April 23rd, 7am-1pm
(All slots are filled!)

October 2nd, 7am-11am

University Center Ballroom, Rm. 275

Appointment Required

(To register: log into your “Staywell” portal, select ‘Onsite Health Screenings at Clarion Suites LEARN MORE’ button, then ‘On-Site Appointments’ and ‘Make an Appointment’, enter ‘53190’ (zip) and ‘Search’, then select ‘UW-Whitewater’.)

Fasting is recommended for the screening but not required. If you choose to fast, please fast 9 hours prior to appointment.

2019 BENEFITS Fair

October 9, 2019

10am – 2pm

UC location (TBD)

April

17

The Real Impact of Opioids: A Personal Story

We often hear and read about the tragic outcomes of the opioid epidemic, but we rarely engage in the history of users for real-life insight. Through a unique lens into the lives of two people significantly impacted by the opioid epidemic, learn more about the realities of opioid dependence, situational awareness, warning signs and much more.

Presented by Ryan Atherton, MS, CEAP
Account Manager, FEI Behavioral Health

To register for this Webinar, go to [\(link\)](#).

Summer Prepay Insurance Premium Deductions

Academic (9-month) employees who will be returning to UW employment in the fall of 2019, and/or Academic (9-month) employees terminating following a summer service/summer session appointment, will have Summer prepay insurance premiums deducted from your April 1, May 1 and/or May 31 paychecks, **along with your regular monthly insurance premium deductions**, to cover the cost of continuing your insurance coverage through the summer (contract break) months. The summer prepay deductions must be taken in the spring since these insurance premiums are not taken during a contract break (summer) and are not deducted from summer service/summer session earnings.

What If My Employment Status Changes?

If your summer or fall 2019 employment status changes **after** you have had summer prepay deductions, you may receive deduction refunds. If you will terminate employment, and not return in the fall, contact your human resources office to determine your employment termination and your insurance coverage end dates. If you anticipate any other status changes; marriage, birth, adoption, divorce, etc., contact your human resources office immediately regarding the impact to your insurance benefits.

What If I Do Not Have Summer Prepay Insurance Premiums Deducted?

If you do not have summer prepay deductions taken in the spring, and then you have a summer session/summer service appointment, you will be billed directly for payment of additional premiums due to continue your insurance coverage during the summer months. Your payment is due by the billing

BENEFITS *Bulletin* (con't)

Summer Prepay Insurance Premium Deductions

What if I Do Not Have Summer Prepay Insurance Premiums Deducted? (con't)

invoice due date to insure your insurance benefits are not canceled. If your benefits are canceled due to nonpayment, your next opportunity to add the insurance benefits may be during the fall 2019 Annual Benefits Enrollment period with an effective insurance coverage date of January 1, 2020.

How Will Summer Prepays Appear on My Earnings Statement?

Please review your earnings statements to ensure that your insurance deductions are accurate for your situation. Summer prepay deductions will appear as a lump sum amount on earnings statements. Deductions taken pre-tax (most medical-related premiums and a portion of State Group Life Insurance premiums) will be added together under 'Prebtx' and deductions taken post-tax (most life insurance premiums) will be added together under 'Preatx.' Regular benefit deductions for the month will continue to be listed under the plan name.



~ NEW LACTACTION POD! ~

- What:** Free standing pod that allows mothers to pump breast milk or nurse in privacy
- Where:** Laurentide Hall, 4th floor, next to the elevator
- How to Use:** Download* the mobile app on the door to schedule use of the pod

* The app is downloadable from the app store on cell phones. The app is **Mamava Pump & Nursing Finder**.

2019 Employee Wellness & Benefits Events

StayWell Incentive Program

Employees and their spouses in the State of Wisconsin and Wisconsin Public Employers Group Health Insurance Program may complete the health screening, **StayWell** health assessment, and well-being activity by **October 11th, 2019 to earn their \$150 gift card. Appointments are required.**

Screening Dates:

April 23, 2019

7:00am-1:00pm | Univ. Center Ball Room 275

October 2, 2019

7:00am-11:00am | Univ. Center Ball Room 275



UW Tax-Sheltered Annuity 403(b) Program Workshop

April 23, 2019

10:00am-12:00pm | Univ. Center 261

Dr. Rashika Kamal will be hosting an information session on the UW Tax-Sheltered Annuity 403(b) Program.

This workshop is especially for new investors and for those not yet in the TSA program, but those with established accounts will find it beneficial as well.

It will help you understand the basics of investing and what to look for when you choose your investments.

2019 Employee Wellness & Benefits Events (con't)

On Campus Vendor Visits

ETF

June 26, August 28, 2019

8:00am–4:30pm | Univ. Center Hamilton,
Room 261

TIAA

May 16, 10:00am–5:00pm

May 17, 9:00am–1:30pm

Hyland Hall, Room 1008

FEI Webinars

April 17, May 15, June 19, July 17,
August 21

All Webinars begin at 12pm ET (11am CST).

Registration is required to attend, register
at: [\(link\)](#).



HR&D Benefits Representative

Stephanie Hartmann
Benefits@uww.edu

Talent & Acquisition Highlights

Leaving? Retirement, Resignation, Transfer -- Before You Go:

When you've made the decision to separate from UW-Whitewater, please submit your separation letter to your supervisor **with a copy to Human Resources & Diversity (HR&D)** at benefits@uww.edu. Your letter should specify if you are transferring to another UW System campus or State agency, and your last day in work status (last day on campus) with UW-Whitewater. Timely submission to HR&D ensures appropriate leave and benefits counseling and payroll calculations.

Recruitment Approval Electronic Format:

NEW! HR, in collaboration with campus stakeholders, created an electronic format for receiving authorization to fill vacancies and new positions: “**Recruitment Approval Request**” application:

<https://my.uww.edu/recruitmentapproval>.

The workflow begins with Human Resources, providing the opportunity to verify position details, AA/EEO, title and salary, etc., and then the request moves forward for additional approvals. Once the “Recruitment Approval Request” is fully authorized, a member of the Talent Acquisition team will enter the recruitment into TAM, which will require the Hiring Manager to review and approve for posting the position. This online process confirms all necessary information in the approval to fill stage, and eliminates the bulk of the initial TAM approval string to post a recruitment. An approval flow chart can be found on the landing page for this application. We are happy to answer any questions you may have about the electronic process; please do not hesitate to contact us!

Talent & Acquisition Highlights *(con't)*

Summer Service

Departments who are hiring employees for **Summer Service** work should initiate these via HR Change of Status,

<http://www.uww.edu/adminaffairs/hr/change-of-status>, prior to the start of the work. Summer Service contracts are for those individuals who are hired into 9-month academic year contracts and providing a non-instructional service for campus during the summer break, 5/22/19 to 8/20/19. Please contact your HR Liaison for assistance or questions.

Contact **Carrie Lencho**, lenchoc@uww.edu, for questions related to Summer Session (instructional summer work) contracts.

HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

**Tune in next
month to
find out:
what is
healthy,
HAS 16
SQUARES,
and FREE
SOCKS?!!**

HR&D Benefits



PAYROLL: Notes & Reminders

Forms & Security

Please note: Several of the forms required by Human Resources & Diversity ask for an employee's Social Security Number (W-4, insurance applications, etc.). The direct deposit form contains personal banking information. It is recommended that you do NOT send these forms to us as email attachments. The campus email server is not secure and the information is not protected.

Forms containing personal information should either be mailed, dropped off at our front desk, or faxed to: 262-472-5668.

Missing Leave Reports

New "Missing Leave Reports" notification process: Beginning in April, employees with one or more missing leave reports for the current fiscal year (7/1/18 – 6/30/19) will receive an email from the UW Service Center indicating which leave reports are missing. Approvers will receive an email approximately a week later reminding them to approve submitted absence requests. Following the end of the fiscal year, employees with missing reports will have an automatic reduction in their sick leave earnings for the fiscal year. Annual 12-month employees will lose up to 28.0 hours of SL, based on FTE, and will see the SL reduction in their August leave balances. Academic-Year employees will lose up to 44.8 hours of SL, based on FTE, and will see the SL reduction in their September leave balances. If missing reports are submitted by 9/30/19, the sick leave reduction will be reversed.



Payroll: Notes & Reminders (con't)

WRS Annual Statements

The annual statements of WRS Benefits have been posted to the **My UW System** portals. For WRS eligible employees, the statements provide information as of January 1, 2019 related to WRS earnings, years of service, account balance, etc. On the "Benefits Information" tile on the portal home page, click on "Launch Full App." On the "Benefits" page, click on the "Statements" tab. The statements are for the 2018 year, and are listed as "ETF Annual Statement of Benefits (WRS) Issued 2019." The Explanation of the Annual Statement of WRS Benefits may be found at this link:

<http://etf.wi.gov/publications/et7333.pdf>.

Please contact Human Resources with any questions.

For information on benefits, FMLA, life events, retirement counseling, etc., please send your questions to: Benefits@uww.edu.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc., please email: Payrollsupport@uww.edu.



HR&D Payroll Team

Reggie Brown
Andrea Campbell
Kelly Frank

Immigration News: UW-Whitewater and Beyond

Every newsletter will include updates on UW-Whitewater immigration sponsorship, policies, procedures, etc. In addition, there will be updates on immigration law, changes in USCIS forms, processing, and events in the national news.

UW-Whitewater

- Coming in May: Workshops for **Form I-485**; they will be ongoing. (*This form is used to apply for the final stage of permanent resident status/green card*)
- Coming in July: Workshops for **EB-1 upgrades** (for 'Outstanding Professors or Researchers' immigration category) and **EB-1 downgrades** (if applicable); also ongoing.

USCIS Updates

- On March 8, 2019, USCIS published the revised Form I-539, *Application to Extend/Change Nonimmigrant Status*. They will reject any Form I-539 with an edition date of 12/23/16 or earlier that is received by USCIS after close of business on March 21, 2019.

Starting on March 22, 2019, they will only accept the revised Form I-539 with an edition date of 02/04/19. They also published a new Form I-539A, *Supplemental Information for Application to Extend/Change Nonimmigrant Status*, on March 8 (replacing 'Supplement A' of Form I-539).

Read more here: [UPDATE: USCIS to Publish Revised Form I-539 and New Form I-539A on March 8.](#)

Immigration News: (con't)**USCIS Updates** (con't)

- USCIS has launched an [H-1B Employer Data Hub](#) to provide information to the public on employers petitioning for H-1B workers. The data hub is part of our continued effort to increase transparency in employment-based visa programs by allowing the public to search for H-1B petitioners by fiscal year (back to FY 2009), [NAICS code](#), employer name, city, state, or ZIP code. This will give the public the ability to calculate approval and denial rates and to review which employers are using the H-1B program. Data for individual fiscal years is available to download on the [H-1B Employer Data Hub Files page](#).

Civics Test Answer Updates

Are you preparing for the naturalization test? As you study for the U.S. history and government (civics) test, make sure that you know the most current answers to these questions.

In closing, below are inspiring quotations from naturalization ceremonies.
Putting politics aside...

At 11:05 a.m. on Friday the 13th of January, an Iranian woman was the first to check in for New York's last naturalization ceremony during Barack Obama's presidency. She approached the kiosk alone — her husband was too ill to accompany her — and, when she handed over her green card, began to cry. Her journey had begun way back in 1996, she later explained, when she left Iran with her husband, two children, and \$15,000 in her bank account. Her tears set the tone for what many staff on duty that day described as one of the more emotionally loaded citizenship ceremonies they have experienced at 26 Federal Plaza.

<http://nymag.com/intelligencer/2017/01/these-are-some-of-the-last-americans-naturalized-under-obama.html>

"You paid America the high tribute of aspiring to live here, leaving behind familiar ways and places and accepting a process that everyone knows is not easy," George Bush said. "Our country in return honored your efforts and soon will be honored to call you a citizen."

I was 6 years old when the war happened in Cyprus. I lived with my grandmother in the village. I survived bombings; when bullets came flying through our windows I hid with my 3-year-old brother under a table. We had to flee our village on a tractor as my grandfather did not own a car. He went back to the house that same night to feed the farm animals and was captured as a prisoner of war ... The best and most solemn part for me was when I took the oath of allegiance. It was as if, during that precise moment, I made the transition to being a U.S. citizen. It was like I crossed over.

<http://nymag.com/intelligencer/2017/01/these-are-some-of-the-last-americans-naturalized-under-obama.html>

Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator
Interim Title IX Coordinator



Title and Total Compensation Project Update

The TTC Project aims to modernize the UW System's title, pay, and benefits programs. Its goal is to develop new systems that will help UW institutions attract and retain the best people.

The result of this project will be:

- Concise, consistent and relevant job titles and descriptions
- Market-informed pay and benefits structures
- A framework for career development

What's New

UW System job titles and descriptions are being modernized. The goal is to have all UW System [titles and job descriptions](#) represent the work commonly done across the system. A new standardized job description format will be implemented that is concise, consistent, and aligns with the [Job Framework](#). While this standardized job description format is simpler, it does not change daily tasks as currently assigned. Many titles used today will not change. New titles are being created for instances where (1) current job titles do not accurately describe the work being performed or (2) current titles do not match those in the market for comparable work.

Training is being developed for Fall 2019 to engage human resources staff, managers, and employees in conversations about the transition to the new, modernized and market-informed [Job Framework](#). As a result of this transition, all UW System positions will be mapped to a Job Family, Job Sub-Family, and Standard Job Title and Job Description.

Thoughts & Questions

We value your feedback. Tell us what's helpful, what's not, and what you'd like to see in future editions of the TTC update. For comments and concerns, please email TTC@uwsa.edu.

More Information

To find out more about the TTC project visit the [project home page](#).

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|---|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Kai Instefjord 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 |

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

Hyer Hall, Room 330 • HR@uww.edu
 262.472-1024 (Main) • 262.472-5668 (Fax)

HR&D STAFF HIGHLIGHT



Caitlyn Jung

We are privileged to have Caitlin Jung as one of our staff. She came to UW-W from Toppers Pizza World HQ where she was incredibly successful in the area of Human Resources. Below are examples of some other accomplishments:

- Solely responsible for their HR onboarding and benefits tool.
- Processed 500-600 team members' payroll from 19 stores and the corporate office.
- Provided executive-level support to their Director of HR.
- Was responsible for running audit reports to keep the company compliant, under budget, and informed.

We are thrilled that she is able to contribute her expertise to our Office of Human Resources & Diversity!

**Human Resources & Diversity
Leadership & Team**



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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(^) = includes link to additional resources

Hello Warhawk Family!

The end of an academic year, which also means preparations for the next academic year, are well underway. This summer, professional development is high on the list for the next academic year, beginning with a new and enhanced employee orientation. The new orientation will involve many participants from all over campus – thank you so much for helping with the new roll-out. Also, watch for all of the happenings that will be part of The Welcome “Back” Week! It is developing into a wonderful collaborative jump into the new academic year, so please watch for details!

Happy Summer Everyone!

Regards,

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



BENEFITS Bulletin

FEI Follow-Up

Thank you to all who attended the FEI kick-off last month. During the kick-off there were a few questions asked that I promised to look into and provide answers. So here we go:

Q: What does 'FEI' stand for?

A: 'FEI' no longer stands for anything, technically; however, FEI formerly stood for "Families Enterprise International" when we were a program under Family Service America, which was our parent organization's previous name (the Alliance for Strong Families and Communities).

<https://www.feinet.com/about/history/>

Q: Can student employees use FEI/EAP?

A: Because graduate students and student employees typically have access to other resources for counseling, they are not typically deemed eligible for EAP services. However, this is something we are going to explore further so stay tuned – more to come!

Q: How can providers in the area contract to become an FEI provider?

A: We are continually looking to expand our network of affiliates in the areas we serve. Our Network Operations team both recruits providers and responds to inquiries from those looking to join. If you know of providers in the area who might be interested, please feel free to direct them our way:

<https://www.feinet.com/provider-network/join/>

FEI's Webinar:

June

19

Steps to Buying and Selling a Home

Buying or selling a home is complex and can easily overwhelm. Join us as we navigate the process of buying a house while avoiding costly mistakes. Key takeaways include defining an offer, the effects of the Real Estate Purchase Agreement and raising awareness of your rights and responsibilities as a homeowner.

Presented by Legal Access Plans

REGISTER

For your convenience, here is the ([link](#)).
(Select the  button.)



Share your GOOD NEWS!!

Getting married? Having a baby?

✧ *Let us know!* ✧

We'd love to share it in *News & Notes!*

BENEFITS Bulletin (con't)

2019 Employee Wellness & Benefits Events

StayWell Incentive Program

Employees and their spouses in the State of Wisconsin and Wisconsin Public Employers Group Health Insurance Program may complete the health screening, **StayWell** health assessment, and well-being activity **by October 11th, 2019** to earn their \$150 gift card.

Screening Dates:

October 2, 2019 | 7:00am-11:00am | University Center Ball Room 275

Appointments required

Warhawk Wellness WINGO

Runs from May 20 – June 21, 2019

What is **WINGO**?? It's the Warhawk way to play BINGO! Instead of filling a row, you must fill the whole card to win a prize! Get up, get moving and get to know your campus better by participating in this fun and free event! Open to all staff and students! To sign up, send an email to benefits@uww.edu with the message "WINGO" and a student employee will send you more information on how to get your WINGO card!

FEI | Webinars

June 19, July 17, August 21 All Webinars begin at 12pm ET

Registration is required to attend. Register at

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

On-Campus Vendor Visits

ETF | **June 26, August 28, 2019** | 8:00am – 4:30pm | University Center Hamilton Rm 164

Next Benefits Fair:

October 9, 2019
10:00am – 2:00pm
**

University Center
Hamilton Room 164
**

Details to follow –
Stay Tuned!

HR&D Benefits Representative

Stephanie Hartmann



Ulysses Quijano-Colunga
Class of 2020

Benefits Bulletin SPOTLIGHT

Just like many offices across campus, student employees provide invaluable support with our day-to-day operations.

I would like to introduce you to one of the newest additions to the HR Office - **Ulysses Quijano-Colunga** – also known as 'Uly'. Uly works with me in Benefits and has been in our office for approximately six months. During that time, he has helped translate during Benefit Orientations and meetings in addition to providing support with multiple projects. He will be working on organizing and executing many of the benefit events on campus including the **Benefits Fair** on **October 9, 2019**. You may have had the pleasure of speaking with Uly when you call our office or encountered his smiling face and cheerful disposition when you stopped by.

BENEFITS (con't)

Have you come up with an answer to the April issue's riddle?

“What is *healthy*, **HAS 16 SQUARES**, and **FREE SOCKS?!!**”



Answer:



WHAT IS ‘WINGO WINGO’ YOU ASK?

‘WINGO WINGO’ is a Wellness game brought to you by HR&D!

The idea is to get employees and students moving around campus to see all it has to offer!

When you register to participate, you will receive your WINGO card and a FUN pair of socks. When you complete your WINGO card, you will receive a Warhawk Wellness T-shirt – be sure you provide your shirt size when you register!!

Once you have registered, you have until June 21st to complete the entire card and turn it in. You can turn the card in at the Warhawk Wellness WINGO table at *Summer on the Mall* on June 19th, or turn in any time to the HR&D Office, Hyer Hall, Suite 330.

This is on the honor system so, Yes, it would be easy to cheat but you would only be cheating yourself. This campus has SO MUCH to offer!

To register and participate:

- 1) Email Benefits@uww.edu, **OR** stop by the HR&D Office in Hyer Hall, Suite 330
- 2) For email registration, please include WINGO in the subject line, and
- 3) Provide your Name, Department, and Shirt Size in your email message

You will be contacted by a Benefits student staff member to make arrangements for delivery of your card and socks.

Questions can be directed to HR&D’s Benefits Specialist Stephanie Hartmann, hartmans@uww.edu, or, Payroll & Benefits Specialist Andrea Campbell at campbela@uww.edu or 472-1024.

Why Not Register and Play today?!!

ALL THINGS IMMIGRATION: Policies & Processes

To Our International Faculty:

If you are in the process of working on your **Form I-485** and supporting documents, and will be requesting a travel document, please see:

[Update to Form I-131, Application for Travel Document; New Edition Dated 04/24/19](#)

Note: *These USCIS forms were recently updated.*



Excerpt from American Immigration Lawyer's Association on Case Processing Times

Five years ago, an average case was taking about five months to process. By Fiscal Year (FY) 2018, that same applicant waited nearly 10 months. Those extra months of waiting halt business operations, keep families separated, and jeopardize people's lives.

Who Is Affected?

People applying for family-based benefits, employment-based benefits, naturalization, travel documents, and employment authorization are all experiencing delays. In FY2018, a staggering **94 percent of all immigration petitions and application form types took longer to process** when compared to FY2014.

Why Are Cases Taking Longer?

Many factors can slow down your case. New policies at USCIS are restricting legal immigration. For example, one policy requires USCIS officers to conduct duplicate reviews of past decisions.

New Series:

Famous Immigrants Who Have Enriched Our US Culture

John Muir

the conservationist, considered to be the father of the United States National Park System was born in the small, northern coastal town of Dunbar, Scotland on April 21, 1838. He and his family lived in Dunbar until 1849, when his father decided to seek religious freedom and a better life for his family in North America. The family sailed from Scotland to the east coast of the United States, and then traveled by land to Wisconsin, where they settled on a farm near Portage. Although he began school at the age of three, his formal schooling, and with it his study of English, French, and Latin, ended when the family moved to the United States. In Wisconsin, John and his siblings had little time for anything but working hard on the family farm. However, John often woke at one a.m., before his morning chores, in order to read books and build inventions. In 1860, John left the farm for Madison, Wisconsin, where he attended the Wisconsin State University (now the University of Wisconsin-Madison) for the next three years.

From this cite:

https://www.nps.gov/subjects/pacificcoastimmigration/mission_goals.htm

Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator

PAYROLL: Notes & Reminders

Legal Holidays

There are nine paid legal holidays for State of Wisconsin employees and the number of hours are earned based on FTE. When a legal holiday falls within a pay period, the holiday is automatically loaded to the leave record for salaried Academic Staff employees; they are not submitted as requests by the employee.

For biweekly University Staff, the legal holidays are automatically loaded for full-time employees only.

University Staff employees who are less than full-time must submit legal holiday hours used as absence requests.

Managing Exceptions and Approving Biweekly Timesheets and Absence Requests

It is important for supervisors to manage *Exceptions* on timesheets during each biweekly pay period. Depending upon the severity of the 'Exception', the hours worked by the employee may not load to payroll. Possible 'Exceptions' include: missing an IN or an OUT time for a work shift, or times entered for a work day totaling more than 12 hours, etc. These types of 'Exceptions' will prevent the hours from loading and the employee won't be paid. Once the 'Exception' is corrected, the hours will be picked up during the Time Administration process and will then be available to approve in Payable Time. All payable time and absence requests should be approved by the supervisor by Tuesday following the end of a pay period. The payroll schedule may be found here: <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2019.pdf>.

(Continued next column)

Managing Exceptions (con't)

Absence requests should be approved by the supervisor in a timely manner. Biweekly employees must have their absences approved prior to the calc or their timesheet will not be complete and their pay will not be correct. Academic Staff absences must be approved in order for accurate balances to display so the employee does not take time off for which there is not corresponding leave time available. Overused leave results in leave-without-pay when the payroll is processed.

There is help for employees and managers on the "Time and Absence Help" page of the Service Center website. There are separate tabs for employees and managers. Information includes Tip Sheets and several short videos regarding timesheets and changes, requesting and approving absence requests, viewing leave balances, and more. <https://uwservice.wisconsin.edu/help/time-absence/>.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc. please email: Payrollsupport@uww.edu.

HR&D Payroll Team

Reggie Brown
Andrea Campbell
Kelly Frank

*A dream doesn't become reality through magic;
it takes sweat, determination and hard work.*

~ Colin Powell

Meet HR&D's New Development Coordinator



Gina Elmore

Hello!

My name is **Gina Elmore** and I have been fortunate enough to join your Warhawk family! I recently moved to Wisconsin from Chicago and look forward to the farmers markets and hiking trails this summer. I welcome restaurant and hiking trail recommendations!

I have worked with various companies as an HR Business Partner, Executive Assistant, Office Manager, and even had my own small business consultant company. As your HR Development Coordinator, I look to use my various experience to bring impactful trainings and development programs. I look forward to hearing from you and your peers to ensure my contributions will have a positive impact for all.

I have a tendency to be inquisitive, I find that everyone has interesting stories and love to hear them. But if you are a bit quieter and would prefer to listen, I can talk a lot about 90's TV, 90's music, live theater, traveling around the world, or how much rent is in Chicago.

If you see me walking around, please feel free to say Hi!

Meet HR&D's New Title IX Coordinator



Vicki Schreiber, Ph.D.

My name is **Vicki Schreiber, Ph.D.**, and I am the new **Title IX Coordinator**. In this role I hope to meet with many faculty and staff across campus, as well as students in all areas to help keep UW-W a safe campus. I am coming to you from Alverno College, a small, private, women's college on the south side of Milwaukee. There I served most recently as the Associate Dean of Students and worked directly with student conduct, residence life, student activities, new student and family programs, and a myriad of other areas for the past 12 years. Prior to Alverno, I worked at Texas A&M International University, Southeast Missouri State University, University of Memphis, and the University of Tennessee at Chattanooga. My work at those institutions was mostly in Housing and Student Affairs.

Outside of work, I enjoy doing crafts, specifically making greeting cards and book folding. If you are interested in learning more about it or me, let's connect!

Timely Reporting

There are specific guidelines when to pay employees. Based on wage payment and collection laws for the State of Wisconsin, it is important to pay employees timely. According to the Equal Rights Publication, ERD-8784-PWEB, “Chapter 109, Wis. Stats, requires employer to pay workers all wages earned at least monthly, with no longer than 31 days between pay periods.” It is the law; however, another compelling reason is the additional work the Service Center and the Wisconsin Retirement System must go through to address and maintain accurate payroll records for reporting purposes. All campuses receive a monthly notice for hires, terminations and payments entered beyond the 30-day window. Every campus has been asked to be cognizant of the 30-day window and to get everything entered in a timely manner...thank you for helping the human resources and diversity department address this charge.

The warm weather is finally here! This is the time of year when many people get to reconnect with family and friends; however, this is a busy time of year when there are many deadlines for the Human Resources and Diversity Department. The following highlights just a few of the time-sensitive challenges facing HR this time of year...fiscal year end; summer programs; camps; clinics; immigration processing; onboarding new employees; ‘Welcome Back’ week; student employee payroll, in addition to the continuous audits, HRS/SFS cloud assessment, and responding to the day-to-day needs of the campus community. Members of the Human Resources and Diversity Department plan to be strategic with time off as well – it is the hope that everyone enjoys a wonderful summer.

❖ Other Administrative Affairs Commitments ❖

Waste, Fraud, and Abuse Reporting

Who you gonna call?

Check out our new “**Hotline**” Reporting Poster to find out!

Warhawks are committed to doing the right thing, and that may take the form of reporting incidents of waste, fraud or abuse on our campus. Visit the link below for more information about your reporting options, or to download an 8.5” x 11” version of our official reporting poster to print and place in your area.

Contact the Quality Assurance Improvement Manager (stokesa@uww.edu) if you would like to order larger size versions of the poster.

Link:

<https://www.uww.edu/adminaffairs/compliance/reporting-responsibilities>

WARHAWK READY

Risk Management and Safety has just launched **Warhawk Ready** through **Kuali**, known for their support of Higher Ed institutions, especially business and emergency continuity planning.

Your expertise of your department’s critical functions paired with its easy-to-understand business continuity software makes this process pain-free.

This tool will enable UW-Whitewater to anticipate scenarios, identify gaps, and be confident we are prepared and ready to execute plans when any crisis hits.

We have begun creating plans within the Administrative Affairs Division and will roll out across campus beginning with the fall semester.

Questions? Connect with Risk Management and Safety: riskmgmt@uww.edu.

WARHAWKS DO THE RIGHT THING RECOGNITION AWARDS

Warhawk Way Award

“Goes ‘above and beyond’ to always do the right thing.”



Reggie Brown, Recipient #1
Connie Putland, Supervisor
Janelle Crowley, Chief H.R. Officer
Human Resources & Diversity

Grace Crickette, Vice Chancellor
Administrative Affairs

~ and ~



Cal Servi, Recipient #2
Chief Matthew Kiederlen, Supervisor
Police Department

Grace Crickette, Vice Chancellor
Administrative Affairs

Go the Extra Mile Award (GEM)

“Goes out of their way to help other departments on campus.”



Linda Ewert, **Kim Krebs**, **Bobbi Johnson**,
Jamie Busse, and **Pam Peyer**
Recipients

Deb Gilbert, Supervisor
Todd Carothers, Director
Financial Services

Grace Crickette, Vice Chancellor
Administrative Affairs

Inspire/Engage/Transform Award

“Goes above and beyond on campus as a whole.”



Tanja Anderson, Recipient
Kirstin Fillhouer, Supervisor
UWW-Rock County Campus

Grace Crickette, Vice Chancellor
Administrative Affairs

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|--|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and development |
| Kai Instefjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration 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 |
| Vicki Schreiber, Ph.D. Title IX Coordinator | |

Title and Total Compensation Project Update:

Most of you are familiar with the Title and Total Comp. Project. Position descriptions continue to be reviewed and will continue into the Fall. Recently, Human Resources and Diversity reviewed and discussed some options for position review as well as a subsequent appeal process with the chairs, for university and academic staff that might be applicable.

Look for more updates in the Fall

– Happy Summer Everyone!

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

Hyer Hall, Room 330 • HR@uww.edu
262.472-1024 (Main) • 262.472-5668 (Fax)

Work harder than
you think you did
yesterday.

~ Alex Elle



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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Farewell to Inter. Chancellor Green 11

(^) = includes link to additional resources

Hello Warhawk Family!

The University of Wisconsin-Whitewater is in the "heat" of the summer. Many have the impression that campuses are quiet on the home front; however, that couldn't be further from the truth. The Human Resources and Diversity Department is preparing for the new academic year, onboarding new employees and addressing new training opportunities, while other areas are working with camps and clinics, yet others are traveling abroad, hiking in the mountains and hiking.

This is a very busy time of year with many employees out of the office spending time with family. Therefore, this is a time of year when patience is a true virtue.

Enjoy the rest of the summer – we look forward to seeing everyone in August, welcoming a more routine schedule.

Regards,

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



BENEFITS Bulletin

FEI Webinar:

Did you know?

You can access any of FEI's previous webinars on their website **feieap.com**, username **SOWI**, click on Webinar/Training at the top of the page then go to 2019 Webinars and Registration. From here you can play back past webinars or register for upcoming ones.

Link to register: ([here](#))



Thank you TO EVERYONE
THAT PARTICIPATED IN **WINGO**!

We had 125 cards and 125 participants
= 100% participation!!

Shirts have arrived and are being delivered. If you turned in your completed **WINGO** card but haven't received your T-shirt, please stop by our office – HR&D, Hyer Hall, Suite 330.



*FREE things to do on campus
this summer:*

GARDEN & LANDSCAPE TOURS

Prairie & Nature Preserve

| | | |
|----------|-------------|-----------|
| THURSDAY | • June 20 • | 6 - 7 PM |
| SATURDAY | • July 13 • | 9 - 10 AM |
| THURSDAY | • Aug. 1 • | 6 - 7 PM |

Come see the diverse array of native plant species and variety of ecosystems and watch how they change throughout the season.

Campus Core Garden Tours

| | | |
|---------------------------|-------------|-----------|
| WEST CAMPUS GARDENS: | | |
| THURSDAY | • Aug. 8 • | 6-7:30 PM |
| SOUTHEAST CAMPUS GARDENS: | | |
| THURSDAY | • Aug. 15 • | 6-7:30 PM |
| NORTHEAST CAMPUS GARDENS: | | |
| THURSDAY | • Aug. 22 • | 6-7:30 PM |

All workshops are free – registration is required.
For more information and to register:
Go to uww.edu/ce/garden
OR
Call 262 - 472 - 3165

questions?

Contact Karl Borne
262-472-1003
OR
bornek@uww.edu

If you need accommodations or have questions about physical access, please call or email.

University of Wisconsin
Whitewater

BENEFITS Bulletin (con't)**2019 Employee Wellness & Benefits Events****2019 Employee Wellness & Benefits Events****StayWell Incentive Program**

Employees and their spouses in the State of Wisconsin and Wisconsin Public Employers Group Health Insurance Program may complete the health screening, StayWell health assessment, and well-being activity by October 11th, 2019 to earn their \$150 gift card.

Screening Dates:

October 2, 2019 | 7:00am-11:00am | University Center Ball Room 275
Appointments required

**Benefits Fair**

October 9, 2019 | 10:00am – 2:00pm | University Center Hamilton Room 164; details to follow – stay tuned!

Open Enrollment: September 30, 2019 – October 25, 2019

Fall 2019 Benefit Events

Benefits Overview at UWW – Rock County Campus | October 3, 2019

Benefits Walk in Sessions at UWW | October 15, 16 & 24, 2019 | location coming soon

Flu Shot Clinic: UWW | November 5, 2019 | 8:00am – 12:00pm | UWW – Rock County Campus | November 7, 2019 | 8:30am – 9:30am

FEI | Webinars | July 17, August 21, September 18, October 16, November 20, December 11

All Webinars begin at 12pm ET Registration is required to attend, register at

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

On Campus Vendor Visits

ETF | August 28, 2019 | 8:00am – 4:30pm | University Center Hamilton Room 164

**JULY's GOOD NEWS!**

Jim McLernon, Custodian in Hyer Hall, is showing his photography at the Jefferson County Fair and has already taken a Blue Ribbon for first place and a Red Ribbon for second place for two of his submissions!

Be sure to check out his entries at the Jefferson County and Walworth County Fairs!

**Share YOUR Good News!!**

Getting married? Having a baby?

✧ **Let us know!** ✧

We'd love to share it in *News & Notes!*

**HR&D Benefits Representative**

Stephanie Hartmann
 Benefits@uww.edu



PAYROLL: Notes & Reminders



INTRODUCING . . . MOLLY PARRISH

Hello! My name is **Molly Parrish** and I am very excited to join the UW Whitewater Payroll Team as a **Payroll and Benefits Specialist Advanced**.

In my previous roles in HR, I was a Human Resource Manager and most recently I worked for the City of Whitewater as the HR Coordinator. I have worked in all aspects of HR but really enjoy payroll and benefits administration. I am looking forward to my new role with the University and applying my former experience and knowledge.

I relocated with my family from Tomah, Wisconsin in 2011 when my husband accepted a position with First Citizens State Bank. I love this community and feel fortunate to have been able to raise my children here. I am the proud parent of two children who have graduated from Whitewater High School. My daughter will be a Carroll University Pioneer in the fall and my son will be entering his second year as a UW-W Warhawk!

SUBMIT 2018-19 FISCAL YEAR LEAVE REPORTS:

Faculty, Academic Staff and Limited appointees who have an active leave-eligible appointment are required to submit a leave report each month, whether or not leave is used.

The 2018-19 fiscal year ended on June 30th.

Please be sure all leave reports for July 1, 2018 through June 30, 2019 have been submitted and approved, so that you do not have a reduction in your sick leave earnings due to missing leave reports.



EXCITING NEW SUMMER LEAVE REPORTING PROCESS FOR 9-MONTH EMPLOYEES:

There is a new tab available for entering Summer sick leave takes, or verifying 'No Leave Taken'. This process replaces the paper **Summer Leave Reports** previously used for academic-year employees with Summer contracts. Annual 12-month employees continue to submit regular monthly leave reports as usual.

To access the new leave reporting process, log into the My UW System portal. Launch the *Time and Absence* app and click on the new tab: 'Summer Appointment Leave Reporting'. To submit "No Leave Taken," just click on the **green Submit** button. If you have absences to report for the Summer, indicate the date(s) and number of hours and then click the **green Submit** button.

An instruction sheet is available here: <https://uwservice.wisconsin.edu/docs/publications/time-C-basis-summer-leave-reporting.pdf>

PAYROLL: Notes & Reminders

Exciting New Summer Leave (con't)

An instruction sheet is available here: <https://uwservice.wisconsin.edu/docs/publications/time-C-basis-summer-leave-reporting.pdf>

The screenshot shows the 'Employee Self Service' portal with a sidebar menu on the left containing options like 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests', 'Cancel Absences', and 'Summer Appt. Leave Reporting' (which is highlighted). The main content area is titled 'Summer Appointment Leave Reporting' and includes a dropdown for '*Year' set to '2019'. A green 'Submit' button is in the top right. Below the title, a message states: 'By clicking submit, I verify I have no additional leave to report for the summer or I have not taken any leave.' Underneath, there is a section 'Record Summer Appointment Sick Days Below' with a table for 2 rows. The table has columns for 'Date' and 'Hours'. The first row shows '05/21/2019' and '3.00' with '+' and '-' buttons for editing. The second row is empty with similar buttons.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc. please email: Payrollsupport@uww.edu.

HR&D Payroll Team

Reggie Brown
Andrea Campbell
Kelly Frank
Molly Parrish



There is a theory which states that if ever anyone discovers exactly what the Universe is for and why it is here, it will instantly disappear and be replaced by something even more bizarre and inexplicable.

There is another theory which states that this has already happened.

~ Douglas Adam



The 3 R's of Title IX: Recognize, Respond & Report

Many people have heard of the Title IX Education Amendments of 1972 as a comprehensive federal law that prohibits discrimination on the basis of sex in employment and any federally-funded programs or activities. This section will highlight different aspects of Title IX that are important for the University community to know.

Recognize...all employees are known as “**Responsible Employees.**” According to Title IX, a “responsible employee” is an employee who a student or other employee can reasonably believe has the authority to take action to remedy incidents of sexual misconduct. The exceptions to this are confidential reporters (counselors, medical staff, etc.) as outlined in campus policy.

Respond...to a student or employee who discloses to you that they may have been involved in a situation of inappropriate conduct of a sexual nature that violates another person's personal boundary. Your response can include things like active listening and providing information about campus resources including but not limited to, the Dean of Students Office staff, Campus Police, Health & Counseling staff, and the Title IX Coordinator.

Report...all concerns to the **Title IX Coordinator** by calling **262-472-2143**, or by emailing titleix@uww.edu.

To file a report online, follow these links to the appropriate form:

[Reporting Form \(Students & Employees\)](#)

Or

[Reporting Form for U-Rock \(Students & Employees\)](#)

HR&D Title IX Coordinator

Vicki Schreiber
titleix@uww.edu

Training and Development

WARHAWK UNIVERSITY'S NEWLY LAUNCHED TRAININGS

Here are new trainings, recently launched and ready for participants. Check them out:

Unconscious Bias Training

Open to everyone. Those on Search and Screen Committees are encouraged to attend.

New Hire Campus Orientation

A brief overview of the various departments on campus ranging from the library (you can borrow iPads!) to using the gym facilities.

How to Register:

If you would like to attend a training, or would like a training not currently available, please contact

Gina Elmore: elmoreg@uww.edu.

Gina is a **Core Strengths Facilitator!** Learn more about Core Strengths here: <https://corestrengths.com/>



The cure for boredom is curiosity.
There is no cure for curiosity.

~ Dorothy Parker



Training and Development (con't)

'WELCOME BACK' WEEK

Welcome Back Week is around the corner. This year's Schedule has something for everyone! Schedule previews are available through July. The complete Schedule will be available early August. Go to this link: ([here](#))

Highlight Tuesday, August 27, 2019
on your calendars!

Events on this day are for All Employees.
Your participation is strongly encouraged:

Campus Cook-Out

"The Defamation Experience"*

Fall Forum Meet & Greet

Introduction of the New Chancellor
(Tentative)



Here is a 'sample' of what's offered on other days:

Ethics Training

Information Fair

Trends in Equity, Diversity & Inclusion (Presentation)

Unconscious Bias Training

** = See page 12 for additional details!*

HR&D Training & Development Coordinator

Gina Elmore

Training Day for Facilities and Grounds

The first **Collaborative Facilities and Grounds Training Day** was held on June 26, 2019. The goal was to enhance collaborative efforts for the greater good of the facilities staff, for the campus stakeholders, and ultimately, the students. Since February, planning meetings included staff from the supervisor levels and above, UW-W at Rock County, Risk Management, and Human Resources.

Mission accomplished!!! Over 100+ attendees participated in trainings, met with vendors, and even enjoyed ice cream!

Thank you to all that made the Training Day such a success!



Emily Earhart / Frank Bartlett, Dir.
Catering Coord. University Housing



Andrea Campbell, Amy Sexton, Reggie Brown
HR&D Staff

All Things Immigration: USCIS Updates

Information on the naturalization process from uscis.gov:

WASHINGTON — Last week U.S. Citizenship and Immigration Services (USCIS) celebrated the Declaration of Independence and the birth of our country by welcoming almost 7,500 new citizens in nearly 110 naturalization ceremonies between July 1 and July 5. Our naturalization ceremonies were held in venues across the country, and include several notable ceremonies...

On July 4, we celebrated the day the Second Continental Congress adopted the Declaration of Independence in 1776, declaring that the 13 American colonies regarded themselves as a new nation – the United States of America – and were no longer part of the British Empire. Each year, USCIS marks Independence Day with naturalization ceremonies...

USCIS is committed to promoting awareness and understanding of citizenship by offering a variety of free citizenship preparation resources for applicants and teachers, including materials like the [Establishing Independence](#) lesson plan in the [Citizenship Resource Center](#). Immigrant-serving organizations can register to receive a free [Civics and Citizenship Toolkit](#) to help lawful permanent residents prepare for naturalization.

View a list of highlighted 2019 Independence Day-themed [naturalization ceremonies](#).

Margaret Wheeler, JD
Immigration Specialist
Affirmative Action Program Coordinator

Immigrants Who Have Enriched Our US Culture

June Millicent Jordan, poet and social activist (1936-2002), is one of the most widely-published and highly-acclaimed African American writers of her generation. Poet, playwright and essayist, June Jordan was known for her fierce commitment to human rights and political activism. Over a career that produced twenty-seven volumes of poems, essays, libretti, and work for children, Jordan engaged the fundamental struggles of her era: for civil rights, women's rights, and sexual freedom. A prolific writer across genres, Jordan's poetry is known for its immediacy and accessibility as well as its interest in identity and the representation of personal, lived experience - her poetry is often deeply autobiographical.

The author of more than twenty-five major works of poetry, fiction and essays, as well as numerous children's books. Jordan wrote the librettos for the operas *Bang Bang Uber Alles* with music by Adrienne Torf, and *I Was Looking at the Ceiling and Then I Saw the Sky*, with music by John Adams; she wrote lyrics frequently for other musicians, as well as plays and musicals.

Regarded as one of the key figures in the mid-century African American social, political and artistic milieu, Jordan also taught at many of the country's most prestigious universities including Yale, State University of New York-Stony Brook, and the University of California-Berkeley, where she founded Poetry for the People. Her honors and awards included fellowships from the National Endowment for the Arts, the Massachusetts Council on the Arts, and the New York Foundation for the Arts, a Rockefeller Foundation grant, and the National Association of Black Journalists Award.

From this cite:

<https://www.poetryfoundation.org/poets/june-jordan>

Letter to the Local Police

By June Jordan

Dear Sirs:

I have been enjoying the law and order of our community throughout the past three months since my wife and I, our two cats, and miscellaneous photographs of the six grandchildren belonging to our previous neighbors (with whom we were very close) arrived in Saratoga Springs which is clearly prospering under your custody

Indeed, until yesterday afternoon and despite my vigilant casting about, I have been unable to discover a single instance of reasons for public-spirited concern, much less complaint

You may easily appreciate, then, how it is that I write to your office, at this date, with utmost regret for the lamentable circumstances that force my hand

Speaking directly to the issue of the moment:

I have encountered a regular profusion of certain unidentified roses, growing to no discernible purpose, and according to no perceptible control, approximately one quarter mile west of the Northway, on the southern side

To be specific, there are practically thousands of the aforementioned abiding in perpetual near riot of wild behavior, indiscriminate coloring, and only the Good Lord Himself can say what diverse soliciting of promiscuous cross-fertilization

As I say, these roses, no matter what the apparent background, training, tropistic tendencies, age, or color, do not demonstrate the least inclination toward categorization, specified allegiance, resolute preference, consideration of the needs of others, or any other minimal traits of decency

May I point out that I did not assiduously seek out this colony, as it were, and that these certain unidentified roses remain open to viewing even by children, with or without suitable supervision

(My wife asks me to append a note as regards the seasonal but nevertheless seriously licentious phenomenon of honeysuckle under the moon that one may apprehend at the corner of Nelson and Main

(Continued on next column)

Letter to the Local Police (con't)

However, I have recommended that she undertake direct correspondence with you, as regards this: yet another civic disturbance in our midst)

I am confident that you will devise and pursue appropriate legal response to the roses in question. If I may aid your efforts in this respect, please do not hesitate to call me into consultation

Respectfully yours,

~ *Fini* ~



UPS/SYS Integration: July 2019 Update

The University Personnel Systems (UPS) policies have been successfully integrated into the UW System Administrative ([SYS](#)) policy framework as the SYS 1200 series. This process resulted in no substantive changes to the policies, and they continue to apply to all UW institutions, other than UW-Madison. Future changes to the UPS policies will go through the regular SYS policy review process. Here is the link to the Chief Human Resources Officers UPS update: [\(link\)](#)

(On News & Notes web page, see "Resources"/
"Integration of UPS Policies ...July 2019
Update")



❖ Other Administrative Affairs Commitments ❖

Community Engagement Center Update

If you walked into the **UW-Whitewater Community Engagement Center** (the old Sentry Building), you might notice a few things. There is a lot of potential in unused space, there are 22,000 sq. ft. of event space and classrooms, there is a gallery, departmental space, a co-working atrium, and an Occupational Health and Safety lab. However, there is a lot more that goes into a building than choosing spaces, flooring, and wall color. We are also working with how the building feels and how you find your way through.

One of those ideas is to accent the size of the building and mirror a small town indoors. This may include using signage that looks like street signs. In the Safety hall in Administrative Affairs, we put an example on the wall to see how people might respond to it. When the building opens, we hope that you take a walk through, spend some time, go to a few events and help energize the building so that we can help fulfill some of the needs of the community and continue to build on great examples where the University and Community meet to build on the Wisconsin Idea.

Tom Kind
Student Assistant - Administrative Affairs
Masters of Business Administration
Events Graduate Assistant - CLD
kindtho2@uww.edu | 920-627-5270

STAYING SAFE THIS SUMMER

Stay safe this Summer by utilizing the **Office of Risk Management and Safety Academy's** publications:

July's **Safety Spotlight Poster** of the month covers heat stroke and heat exhaustion. Download your copy: ([here](#))*

Check out our most recent newsletter which covers additional summer safety tips: ([here](#))*

* Open Risk's homepage, scroll down, click on tiles "Safety Newsletter" and "Safety Poster".

As always, the Office of Risk Management and Safety's website is a great resource and contains the most requested resources.

Questions?

Connect with the Office of Risk Management and Safety: riskmgmt@uww.edu.



Process Improvement Advisory Team (PIAT) – 8/1 Meeting Highlights

Learn more about our current projects and how you can help us gain efficiencies through incremental change.

Join us at our next **PIAT** meeting:
Thursday, 8/1, 2-3:00 p.m.
Hyer Hall, Room 142

Questions? Connect with Alexandra Stokes, stokesa@uww.edu

Examples of Current PIAT Projects

- Removal of Day Trip Pre-Travel Authorization Requirement
- Digital Swap Shop for Surplus/Unwanted
- Drastically Reduce Use of Herbicides
- Green Cleaning Products
- Purchasing Training Videos
- Reducing # of Waste Bins

Employee Relations

Warhawks Do the Right Thing!

UW Whitewater's Audit, Risk, Compliance and Ethics Committee (ARCE), comprised of subject matter experts from across the Whitewater campus, have put in place a list of six, user-friendly principles that express our campus commitment to positive interpersonal communication: *treat everyone with respect and appreciation regardless of our differences*. These principles reinforce our campus' commitment to a positive environment, supports our Strategic Plan, UW System Policy Workplace Conduct Expectations, and the Wisconsin Administrative Code addressing Conduct on University Lands. Over the next 6 months we will explore one of these principles.

Principle 1: *On a user-friendly campus, members of the community understand and act in accordance with the human desire for positive interactions with others. Typical interpersonal behaviors in such an environment reflect and support the following values, applicable without regard to differences in respect to rank, class, age, race, gender, disability, ethnicity, or sexual orientation: respect, courtesy/civility, appreciation, empathy, trust, inclusion, and consultation.*

It has been shown that positive social interactions at work are associated with immediate and enduring effects on the cardiovascular, immune and neuroendocrine systems and can build physiological resourcefulness and physical health (Heaphy, 2008).

Nygaele McGeathey from Pearce Center for Professional Communication, Clemson gives us:

4 Tips to Encourage Positive Team Interactions in the Workplace

1. RECEIVE AND PROVIDE FEEDBACK

Don't take it personally! Your coworkers are working toward the same overarching goal, so if you are approached with constructive criticism to better yourself or your work, take it as a gift and opportunity to grow. Contribute to fostering an environment that promotes the thoughtful exchange of ideas.

2. BE TRANSPARENT

Be open! If your team members feel you withhold information, they might begin to feel a sense of distrust, and that distrust could cause them to be less transparent. When there is not an open line of communication, assumptions are made and mishaps occur that deter the team from their goals.

3. TAKE A BREATHER

Avoid burnout! No one wants to have a breakdown at their workplace. Try small changes such as waking up early enough to eat a balanced breakfast, keeping a stress ball at the desk, and going on lunch break without bringing work along. If these steps aren't enough and you're feeling overwhelmed, reach out to team members or your higher up to strategize or redistribute some work. Your coworkers might be happy to help, and your higher up could possibly reorganize your workload. It never hurts to ask!

4. PRACTICE EMPATHY

Be a listener! You aren't the only one who experiences emotions and circumstances that affect daily operations. Not all coworkers are comfortable divulging personal information in a personal setting, but if you notice something is off and they could use some help, you can be a supportive team member by offering help with work responsibilities or simply displaying more care in your actions. They'll trust you more, and they reciprocate these efforts in the future.

These are just a few things to practice when working in a collaborative work setting. Take care of yourself and your coworkers, be open to criticism, and keep the lines of communication open!

(McGeathey, 2018)

Employee Relations (cont't)

Warhawks Do The Right Thing! (con't)

References

Heaphy, E. D. (2008). Positive Social Interactions and the Human Body at Work: Linking Organizations and Physiology. *The Academy of Management Review*, 33(1), 137-162. Retrieved 2019

McGeathey, B. (2018). *4 Tips to encourage positive team interactions in the workplace*. Retrieved from Pearce Center for Professional Communication, Clemson: <http://pearce.caah.clemson.edu/4-tips-encourage-positive-team-interactions-workplace/>



The Defamation Experience

Diversity Programming at Its' Very Best

Considered by many diversity experts as one of the most relevant and compelling programs, **The Defamation Experience**, offers three phases of interactive diversity programming:

- * A courtroom drama that explores the highly charged issues of race, class, religion, gender, and the law
- * Deliberations where the audience is the jury
- * A facilitated post-show discussion

University of WI-Whitewater is the first stop on the production team's Fall Tour 2019.

Plan to attend the August 27, 2019 performance. One of several Welcome Week activities!

You Will Be Missed!



**Interim Chancellor
Cheryl Green**

Thank You for your stellar service, commitment, and leadership.

We wish you the best of luck!

**Office of Human Resources
& Diversity**



Dear Dr. Green:

Your career has been nothing short of inspirational

Your work ethic has been nothing short of motivational

Your demeanor has been nothing short of professional

We are sure that at your next job your performance will be sensational.

Thank you for raising the bar!

Human Resources & Diversity

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|---|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and development |
| Kai Insteffjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration 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 |
| Vicki Schreiber, Ph.D. Title IX Coordinator | Title IX Resources, Policy and Investigations |

~ MUSINGS ~

Maybe it won't work out.
But maybe seeing if it does
will be the best adventure
ever.

~ Anonymous

The chief enemy of creativity
is good sense.

~ Pablo Picasso

Negotiating doesn't always
leave one party with a
negative and one with a
positive.

Learn how to create
win-win deals.

~ Dave Ramsey

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

Hyer Hall, Room 330 • HR@uww.edu

262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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(^) = includes link to additional resources or contacts

Hello Warhawk Family!

Well, we are nearing the time of year when our campus welcomes the familiar, the new, and improved.

HR&D, along with other campus service areas, is busy preparing for the Fall semester and ‘**Welcome Back Week**’. Returning students, new students and our new Chancellor, Dr. Watson(!), will continue the vibrant, hard-working culture we have come to enjoy. Let us roll up our sleeves and be ready for a new school year!

I am excited and ready for action.

Are you?

Regards,

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



BENEFITS Bulletin

Hold On To Your Hats!!

Here we go. . .

As summer is winding down the Benefits world is winding up. October and November are busy months for Benefits with **Open Enrollment**, **Benefits Walk-In Sessions**, **Biometric Screening** and **Flu Shot Clinics** – be sure not to miss anything by checking out the **Benefits Events flyer** on our landing page: ([here](#)).



Everyone that participated in WINGO was entered into a drawing for a *Bag o' Swag* – the lucky winner was **Amber Kammeraad**, ADA, in Biological Studies.

CONGRATULATIONS, AMBER!!



Amber Kammeraad

*Thank you again to all who participated!
Stay tuned for upcoming wellness initiatives.*

HR&D Benefits Representative
Stephanie Hartmann
Benefits@uww.edu

2019 Employee Wellness & Benefits Events

StayWell Incentive Program

Employees and their spouses in the State of Wisconsin and Wisconsin Public Employers Group Health Insurance Program may complete the health screening, StayWell health assessment, and well-being activity by **October 11th, 2019** to earn their \$150 gift card.

Screening Dates:

October 2, 2019 | 7:00am-11:00am | University Center Ball Room 275
Appointments required



Benefits Fair

October 9, 2019 | 10:00am – 2:00pm | University Center Hamilton Room 164; details to follow – staytuned!

Open Enrollment: September 30, 2019 – October 25, 2019

Fall 2019 Benefit Events

Benefits Overview at UWW – Rock County Campus | October 3, 2019

Benefits Walk in Sessions at UWW | October 15, 16 & 24, 2019 | location coming soon

Flu Shot Clinic: UWW | November 5, 2019 | 8:00am – 12:00pm | UWW – Rock County Campus | November 7, 2019 | 8:30am – 9:30am

FEI | Webinars | August 21, September 18, October 16, November 20, December 11 All |

Webinars begin at 12pm ET Registration is required to attend, register at

https://images.magnetmail.net/images/clients/ACF/_attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

On Campus Vendor Visits

ETF | August 28, 2019 | 10:00am – 4:30pm | University Center Hamilton Room 164

UPCOMING FEI WEBINAR:

August 21

Put Your Compensation to Work

During benefits enrollment, it's easy to make the same benefit choices as last year – but the easy way might not be the best way. Take full advantage of the employee benefits available to you by uncovering "hidden" compensation opportunities you may not know about.

| Presented by Legal Access Plans

REGISTER

Link to register: ([here](#))

All Things Immigration: USCIS Updates

New Final Rule Regarding Public Charge from uscis.gov:

New Final Rule regarding Public Charge and Immigration Benefits: ([here](https://uscis.gov)).

The rule makes nonimmigrant aliens who have received certain public benefits above a specific threshold generally ineligible for extension of stay and change of status. "Public benefit" will include any cash benefits for income maintenance, Supplemental Security Income (SSI), Temporary Assistance to Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), most forms of Medicaid, and certain housing programs.

An opponent of the rule, Greenlining Institute's Health Equity Policy Fellow and writer Asia Alman, stated that, *"As a daughter of Afro-Caribbean immigrants and an advocate for communities of color, this issue is deeply personal. My story would not be possible had this proposal been in effect when my mother immigrated to Brooklyn, New York from The Republic of Trinidad and Tobago. My mother and her younger sister migrated to Brooklyn with two education visas and little money. Public benefits like Medicaid helped my mother receive necessary medical care while juggling a challenging graduate program in social work."*

Immigrants Who Have Enriched Our US Culture

Bayard Rustin (1912-1987)

In 1941, a man named Bayard Rustin was already working behind the scenes shaping the Civil Rights Movement; he was one of the initial architects of the movement. Rustin was the person responsible for convincing Martin Luther King to adopt non-violent resistance methods to address racial injustice during the bus boycott in Montgomery, Alabama. A deeply religious man, Rustin developed his non-violent ideas from the teaching of Jesus, the political theory of Henry David Thoreau, and Gandhi. In 1963, Rustin organized a huge network of civil rights activists for the March on Washington remembered of course for Dr. King's inspiring speech, "I Have a Dream". Bayard Rustin's biography can be found ([here](https://abhmuseum.org/bayard-rustin-unsung-architect-of-the-civil-rights-movement/)).

From this cite:

<https://abhmuseum.org/bayard-rustin-unsung-architect-of-the-civil-rights-movement/>

~ ❖ ❖ ❖ ~

Welcome Back Week!

New Incoming International Faculty Orientation

August 22 | 8-9am | UC 069

Incoming international faculty will be greeted and provided an overview of immigration sponsorship processes at UW-Whitewater. All new and continuing international faculty are welcome to join us, as are deans and chairs.

~ ALERT ~

USCIS just updated the following USCIS forms as of 8/13/2019. These forms are required for all foreign nationals, including international faculty, in the final stage of the green card process. The Immigration Specialist will provide ongoing workshops to discuss the new forms, which are more extensive and lengthy than the prior forms.

[Update to I-485, Application to Register Permanent Residence or Adjust Status; New Edition Dated 07/15/19.](#)

[Update to Form I-485 Supplement J, Confirmation of Bona Fide Job Offer or Request for Job Portability Under INA Section 204\(j\); New Edition Dated 07/15/19.](#)

PAYROLL: Notes & Reminders

SUBMIT 2018-19 FISCAL YEAR LEAVE REPORTS:

Faculty, Academic Staff and Limited appointees who have an active leave-eligible appointment are required to submit a leave report each month, whether or not leave is used.

The 2018-19 fiscal year ended on June 30th.

Please be sure all leave reports for July 1, 2018 through June 30, 2019 have been submitted and approved, so that you do not have a reduction in your sick leave earnings due to missing leave reports.



INVEST FOR COLLEGE WITH ‘EdVest’

Saving for post-high school education may seem daunting, but with **Edvest**, Wisconsin’s 529 College Savings Plan, you can start making small contributions today for the future. Anyone – parents, grandparents, extended family members and friends – can set up an account for anyone else. An account can also be used to save for one’s own continuing education.

Edvest makes saving easy by offering low fees, a low minimum contribution of \$15 per pay period, and tax deductions for Wisconsin residents (limitations apply). Distributions from **Edvest** funds are exempt from federal income tax when used for qualified expenses. You may have contributions to **Edvest** allocated from your paycheck as a direct deposit. Payroll deduction is not available.

Any individual can use these funds at universities, colleges, professional schools, technical colleges, and graduate programs across the country and even at some institutions abroad. Funds can cover tuition, books, room and board, computers, tablets, and many other expenses. For more information and to open an account, visit the **Edvest** website ([link](#)).



TAX REFORM INFORMATION

The Treasury Department and the IRS are working to incorporate changes into the Form W-4, Employee's Withholding Allowance Certificate, for 2020. For the current 2019 tax year, the IRS continues to strongly urge taxpayers to review their tax withholding situation, as soon as possible, to avoid having too little or too much withheld from their paychecks. To perform a quick "paycheck check-up", use [this](#) IRS withholding calculator.



FAQs on the Early Release of Form W-4

The IRS.gov site includes 20 questions highlighting:

- Why?
- What happened to withholding allowances?
- Is everyone required to submit a new W-4?
- Individual employee questions
- Employer FAQs

Check the IRS.gov link ([here](#)).



SPEAKING OF TAXES, DID YOU KNOW:

The **\$150 Well Wisconsin Incentive** is a fringe benefit; therefore, it is considered taxable income.

The Department of Employee Trust Funds (ETF) sends reports to UW System twice a year indicating the employees who have received the incentive. Payrolls to include the Incentive amount to be taxed will be:

Biweekly: August 29th, or December 5th

Monthly: August 30th, or November 29th

Please direct questions to **StayWell** at ([email link](#)), or the health plan carriers (some offer incentive programs in addition to the **\$150 Well Wisconsin Incentive**). Reports will identify the incentive source: **StayWell**, or the health plan carrier.

See page 10 for **\$150 Well Wisconsin Incentive** eligibility detail.

PAYROLL: Notes & Reminders (con't)**WRS CONTRIBUTION RATES TO INCREASE IN 2020**

The Department of Employee Trust Funds (ETF) recently announced that the Wisconsin Retirement System (WRS) employee and employer contribution rates will increase slightly effective January 1, 2020. WRS rates are evaluated and adjusted annually. The slight increase is due to lower than expected Core Trust Fund investment performance and economic assumption changes that were approved by the ETF Board in December, 2018.

Contribution increase and decrease fluctuations are considered normal for retirement systems like the WRS that pre-fund retirement benefits. For example, WRS contribution rates in 2019 were lowered due to favorable investment performance.

UW System employee contribution rates are determined by employment category. Most UW employees are in the General/Teacher/Executive category. Employees with law enforcement or public protection duties (police officers, fire fighters) are in the Protective category.

| | General/Teacher/ Executive | | Protectives with Social Security | |
|---------------------------|-------------------------------|---------------|-------------------------------------|---------------|
| | 2019 Rate | 2020 Rate | 2019 Rate | 2020 Rate |
| Employee Contribution | 6.55% | 6.75% | 6.55% | 6.75% |
| Employer Contribution | 6.55% | 6.75% | 10.55% | 11.65% |
| Total Contribution | 13.10% | 13.50% | 17.10% | 18.40% |

The 2020 contribution rates will apply to all paychecks paid in 2020; beginning with the January 2, 2020 paycheck for Faculty, Academic Staff and Limited Appointees paid monthly, and the January 2, 2020 paycheck for University staff paid bi-weekly. As a reminder, WRS contributions are taken on a pre-tax basis for state and federal tax purposes. For more information, visit the [WRS webpage](#) on the UW System Employee Benefits website.

BEAT THE RUSH!!
STUDENT EMPLOYMENT

Please submit student hire/rehire requests through the "**Student Employment Tool**" (SET), as soon as possible.

Questions? Please reach out to **Student Employment at Stupay@UWW.edu**, or call the HR office at 262-472-1024.

HR&D Payroll Team

Reggie Brown, Supervisor
Andrea Campbell
Kelly Frank
Molly Parrish

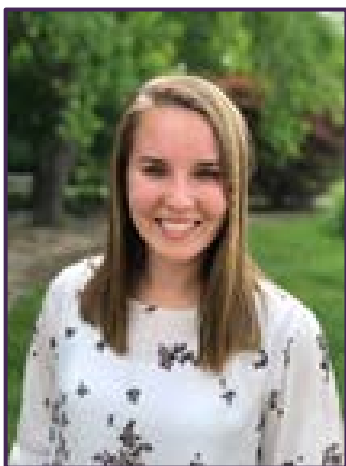
Payrollsupport@uww.edu, or click [here](#).

Talent & Acquisition Highlights

New HR Assistant

Please welcome **Abby Dunkleberger** to the Warhawk family! She will be part of the talent acquisition team here at Whitewater – we are excited to have her!

A little bit about Abby:



Hello!

My name is Abby Dunkleberger and I recently joined the Warhawk family as an HR Assistant!

I graduated from Winona State University in 2017 with a double major in Human Resource Management and Business Administration. I worked a little over a year at Gundersen Health System in La Crosse as an HR Assistant for their Organizational Development team. My husband and I relocated back to our hometown in May and I have been here on campus since.

I continue to focus on the Talent Acquisition side of HR as well as meeting new people on campus! If you see me on campus, please feel free to say Hi!

Fall Rehires – Please Submit

Fall is approaching fast! Please submit fall rehires for fixed term staff as soon as possible so they can be entered into the system. They will lose accesses when they end in August. The rehire application can be found here: <http://www.uww.edu/adminaffairs/hr/rehire>. Please utilize the approval flowchart that is on the application site as well or reach out to Victoria Johnson or Amy Sexton with questions.

E-Rehire

Friendly reminder that ALL rehires should be going through our online system. Please make sure paper forms are not being used. The E-Rehire application can be found here: <http://www.uww.edu/adminaffairs/hr/rehire>.

Recruitment Approvals

If you are wanting to request approval for a new recruitment, please use your new online recruitment approval request here: <http://www.uww.edu/adminaffairs/hr/tam>. All information regarding recruitments can be found on this page – TAM forms, Knowledgebase Documents, Recruitment steps and more. Please don't hesitate to reach out to Victoria Johnson or Amy Sexton regarding any recruitment questions.

HR&D Talent & Acquisition Team

Amy Sexton
Abby Dunkelberger
Kai Instefjord
Victoria Johnson

The 3 R's of Title IX: Recognize, Respond & Report

Many people have heard of the Title IX Education Amendments of 1972 as a comprehensive federal law that prohibits discrimination on the basis of sex in employment and any federally-funded programs or activities. This section will highlight different aspects of Title IX that are important for the University community to know.

Recognize... all UW Whitewater employees and students must take an online training module that focuses on sexual harassment and sexual misconduct. New employees must complete the training within 30 days of hire. Returning employees must then retake the training every 3 years.

Respond... as a Responsible Employee to all complaints of discrimination based on sex or gender.

Report... all concerns to the **Title IX Coordinator** by calling **262-472-2143**, or by emailing titleix@uww.edu.

To file a report online, follow these links to the appropriate form:

[Reporting Form \(Students & Employees\)](#)

Or

[Reporting Form for U-Rock \(Students & Employees\)](#)



HR&D Title IX Coordinator

Vicki Schreiber
titleix@uww.edu

Training and Development

'Welcome Back' Week Starts Next Week!

Many trainings and events(*) are open to all employees.

Administrative Supervisor Training

Campus Emergency Procedures & Campus Police Department

Ethics Training

Information Fair*

Portrait Sessions*

Technology Trainings

Unconscious Bias Training

Tuesday, August 27 Events!

- Fall Forum Meet and Greet
- Introduction of new Chancellor
- Keynote Presentation
- Campus Cookout
- Performance at Young Auditorium

Check out this [link](#) for the most current agenda.



The Defamation Experience performance will be held in the Young Auditorium on **Tuesday, August 27 at 1:45 p.m.** (doors open at 1:15 p.m.).

All are invited!



HR&D Training & Dev
Coordinator
Gina Elmore
elmoreg@uww.edu

❖ Other Administrative Affairs Commitments ❖

Process Improvement Advisory Team (PIAT)

Next meeting & Current Projects

Learn more about our projects and how you can help us gain efficiencies through incremental change.

Join us at our next **PIAT** meeting:
Thursday, 8/29, 2-3:00 p.m.
Hyer Hall, Room 142

Questions? Connect with Alexandra Stokes, Stokesa@uww.edu

Projects that have drawn recent interest:

~ New ~

Records Management

Archive and retention policies and procedures.

Recruitment Advertising

Goals: streamlining and cost savings.

~ Status ~

Drastically Reduce Use of Herbicides

After completing first round of alternative product testing, we are on to a second phase of analysis and closer to determining the products or methods to become our campus standard.

Reducing # of Waste Bins

Goals include: reducing recycling contamination, improving sustainability best practices, and time efficiencies for our Custodial Staff. Note: Working with Campus Sustainability Coordinator and SME Wes Enterline.

STAYING SAFE THIS SUMMER

Stay safe this summer by utilizing the **Office of Risk Management and Safety Academy's** publications:

August's **Safety Spotlight Poster** of the month covers "Protecting Your Eyes from the Sun". Download your copy: ([here](#))*

Check out our most recent newsletter which covers additional summer safety tips: ([here](#))*

* Open Risk's homepage, scroll down, click on tiles "Safety Newsletter" and "Safety Poster".

As always, the Office of Risk Management and Safety's website is a great resource and contains the most requested resources.

Questions?

Connect with the Office of Risk Management and Safety: riskmgmt@uww.edu.



THE GREAT CLEANUP

"The Great Clean-Up" is a campus-wide venture to improve: safety, reduce waste, re-purpose items, and make more space available. A training video is available and provides additional information on this [link](#). (Scroll down to "Great CleanUp".) "The Great Cleanup" poster can be found under News & Notes "Resources" online [here](#).



TITLE AND TOTAL COMPENSATION PROJECT:

August 2019 Update

This project began in 2017, intended to review the job titles and compensation structure for the entire UW System. This project aligns under a broader initiative, known by many as the Commitment to Operational Reform and Excellent [CORE]. The project charge from inception is to develop simplicity, consistency and coherence in human resources policies and procedures. A study project of this magnitude has not been conducted for more than 30 years and is focused on modernizing the titles across the UW System and provide the ability to conduct benefits analysis with other organizations/institutions who are in similar type jobs.

To date, the project has worked with more than 500+ Subject Matter Experts from across the UW System, who have reviewed job titles, developed and reviewed Standard Job Descriptions [[SJD's]. This part of the project has taken more than six months, and to some, has caused minimal dialogue, but rest assured, work has been continuing behind the scenes. The next steps for the Human Resources departments across the system, is to work with employees to review job titles and standard job descriptions and determine appropriate matches for both [i.e. job mapping]. Job mapping will be the focus for fall of 2019. In the winter of 2019-2020, the draft job titles and standard job descriptions will be posted online and there will be a period of employee-manager conversations to review updated job titles and job descriptions. During the identified time [TBD] employee-manager conversations will take place whereby employees can confirm that the new standard job descriptions capture the work they do.

As a project reminder, contrary to some informal discussions:

- Employees will not lose their jobs because of the TTC project
- Employees will not have to re-apply for their jobs
- The work will not change as a result of the study
- Pay [salaries] will not be cut
- Salary increases are outside of the scope of the project
- Job titles and job descriptions may change

This project creates the foundation for market-informed UW compensation structure reviews for leadership to identify compensation issues and advocate for employees, but does not address compensation issues. Likewise, changes to current benefits offerings are out of scope of this project and subject to the Board of Regents and legislature reviews and approvals [July, 2019].

For additional information, please go to: ([link](#))

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|---|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and Development |
| Kai Instefjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration 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 |
| Vicki Schreiber, Ph.D. Title IX Coordinator | Title IX Resources, Policy and Investigations |

*Earn your \$150 Well
Wisconsin Incentive:*

Employees and spouses currently enrolled in the State Group Health Insurance program are eligible for the **\$150 Well Wisconsin** incentive. The incentive program is administered by **StayWell**.

Complete the following three activities to reach your health and well-being goals and earn the \$150 incentive:

- ✓ StayWell health assessment
- ✓ Health screening, then submit your results to StayWell
- ✓ StayWell Well-Being activity

*In order to receive the incentive for 2019, activities must be completed by **October 11, 2019**.*

Visit the StayWell portal ([*here*](#)) to complete the health assessment, get a list of Well-Being activities, and to schedule a health screening.

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

Hyer Hall, Room 330 • HR@uww.edu
262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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Anniversary of 911 Tribute

(^)= includes link to additional resources

Hello Warhawk Family!

Welcome to all members of the campus community for this new academic year. **The Office of Human Resources and Diversity** has been working extremely hard to support the entire campus community. **Welcome Week**, working with the Provost's Office and the Chancellor's office, was extremely successful so thanks to everyone who supported, participated, and attended the various programs and meetings! The energy could be felt everywhere on campus!

Here is to a successful new school year!

Regards,

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



BENEFITS Bulletin

WHICH HEALTH INSURANCE PLAN IS RIGHT FOR YOU?

During the Annual Benefits Enrollment (ABE) period (September 30 - October 25, 2019), you will have an opportunity to select your health insurance plan for coverage effective January 1, 2020. It is important to select the plan design and health insurance carrier that best fits the needs of you and your family. To help you prepare for ABE, this article highlights what is the same and what is different between **High-Deductible Health Plans** and **Non-HDHP health plans**.

What is the same for the HDHP and the Non-HDHP Health Plans?

- In-network preventive services are covered at 100%.
- Coverage for federally required preventive drugs at 100%.
- Both have a deductible (this is the amount you pay before the plan pays).
- In-network coinsurance is 10% (this is the amount you pay for specific services; the plan pays the remaining 90%).
- In-network providers will provide lower out-of-pocket expenses than out-of-network providers.
- Both allow participation in the Well Wisconsin program to earn \$150 wellness incentive.
- Both provide an opportunity to enroll in Uniform Dental Benefits.
- Both offer out-of-network coverage through the Access HDHP and Access Non-HDHP Health Plans. Due to out-of-network coverage, Access plans are more expensive.

What is different between the HDHP and the Non-HDHP Health Plans?

- HDHPs have lower premiums (the amount deducted from your paycheck).
 - Premiums are required regardless of whether you use your health insurance.
- HDHPs include a Health Savings Account (HSA) to help you prepare for out-of-pocket expenses. An HSA provides three separate tax benefits:
 - Contributions are tax-deductible.
 - HSA assets grow tax-free (through interest or investing).
 - Withdrawals for qualified medical, dental and/or vision expenses are not taxed.
- HDHPs include an employer contribution to the HSA (up to \$750 for single coverage, \$1,500 for family) which remains in your HSA until you use it.
- Non-HDHP Health Plans have a deductible for medical services and a separate deductible for pharmacy benefits; HDHPs have a deductible that includes medical services and pharmacy benefits.
- Non-HDHP Health Plans have lower deductibles and out-of-pocket limits (the most you pay per calendar year for covered services; includes copayments, deductible and coinsurance).
 - You only pay out-of-pocket costs when you use your health insurance

Continued on Page 3

BENEFITS Bulletin (con't)

Which Health Insurance Plan is Right For You? (con't)

How prepared are you and your family for expected/unexpected out-of-pocket expenses?

Review the expenses you have incurred so far in 2019 for health, dental and vision services to help you prepare for 2020. Some of the ways you can save for expected and/or unexpected health, dental and vision out-of-pocket expenses include:

- With a **HDHP** you may use the HSA (medical, dental and/or vision expenses) or Limited Purpose FSA (dental, vision and post-medical deductible expenses) to set aside pre-tax earnings to help pay for qualifying out-of-pocket expenses.
- With a **Non-HDHP Health Plan** you may set aside earnings in a Health Care Flexible Spending Account (pre-tax) for out-of-pocket expenses.

Open Enrollment is September 30, 2019 – October 25, 2019. Be sure to watch your email for updates and opportunities for Benefit Walk-In Sessions and Overviews. Another helpful resource is the Employee Benefits Annual Benefits Enrollment (ABE) 2020 page: <https://www.wisconsin.edu/abe/>

For a list of upcoming events please refer to the Calendar of Events on our website: <http://www.uww.edu/adminaffairs/hr/benefits>
Changes made during Open Enrollment/ABE will be effective January 1, 2020. Be sure to attend the **Benefits Fair on October 9, 2019 in the UC Hamilton room from 10am-2pm** to talk with benefit plan vendors in person!



Wellness Incentive

Before you know it the October 11, 2019 deadline to earn your **\$150 Well Wisconsin** incentive will be here, be sure to complete the **StayWell** health assessment, health screening and well being activity by October 11, 2019 to earn your incentive!

Visit the StayWell portal to learn more and to set up your account if you haven't already <https://wellwisconsin.staywell.com/>

September 18

The Effects of Loneliness and Social Isolation

Did you know that most lonely individuals are married, live with others and are not clinically depressed? Join us to learn how loneliness and social isolation can impact our health and longevity. Using a brain science perspective, we'll discuss the connection between loneliness and increased health risks including suicide.

Presented by Randy Kratz
Sr. Account Manager, FEI Behavioral Health

REGISTER

Register ([here](#)).

HR&D Benefits Representative

Stephanie Hartmann

ALL THINGS IMMIGRATION: Policies & Processes

USCIS Updates

On August 7, 2019 U.S. Citizenship and Immigration Services (USCIS) –the branch of the Department of Homeland Security which generally handles immigrant benefits–supposedly stopped accepting and adjudicating requests for non-military “deferred action,” a form of temporary relief from deportation for vulnerable immigrants often facing life-threatening circumstances. However, an official from ICE, the Department of Homeland Security’s enforcement branch that typically deals with the removal of unauthorized immigrants, claimed that USCIS had not coordinated with ICE on this issue. Currently it appears that the administration has reversed its decision to deport families currently here on medical deferred action but the administration hasn’t provided information as to whether it will accept new medical deferred action cases.



UW-Whitewater Updates:

If you are an international faculty member seeking information about **Form I-485, Adjustment of Status**, please contact Margaret Wheeler (wheelerm@uww.edu, or extension -1494), Immigration Specialist, for times of upcoming workshops.

Important Reminder for International Faculty:

Remember to contact Margaret Wheeler, Immigration Specialist, before you travel outside the US, whether or not you must obtain a visa abroad to reenter.

If you will be obtaining a visa abroad, please also inform your departments in the event of a delay at the US consulate abroad.

Famous Immigrants Who Have Enriched Our US Culture

The Mirabal Sisters

(Patria, Dedé, Minerva and Maria Teresa)

Also known as Las Mariposas (The Butterflies), were four political dissidents in the Dominican Republic opposed to the authoritarian rule of Rafael Trujillo. The name “Butterflies” derived from their dedication to freedom. Even when their husbands were imprisoned, they continued to be part of the Dominican resistance movement. On November 25, 1960, the sisters were returning from a visit to their husbands, when three of them were choked to death, the only survivor being, Dede. The driver of their car was also murdered, and the government blamed their deaths on an auto accident. After the tragedy, there was heightened awareness of the corrupt regime and people began to defy repression. About six months following the murders, Trujillo himself was ambushed and killed. The spirit of Las Mariposas remains alive in films and novels. The surviving Mirabal sister, Dedé, was instrumental in creating a museum in honor of her sisters and continuing to advocate for the rights of Dominican women.

Link to information: ([here](#))

Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator

PAYROLL: Notes & Reminders

NEW SCHOOL YEAR... NEW INFO?

The start of the new academic year is a good time to be sure all of the information on your “My UW System” portal page is correct (<http://my.wisconsin.edu/>). Please review your home and work addresses and phone numbers, your emergency contact information, and your benefits.

If you have any questions, please contact
HR@uww.edu.

Thank you!

PAYROLL SCHEDULES

The 2019 Payroll Schedule for all employees is available at the following link:
<https://uwservice.wisconsin.edu/docs/publication/s/pay-uncl-bw-calendars-2019.pdf>.

Faculty and Academic Staff are paid monthly; the first of each month. When the first is on a weekend or holiday, employees are paid on the last business day prior to the first of the month. Nine-month academic-year staff are paid October 1st through June 1st.

OVERLOAD PAYMENTS / CHANGE OF STATUS FORMS (COS)

Overloads are generally paid in two installments. Fall overloads may be paid on November 1, 2019 and February 1, 2020. Per the Overload Policy Principles, COS forms received in Human Resources by the 8th of the month will be guaranteed payment on that month's overload payroll schedule. 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>.

ACA CALENDAR

The **ACA Calendar** for the 2019-2020 Calendar Years is now available. This calendar is for Student Employees so that they remain in compliance with the Affordable Care Act hours regulations. Click ([here](#)) to reach the Human Resources/Forms web page link. It is also posted in the ‘Supervisor Toolbox’ on the Student Employment website.

ABSENCE MANAGEMENT INFORMATION

Faculty and Academic Staff earning leave must submit a monthly leave report, even if no leave is used. When selecting the option “No Leave Taken,” no leave is charged. Full-time employees report absences in 4-hour increments (see below). Part-time employees report actual hours of absence, in 15-minute increments.

| | |
|------------------------------|--------------------------|
| 0 hours – less than 2 hours: | No absence reported |
| 2 hours – less than 6 hours: | Report a 4-hour absence |
| 6 or more hours: | Report an 8-hour absence |

LEGAL HOLIDAYS

There are nine paid legal holidays for State of Wisconsin employees and the number of hours earned are based on FTE. Holidays are automatically loaded to the leave record for salaried Academic Staff; they are not submitted as absence requests by the employee. If an annual Academic Staff member works on a legal holiday (i.e. Labor Day), they should notify Payroll so that their auto-loaded LH hours may be voided and used at another time. For biweekly University Staff, the legal holidays are automatically loaded for full-time employees only. University Staff who are less than full-time must submit legal holiday hours used as absence requests.

HR&D Payroll Team

Reggie Brown, Supervisor

Andrea Campbell

Kelly Frank

Molly Parrish

Payrollsupport@uww.edu

Talent & Acquisition Highlights

Best Practices – Change of Status, Recruitment Approval Requests and Rehire Submissions:

Please make it a weekly best practice to check & approve your **Change of Status, Recruitment Approval** and **Rehire** applications inboxes. There are many changes for staff members this time of year and this will ensure those changes will take effect in a timely manner. You can find those inboxes at the below links. You also will receive a “noreply@uww.edu” email when an approval is needed from you.

COS: <http://www.uww.edu/adminaffairs/hr/change-of-status>

Recruitment Approval: <https://my.uww.edu/recruitmentapproval>

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

If you have difficulty with any of the online applications, please contact the helpdesk for assistance. If you need training or other non-technical assistance, please contact your Human Resources Talent team: Amy Sexton, Victoria Johnson, or Abby Dunkleberger.

Title & Total Compensation Project Update:

Job Titles and Standard Job Descriptions have been created and mapping to the UW System Job Framework is beginning! 24 Job Families have been identified. UW-Whitewater Human Resources will be identifying and meeting with subject matter experts to complete the mapping process by the projected deadline of October 31, 2019. The new job titles and job descriptions will be posted online during the Employee-Manager Meetings which are projected to be held between December 1, 2019 and February 15, 2020. During these meetings managers will meet with employees to explain the new job titles and job descriptions and employees will confirm that the new job description captures the work being done. You can watch the August Project Update ([here](#)) and ([here2](#)).

UW System conducted two benefits surveys to better understand the value of our compensation and benefits offerings within the market and identify strategic priorities going forward. It conducted an **Employee Benefits Preferences Survey** and a **Benefits Value Analysis**. More results of the survey will be forthcoming.

For FAQs: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/ttc-faq/>

The full Title & Total Compensation Project web page is found at: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>

HR&D Talent & Acquisition Team

Amy Sexton
Abby Dunkelberger
Kai Insteffjord
Victoria Johnson

The 3 R's of Title IX: Recognize, Respond & Report

Many people have heard of the Title IX Education Amendments of 1972 as a comprehensive federal law that prohibits discrimination on the basis of sex in employment and any federally-funded programs or activities. This section will highlight different aspects of Title IX that are important for the University community to know.

Recognize... Sexual violence is difficult to measure and there is no single source of data that provides a complete picture of the crimes associated with sexual misconduct. The following information is obtained from RAINN's (Rape, Abuse & Incest National Network) website.*

- ~54% of sexual assault victims are age 18-34
- ~9 out of 10 victims of rape are female
- ~Male college-aged students (18-24) are 78% more likely than non-students to be a victim of rape or sexual assault
- ~55% of sexual assaults occur at or near the victim's home
- ~College-age victims of sexual violence often do not report to law enforcement. Reasons for not reporting include:
 - *10% did not want the perpetrator to get in trouble
 - *12% believed it was not important enough to report
 - *20% had a fear of reprisal
 - *26% believed it was a personal matter
- ~More than 50% of college sexual assaults occur in either August, September, October, or November.
- ~ 8 out of 10 rapes are committed by someone known to the victim

RAINN's information is from the **National Crime Victimization Survey (NCVS)**, which is an annual study conducted by the Justice Department. For more information about this survey, you can go to the following website: ([here](#))

The 3 R's of Title IX (con't)

Respond...

The University Health and Counseling Services (UHCS) has free services and staff that maintain confidentiality. Website can be found at: www.uww.edu/uahcs

UW - Whitewater Police
262-472-4660
(Non-emergency line)

New Beginnings, Elkhorn/Whitewater
262-723-4653

People Against Domestic and Sexual Abuse (PADA)
24-hour crisis line: 920-674-6768

YWCA Rock County, 608-752-2583 - 24 hour hotline; **608-752-5445** - business line

Report... all concerns to the **Title IX Coordinator** by calling **262-472-2143**, or by emailing titleix@uww.edu.

To file a report online, follow these links to the appropriate form:

[Reporting Form \(Students & Employees\)](#)

Or

[Reporting Form for U-Rock \(Students & Employees\)](#)



HR&D Title IX Coordinator

Vicki Schreiber
titleix@uww.edu

Training and Development

The Defamation Experience (A Play)

A large **Thank You** to all of you who attended **The Defamation Experience**, and for those of you who missed the opportunity, it was truly a wonderful experience that generated a lot of conversation! The students who attended the program were not only engaging, but demonstrated a significant depth of understanding that enhanced the learning experience – talk about future leaders! Everyone was impressed with the caliber of students, including the members of the cast! A complete article was published in the *Royal Purple News* ([here](#)).



(Pictures courtesy of **Brian Sheridan**,
Defamation Experience Team Member)

Unconscious Bias Program

This new academic year has begun with lots of energy and a feeling of new beginnings! Thanks to Dr. Kenny Yarbrough, the **Unconscious Bias** program has been a real hit! The conversations have been dynamic and very collaborative! If you have not signed up for an Unconscious Bias class, please reach out to **Gina Elmore** to find out when and where the next class will be held.

Leadership Academy

Beginning later this month, the inaugural **Leadership Academy** offered through the **Warhawk University** begins. This program is truly an investment for the campus community and is designed to build future leaders for this campus. The first program will begin with 30 participants, who have committed their time for a monthly program throughout the entire academic year.

HR&D Training & Dev. Coordinator

Gina Elmore

elmore@uww.edu





Catastrophic Leave Program (Policy Update)

On August 12, President Cross approved revisions to [SYS 1214, **Catastrophic Leave Program**](#), and [SYS 1216, **Miscellaneous Leave Provisions – Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member**](#). Both revisions were underway before the July 15th UPS integration. Therefore, they did not go through the SYS policy review process but rather the UW System Human Resources review process. **As a reminder, the SYS 1200 series (UPS Operational policies) apply to all UW institutions, except UW-Madison.**

Please [take](#) a few minutes to review the updated policies.

SYS 1214: Catastrophic Leave Program *(Formerly UPS OP: BN 5)*

Summary of Policy and Policy Revisions

- The purpose of SYS 1214, **Catastrophic Leave Program**, is to establish a catastrophic leave program for UW System employees. This program allows employees to donate earned paid leave credits, with the exception of sick leave or compensatory time, to employees who have a catastrophic need in their own or at a different UW institution.
 - Minor revisions were made throughout the policy, including changing “family member” to “immediate family member” in Section 3: Policy Definitions.

SYS 1216: Miscellaneous Leave Provisions – Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member *(Formerly UPS OP: BN7)*

Summary of Policy and Policy Revisions

- The purpose of this policy is to establish guidelines granting paid leave for jury duty, voting, and serving as an election official during working hours. This policy also provides for a paid leave of absence in certain circumstances after an employee is held hostage and outlines leave usage upon the death of a family member.
 - Minor revisions were made throughout the policy, including changing the term “family member” to “immediate family member” in Section 1: Policy Purpose, Section 2: Policy Background, and Section 3: Policy Definitions.

The effective date for both policies was the date of approval by President Cross, August 12, 2019.



New Pre-Tax Savings Account Administrator

The Group Insurance Board has selected a new administrator for the following accounts:

- Health Savings Account
- Health Care Flexible Spending Account
- Limited Purpose Flexible Spending Account
- Dependent Day Care Account
- Transit & Parking Accounts

ConnectYourCare® will take on the current accounts, administered by Total Administrative Services Corporation (TASC), effective January 1, 2020.

You should have received a notice from TASC stating they will no longer service your account(s) after December 31, 2019.

Please watch for information from **ConnectYourCare** about the transition. In the meantime, save or print [this transition timeline](#) for future reference.

You will also receive information from your employer and ETF before and during this year's **It's Your Choice** open enrollment period, September 30 - October 25, 2019. All open enrollment materials will be available the week of September 16.

ConnectYourCare will provide excellent service and resources during this transition and beyond.

If you have questions, please contact your employer. For specific questions about your TASC account(s), contact TASC Customer Care at 1-844-786-3947. **ConnectYourCare** customer service will be available starting September 15, 2019. As always, you can reach ETF at 1-877-533-5020.



Questions? [Contact Us](#)

*Become so financially secure that you forget that it's **payday**.*

❖ Other Administrative Affairs Commitments ❖

PIAT

Process Improvement Advisory Team (PIAT)

Help us gain efficiencies through incremental change!

September Meetings List

Share Your Ideas & Perspective - Attendance is Flexible

Thursday, 9/12

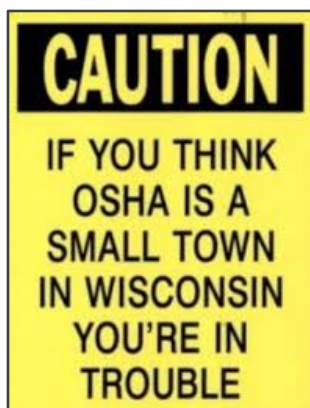
Hyer Hall 142
2:00 to 3:00 p.m.

Thursday, 9/26

Hyer Hall 142
2:00 to 3:00 p.m.

Visit the [PIAT website](#) to see our current projects list, and review agendas.

Contact the Quality Assurance Improvement Manager, Alexandra Stokes (stokesa@uww.edu), if you have any questions or are interested in receiving a calendar invitation to our biweekly meetings.



RISK MANAGEMENT & SAFETY

Stay safe this Fall by utilizing the Office of Risk Management and Safety Academy's publications:

September's **Safety Spotlight Poster** of the month: **Proper Medication Disposal**. Download your copy: ([here](#))*

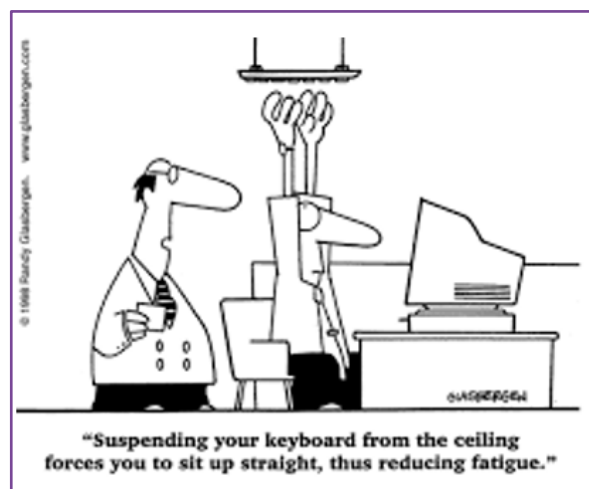
Check out our most recent newsletter which covers **Tips To Keep Our Warhawk Family Safe**: ([here](#))* *

Open Risk's homepage, scroll down, click on tiles "Safety Newsletter" and "Safety Poster".

As always, the Office of Risk Management and Safety's website is a great resource and contains the most requested resources.

Questions?

Connect with the Office of Risk Management and Safety: riskmgmt@uww.edu.



Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|---|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and development |
| Kai Instefjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration Affirmative Action |
| Reggie Brown Payroll & Benefit Supv.- | Payroll Absence Management Unemployment Int'l Student Employment |
| Stephanie Hartmann Benefits Specialist | Benefits, FMLA, Wellness, Resignations, Retirements |
| Vicki Schreiber, Ph.D. Title IX Coordinator | Title IX Resources, Policy and Investigations |

September 11, 2001
Eighteen Years and 1 Day
From Today:

A day of remembrance, for those
that lost their lives, and for all of
those who gave their lives.

We remember.

If we learn **Nothing** else from
this tragedy, we learn that **life is**
short and **there is no time for**
hate.

Sandy Dahl,
Wife of Flight 93 Pilot Jason Dahl

~ We Will Never Forget ~

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

Hyer Hall, Room 330 • HR@uww.edu
262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater

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

OHR&D Monthly Newsletter

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(^) = includes link to additional resources

Hello Warhawk Family!

As we watch the season change, it is a reminder that everything changes. Job mapping is approaching the deadline of October 24th, benefits enrollment is a busy time [thanks to everyone who participated in the Benefits Fair] during the month of October, and the UW System is in the pre-planning stage for administration transformation that will take many of our day-to-day practices to the cloud. As we embark on the “change” journey, please keep in mind, there are people working behind the scenes. UW-Whitewater is part of a larger system; therefore, it is important to address and embrace change. Have a wonderful and safe October and take a moment to enjoy the beauty that surrounds the University of Wisconsin-Whitewater!

Regards,



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



2% + 2% Pay Increase**STATUS:**

The recommended **2% + 2% Pay Plan increase** has not been approved.

Once the Joint Committee on Employee Relations (JCOER) approves and subsequently is signed by the Governor, HR will provide a campus announcement, with an implementation date.



Process Improvement Advisory Team (PIAT)

Next Meeting Dates

Join us at our next PIAT meetings:
October 24 and **November 7**
2-3:00 p.m. / Hyer Hall, Room 142

Questions?

Connect with Alexandra Stokes,
Stokesa@uww.edu

Recent Accomplishment:

New contract saves campus \$10-12K
on recruitment ad fees*.

* Q? See HR&D Talent, x1024

Benefits: Ongoing Events/Deadline

- 10/22:** Overview Session at Rock Campus
8-3pm, Lab W29
- 10/24:** Benefits Walk-In Session
8-4:00pm, McGraw Lab 19B
- 10/25:** Open Enrollment Ends
- 10/26:** TIAA Counseling Sessions
10:30-4:00pm, UC 268

**Single Payroll Project**

Initial draft of FAQs on the Single
Payroll project:

Click on this [link](#).

**By the Numbers**

\$150,000

“The amount a 65-year-old woman retiring this year is expected to need to cover healthcare in retirement, compared to \$135,000 for a man of the same age.”

H.R. Executive Magazine, October, 2019
Source: Fidelity

Employee Relations

Warhawks Do the Right Thing!

UW Whitewater's Audit, Risk, Compliance and Ethics Committee (ARCE), comprised of subject matter experts from across the Whitewater campus, have put in place a list of six, user-friendly principles that express our campus commitment to positive interpersonal communication: *treat everyone with respect and appreciation regardless of our differences*. These principles reinforce our campus' commitment to a positive environment, supports our Strategic Plan, UW System Policy Workplace Conduct Expectations, and the Wisconsin Administrative Code addressing Conduct on University Lands. Over the next 6 months we will explore one of these principles.

Principle 1: *On a user-friendly campus, members of the community understand and act in accordance with the human desire for positive interactions with others. Typical interpersonal behaviors in such an environment reflect and support the following values, applicable without regard to differences in respect to rank, class, age, race, gender, disability, ethnicity, or sexual orientation: respect, courtesy/civility, appreciation, empathy, trust, inclusion, and consultation.*

It has been shown that positive social interactions at work are associated with immediate and enduring effects on the cardiovascular, immune and neuroendocrine systems and can build physiological resourcefulness and physical health (Heaphy, 2008).

Nygaele McGeathey from Pearce Center for Professional Communication, Clemson gives us:

4 Tips to Encourage Positive Team Interactions in the Workplace

1. RECEIVE AND PROVIDE FEEDBACK

Don't take it personally! Your coworkers are working toward the same overarching goal, so if you are approached with constructive criticism to better yourself or your work, take it as a gift and opportunity to grow. Contribute to fostering an environment that promotes the thoughtful exchange of ideas.

2. BE TRANSPARENT

Be open! If your team members feel you withhold information, they might begin to feel a sense of distrust, and that distrust could cause them to be less transparent. When there is not an open line of communication, assumptions are made and mishaps occur that deter the team from their goals.

3. TAKE A BREATH

Avoid burnout! No one wants to have a breakdown at their workplace. Try small changes such as waking up early enough to eat a balanced breakfast, keeping a stress ball at the desk, and going on lunch break without bringing work along. If these steps aren't enough and you're feeling overwhelmed, reach out to team members or your higher up to strategize or redistribute some work. Your coworkers might be happy to help, and your higher up could possibly reorganize your workload. It never hurts to ask!

4. PRACTICE EMPATHY

Be a listener! You aren't the only one who experiences emotions and circumstances that affect daily operations. Not all coworkers are comfortable divulging personal information in a personal setting, but if you notice something is off and they could use some help, you can be a supportive team member by offering help with work responsibilities or simply displaying more care in your actions. They'll trust you more, and they reciprocate these efforts in the future.

These are just a few things to practice when working in a collaborative work setting. Take care of yourself and your coworkers, be open to criticism, and keep the lines of communication open!

(McGeathey, 2018)

All Things Immigration: USCIS Updates

ALERT:

On Oct. 11, 2019, judges in three separate cases before U.S. District Courts for the Southern District of New York (PDF, 60 KB), Northern District of California (PDF, 635 KB), and Eastern District of Washington (PDF, 525 KB) enjoined DHS from implementing and enforcing the final rule related to the public charge ground of inadmissibility under section 212(a)(4) of the Immigration and Nationality Act and postponed the effective date of the final rule until there is final resolution in the cases. Two of the injunctions are nationwide and prevent USCIS from implementing the rule anywhere in the United States. Until final decisions in these cases are issued or the injunction is lifted, Form I-539 filled online is the 2/4/19 version.



For International Faculty: UW-Whitewater Workshops

The Immigration Specialist, Margaret Wheeler, has already begun offering ongoing I-485 and EB-1 workshops. Please contact her regarding the upcoming dates and time. (wheelerm@uww.edu, or extension -1494).

Immigration Trivia - Did You Know?

US Customs and Border Protection (CBP) agriculture specialists perform a critical border security role in safeguarding America's agricultural and natural resources from harmful pests and plant diseases. They have extensive training and experience in the biological sciences and agricultural inspection, inspect tens of thousands of international air passengers, and air and sea cargoes nationally being imported to the United States.

For an example and additional details, click ([here](#)).

Immigrants Who Have Enriched Our US Culture

Dr. Jacob Olupona is an immigrant from Nigeria. He is currently professor of African Religious Traditions at Harvard Divinity School. Specifically, he is a noted scholar of indigenous African religions. After coming to the United States, he studied the history of religions at Boston University - the same university attended by Reverend Martin Luther King, Jr, who earned a Ph.D. in systematic theology in 1955. (For more detail, click [here](#).)

Instilled in Dr. Olupona from a very young age was the importance of spreading knowledge. One of his quotations is: "When you educate one person, you educate the whole community." Dr. Olupona's research examines the experience of "reverse missionaries" - those immigrants who have come to the United States to establish "African Pentecostals in American congregations, American branches of independent African churches, and indigenous African religious communities in the United States."

From this cite:

<https://hds.harvard.edu/people/jacob-k-olupona>

Another excellent read:

THE MOST SUCCESSFUL ETHNIC GROUP IN THE
U.S. MAY SURPRISE YOU
([here](#))



Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator

PAYROLL: Notes & Reminders

Payroll Schedules

The **2020 Payroll Schedule** for all employees is available at the following link:
<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2020.pdf>.

Faculty and Academic Staff are paid monthly; the first of each month. When the first is on a weekend or holiday, employees are paid on the last business day prior to the first of the month. Nine-month academic-year staff are paid October 1st through June 1st.



Flex-Spending Accounts (FSA) and Health Savings Accounts (HSA)

Employees must re-enroll every year in an FSA (Medical and/or Dependent Care) or HSA, as enrollments end each year on December 31st.

Up to \$500 in a Medical FSA will automatically transfer over at the end of the year to the new provider: **ConnectYourCare (CYC)**. FSA rollover funds will be available until May 1, 2020.

Employees with an HSA will need to contact CYC and request to have the funds in their HSA with TASC be moved to CYC. If not moved over to CYC, TASC will continue to administer the funds in their HSA, and the employee will be charged a \$3.00 per month fee.

Transfer requests may be made anytime from now through December 31st.

Go to: www.connectyourcare.com/ETF.



University Insurance Association (UIA) Automatic Deduction of \$24

Faculty, Academic Staff, and Limited employees who meet the minimum monthly salary threshold for eligibility (\$2,734), will see an automatic payroll deduction of \$24 on their November 1 earnings statement. UIA (University Insurance Association) is a life insurance mandated by the UW-System Board of Regents. The policy year is October 1, 2019 to September 30, 2020. For more information, please click on this link: [\(here\)](#).



Overload Payments

Overloads are generally paid in two installments. Fall overloads may be paid on November 1, 2019 and February 1, 2020. 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 overload payroll schedule. COS forms received after the 8th of the month 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: [\(here\)](#).



New W-4 Form for Employee Tax Withholding

For the current 2019 tax year, the IRS continues to strongly urge taxpayers to review their tax withholding status as soon as possible to avoid having too little or too much withheld from their paychecks. To perform a quick "paycheck check-up," use the IRS withholding calculator at the following link [\(here\)](#).

PAYROLL: Notes & Reminders (con't)

Did You Know?

Completing the **I-9 Employment Eligibility Verification** form is a Federal requirement. Section 1 must be completed on or before the first day of employment. Original, unexpired documents need to be presented to the employer within three days so Section 2 may be completed by the employer. *It is illegal for persons to work prior to the employer's certification date in Section 2.*

For questions regarding payroll, earnings statements, funding, leave reporting, timesheet entry and approvals, etc., please connect with your HR&D Payroll Team.

HR&D Payroll Team

Reggie Brown
Andrea Campbell
Kelly Frank
Molly Parrish

Payrollsupport@uww.edu, or click [here](#).

By The Numbers

59%

“Percentage of U.S. companies that are using a flexible workforce, including remote and freelance workers, to some degree.”

H.R. Executive Magazine, October, 2019
Source: Forbes

Talent & Acquisition Highlights

Best Practices:

Change of Status, Recruitment Approval Requests and Rehire Submissions:

Please make it a weekly best practice to check & approve your **Change of Status, Recruitment Approval and Rehire** applications inboxes. There are many changes for staff members this time of year and this will ensure those changes will take effect in a timely manner. You can find those inboxes in the links below. You also will receive a “noreply@uww.edu” email when an approval is needed from you.

Change of Status: <http://www.uww.edu/adminaffairs/hr/change-of-status>

Recruitment Approval: <https://my.uww.edu/recruitmentapproval>

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

If you have difficulty with any of the online applications, please contact the HR&D Helpdesk for assistance. If you need training or other non-technical assistance, please contact your HR&D Talent team.

Talent & Acquisition Highlights (con't)

Title & Total Compensation Project: Update

Job Titles and Standard Job Descriptions have been created. Mapping to the UW System Job Framework has also started. Twenty-four Job Families have been identified! Human Resources team members have been meeting with subject matter experts to complete the mapping process by the projected deadline of October 24, 2019.

The new job titles and job descriptions will be posted online during the Employee-Manager Meetings which are tentatively scheduled between December 1, 2019 and February 15, 2020. During these meetings, managers will meet with employees to explain the new job titles and job descriptions, and employees will confirm if new job descriptions accurately reflect actual work performed. A presentation of the August Project Update is available ([here](#)).

For FAQs, click ([here](#)).

The full Title & Total Compensation Project web page is found at: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>



Talent & Acquisition's October Trivia Questions

- 1) What does TAM stand for?
 - A. Training and Management
 - B. Tea and Muffins
 - C. Talent Acquisition Manager
 - D. Time and Maintenance
- 2) What is the purpose of the Title and Total Compensation Study?
 - A. Create clear, consistent and relevant job titles and descriptions
 - B. Market-informed title and compensation structures
 - C. A framework for long-term career development at the UW-System
 - D. All the Above
 - E. A & B Only
- 3) How many apples does it take to make one gallon of apple cider?
 - A. 15
 - B. 25
 - C. 40
 - D. 60

Answers: 1) C. 2) D. 3) C.



HR&D Talent & Acquisition Team

Amy Sexton
Abby Dunkelberger
Kai Insteffjord
Victoria Johnson

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|--|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and development |
| Kai Instefjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration Affirmative Action |
| Reggie Brown Payroll & Benefit Specialist- Supervisor | Payroll Absence Management Unemployment Int'l Student Employment |
| Stephanie Hartmann Benefits Specialist | Benefits, FMLA, Wellness, Resignations, Retirements |
| Vicki Schreiber, Ph.D. Title IX Coordinator | Title IX Resources, Policy and Investigations |

UW System Administrative
Policy 1212 (formerly BN 3):

SICK LEAVE

**This policy is effective as of
October 1, 2019.**

Original Issuance Date:
July 1, 2015

Last Revised Date:
September 17, 2019

**We Wish
Everyone a Fun
Halloween!**

UW-Whitewater Diversity Statement

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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

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

OHR&D Monthly Newsletter

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(^) = includes link to additional resources

Hello Warhawk Family!

CONGRATULATIONS to the entire Human Resources and Diversity (HR&D) team! This is the one-year anniversary for the HR&D newsletter. The newsletter is an excellent source of information! I cannot tell you how heartwarming it is when we hear that members of the campus community read the newsletter!

There are so many things going on in the HR&D area – it is a synergistic churn. There are changes as a result of the “Final Ruling” for the Fair Labor Standards Act. The new threshold raises the standard salary level from \$455 per week to \$684 per week, equivalent to \$35,568 per year for a 2080 hour per year worker. “The new thresholds account for growth in employee earnings since the thresholds were last updated in 2004 [USDOL, 2019].” This means that anyone making less than \$35,568 per year, who works more than 40 hours per week, must get paid overtime, excluding very few exceptions.

The “Holiday Season” is fast approaching. Please enjoy your time with family and friends and if you are traveling – be safe!

Regards,

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



BENEFITS Bulletin

Final IYC Confirmation Statements to Arrive November 26TH!

Keep an eye out for your final IYC (It's Your Choice) confirmation statement that will arrive November 26th. Please take the time to review your elections for 2020. If you have questions or if something is incorrect please contact the Benefits Office: 262-472-1024, or benefits@uww.edu.



Wellness Initiative - 2020

Stay tuned for **Wellness Initiative for 2020!** We are working on writing the Grant for ETF for funding and have lots of great ideas!!

If you have any suggestions on things you would like to see, please let us know. You can email suggestions to benefits@uww.edu with 'Wellness Initiative Suggestion' in the subject line.

December's FEI Webinar:

December 11

Elder Care Legal and Financial Issues

Preparing yourself or your parents for legal issues is critical. Learn the importance of a Living Will and what your parents should have readied to secure their assets and meet their specific needs. By combining elements of estate planning, wills and trusts, and the health care planning issues facing our parents in later years, you will walk away informed and empowered.

Presented by Legal Access Plans

REGISTER

To register, visit ([click here](#))



New Benefits Team Member!

Please join me in welcoming **Aubrey Maciosek** to the Benefits Team. Aubrey has been a student assistant for several years and joined me as *Benefits Assistant USTE* in October.

Hello!

My name is Aubrey Maciosek. I am a May 2019 graduate from UW-Whitewater. I am currently pursuing my Masters of Business Administration with a concentration in HR from UWW. I have been working as a student assistant in the HR office since December of 2016 but as of October 2019, I have assumed the role of Benefits Assistant. I have gained a lot of valuable experience and knowledge in just the last few weeks alone and I am eager to see what comes next! I look forward to assisting the campus with any benefit needs and can be reached at benefits@uww.edu, or 262-472-1024.



Aubrey Maciosek

BENEFITS Bulletin (con't)

Show us how you wear your Willie Socks!

Participant Patty Fragola, Senior Academic Librarian wears her socks when she RIDES!! Patty says if you cut out the heel and cut off the toes they make great sleeves for your arms when riding!

Love it Patty!



Share YOUR Good News!!

Getting married? Having a baby?

✧ Let us know! ✧

We'd love to share it in *News & Notes!*



HR&D Benefits Representatives

Stephanie Hartmann
Aubrey Maciosek
Benefits@uww.edu



Do You Supervisor Student Employees?

A workshop will be held on Monday, January 13, 2020, from 8:30am to 3:00pm in the University Center, Room 275.

Participants will discuss how to make student employment an impactful learning experience for students and the resources available to supervisors.

Please send an email to Assessment@uww.edu to sign-up or for more information. (Lunch to be provided.)

Gina Elmore
HR Development Coordinator
262.472.1219
elmoreg@uww.edu

DID YOU KNOW?

The U.S. Customs and Border Protection will increase inspections on imported tomato and pepper fruit entering at all U.S. ports of entry beginning Friday, Nov. 22, to prevent the introduction of Tomato Brown Rugose Fruit Virus and protect the multi-billion dollar U.S. tomato and pepper production industry. Tomato brown rugose fruit virus can cause severe fruit loss in tomatoes and peppers. The virus was detected and eradicated from a California tomato greenhouse in 2018.

<https://www.cbp.gov/newsroom/national-media-release/cbp-begin-inspections-tomato-brown-rugose-fruit-virus>

~ Cited: ([here](#))

HR&D's Front Desk: I-9 Policy Review and Process

HR&D Follows I-9 Policy and Procedures: Here is the Background and Process

Per Federal law, <https://www.uscis.gov/i-9>, **Form I-9** is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

Process:

Upon the first day of employment at UW-Whitewater, ***if an employee has not completed their I-9 in full within three business days of employment, the employee will be placed on a leave of absence without pay until such time the employee presents to the Office of Human Resources & Diversity completed I-9 documentation.***

Completed I-9 are on file for all employees. If a returning employee has a break in service of more than one year (12 months) occurs, the employee must re-verify by providing appropriate documentation within three (3) business days of re-employment. If the break in service is less than one year and deemed necessary (due to no I-9 on file, error on original, etc.) the employee may be required to re-verify and provide documentation.

If anyone has questions, do not hesitate to connect with Ramon Rocha, Sr. ([here](#)), HR&D Office Coordinator.

DID YOU KNOW?

Many thousands of years before Christopher Columbus' ships landed in the Bahamas, a different group of people discovered America: the nomadic ancestors of modern Native Americans who hiked over a "land bridge" from Asia to what is now Alaska more than 12,000 years ago.

~ Cited: ([here](#))

All Things Immigration: USCIS Updates

USCIS Update:

Fee Increase Consistent with the Consumer Price Index

Beginning on Dec. 2, USCIS is adjusting the fee to request premium processing for certain employment-based petitions. The [premium processing fee](#) will increase to \$1,440 from the current fee of \$1,410 for [Form I-129, Petition for a Nonimmigrant Worker](#), and [Form I-140, Immigrant Petition for Alien Worker](#). This increase, which is done in accordance with the Immigration and Nationality Act, reflects the full amount of inflation from the implementation of the premium processing fee in June 2001 through August 2019 based on the Consumer Price Index for all Urban Consumers (CPI-U). USCIS last increased the fee in 2018. Premium processing is an optional service currently authorized for certain petitioners filing Forms I-129 or I-140. The system allows petitioners to request 15-day processing of these forms if they pay an extra fee. The premium processing fee is paid in addition to the base filing fee and any other applicable fees. *It cannot be waived.*

For International Faculty:

- a. **Important Reminder for International Faculty:** Remember to contact Margaret Wheeler, Immigration Specialist (ext. 1494; wheelerm@uww.edu) before you travel outside the US, whether or not you must obtain a visa abroad to reenter. If you will be obtaining a visa abroad, please also inform your departments in the event of a delay at the US consulate abroad.
- b. Please also contact Margaret Wheeler (ext. 1494; wheelerm@uww.edu) if you are interested in I-485 Workshops or EB-1 Workshops.

Margaret Wheeler, JD
Immigration Specialist
Affirmative Action Program Coordinator

Immigrants Who Have Enriched Our US Culture

Congressman Elijah Cummings' forbears were "forced immigrants," brought to America as slaves. His parents were sharecroppers in South Carolina on the same land where their forbears worked as slaves. From South Carolina, without any formal schooling, the family moved to Baltimore. Cummings faced many obstacles but, regardless, graduated from Howard University with honors, served in the legislature for 13 years, and was elected to Congress in 1996. Cummings used to relay a story about a Jewish drug store owner, "Doc Friedman," who employed Cummings during high school and later paid Cummings' application fee to Howard. While Cummings was in college Doc Friedman would regularly send him a \$10 bill with a note saying, "Hang in there." For the complete article, click [\(here\)](#).

*Michael A. Fletcher is a senior writer at
[The Undefeated](#).*



Native Americans and Immigration— The First Immigrants

The ancestors of Native Americans crossed the Bering Land Bridge (a narrow strip of land connecting Asia and North America) over 10,000 to 20,000 years ago, after the last ice age, in what some refer to as *the first North American immigration*. Archeologists discovered clues of the past lives of Native peoples in Wisconsin through excavation of sites. Effigy mounds, mounds in the shape of animals, have been located as burial sites for the early Wisconsin inhabitants. Native Americans represent diverse nations of people who flourished in North America for thousands of years before the arrival of Europeans. The Menominee, Ojibwe (Chippewa), Potawatomi, and Ho-Chunk (Winnebago) peoples are among the original inhabitants of Wisconsin. For the complete article, click [\(link\)](#).

PAYROLL: Notes & Reminders

Special Notices:

Calendars

The **2020 ACA Calendar** is available at the following link: ([here](#))

The **2020 Payroll Calendar** for all employees is available at this link: ([here](#))

Faculty and Academic Staff are paid monthly; the first of each month. When the first lands on a weekend or holiday, employees are paid on the last business day prior to the first of the month. Nine-month academic-year staff are paid October 1st through June 1st.

University Staff and Students are paid biweekly; on Thursdays. If the Thursday pay date is a holiday, employees are paid on Wednesday.

New W-4 Form for Employee Tax Withholding

For the current 2019 tax year, the IRS continues to strongly urge taxpayers to review their tax withholding situation as soon as possible to avoid having too little or too much withheld from their paychecks. To perform a quick "paycheck checkup," use the IRS withholding calculator at the following link ([here](#)). New W-4 forms will be available in December for 2020. Stay tuned... . . .

Please Update Home Address Information

Please take a minute to review your personal information in your My UW System portal. If your address has changed, please update the information so that the end-of-year tax statements will be mailed to the correct address. If you will be leaving the University at the end of the semester, please be sure to keep us informed of your address changes.

Faculty and Academic Staff Leave Reports

Before departing at the end of the semester, ***please be sure to have your monthly leave reports submitted for September, October, November and December.***

The contract period for the Fall semester is 8/21/2019 – 1/4/2020. Therefore, Fall-semester-only employees who earned leave must also submit a leave report for the month of January, 2020.

~ ❖ ~

University Staff – Leave Balances and Carryover Provisions:

University Staff employees earn leave based on the calendar year (1/1 – 12/31). The remaining balance of vacation allocated on 1/1 each year may be carried over on 12/31 for one more year. The carryover is automatic. The carried-over vacation will expire at the end of the second year, unless the employee is eligible to bank leave. Employees eligible to bank vacation have received an email with instructions. Employees who are not yet eligible to bank leave must ensure that any vacation carried over from 2018 is used by 12/31/2019, or it will be lost.

Personal Holiday hours allocated each year on 1/1 do not carry over and must be used by 12/31 or they will be lost. There are four Legal Holidays remaining in 2019: Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Full-time University Staff employees should currently have an LH balance of 32 hours (pro-rated for part-time employees). Legal Holiday hours do not carry over and must be used by 12/31 or they will be lost.

~ ❖ ~

PAYROLL: Notes & Reminders *(con't)*

Maximum Contribution Limits Increasing In 2020 for Tax-Sheltered Annuity (TSA) And Wisconsin Deferred Compensation (WDC) Plans:

The IRS recently announced the 2020 contribution limits for the [UW Tax-Sheltered Annuity \(TSA\) 403\(b\) Program](#) and the [Wisconsin Deferred Compensation \(WDC\) 457 Program](#).

In 2020, employees may contribute a basic maximum of \$19,500 to the TSA Program. Employees age 50 and over can contribute an additional \$6,500 for a total of \$26,000. These same limits apply to WDC. Employees can contribute the maximum to both programs for a total of \$39,000 (under age 50) or \$52,000 (age 50 or older).

Employees with 15 years or more of service with the UW System and have contributed less than an average of \$5,000 per year over your UW System employment, may have an additional "catch-up" opportunity with the TSA Program. Contact Human Resources for more information.

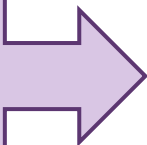
Both pre-tax and Roth (after-tax) contributions count towards the annual limits. Note: Individual Retirement Accounts (IRAs) are a type of retirement account separate from the TSA and WDC Programs and have separate limits.

You may make changes to your TSA payroll deductions through employee self-service on your My UW System Portal.

1. Click on **"Launch full app"** on the bottom of the **"Benefit Information"** tile.
2. At the bottom of the page, click on the **"Update TSA Deductions"** button.
3. Click on the vendor name listed on the **"Savings Summary"** page.
4. Click on the **"Edit"** button.
5. Make your change and **be sure to "Save"**.

Please contact WDC directly to change payroll deductions for WDC accounts: <http://www.wdc457.org/>, or call 877-457-9327.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc., please email: Payrollsupport@uww.edu.



HR&D Payroll Team

Reggie Brown, Supervisor
Andrea Campbell
Kelly Frank
Molly Parrish

The 3 R's of Title IX: Recognize, Respond & Report

Many people have heard of the Title IX Education Amendments of 1972 as a comprehensive federal law that prohibits discrimination on the basis of sex in employment and any federally-funded programs or activities. This section will highlight different aspects of Title IX that are important for the University community to know.

Recognize... The US Department of Education and Office for Civil Rights released Title IX requirements regarding pregnant and parenting students in June 2013. Title IX prohibits discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. It also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

Respond... The University Health and Counseling Services (UHCS) has employees that provide confidential and free services. Website can be found at: www.uww.edu/uwcs.

UW - Whitewater Police

262-472-4660 (Non-emergency line)

New Beginnings APFV

Elkhorn/Whitewater: 262-723-4653

YWCA Rock County

608-752-2583 – 24-hour hotline

608-752-5445 - business line

Report... all concerns to the Title IX Coordinator by calling 262-472-2143, or by emailing titleix@uww.edu.

To file a report online, follow these links to the appropriate form:

[Reporting Form \(Students & Employees\)](#)

Or

[Reporting Form for U-Rock \(Students & Employees\)](#)

HR&D Title IX Coordinator

Vicki Schreiber
titleix@uww.edu

Training and Development

Unconscious Bias Training

The next **Unconscious Bias Training for Search and Screen Committees** facilitated by Dr. Kenny Yarbrough and Dr. Janelle Crowley will be held on **Thursday, January 16** from 1-4:30pm. If you'd like to sign up, please contact warhawku@uww.edu.

Financial Services Training

Do you have questions about travel expense reimbursement, WISDM, or other financial services training? Then sign up here: <https://my.uww.edu/signup/Home>

VitalSmarts

VitalSmarts will present "Crucial Conversations" on **January 14 & 15 (all day trainings)**. This is a 2-day training that "teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment." We have very few seats remaining, if you are interested, [please click here](#).

Become a Campus Guide to a new employee!

Starting in January 2020, we hope to match newly hired employees with someone that will share their knowledge of the campus, various resources, etc. Be a friendly face on campus and help our new employees acclimate quicker to their new jobs! [Please click here](#) if you have interest in participating in this new program!

Additional Training Resources:

If you would like to attend a training, or want a training not currently available, please contact

Gina Elmore: elmoreg@uww.edu

HR&D Training & Development Coordinator

Gina Elmore

Talent & Acquisition Highlights

Title & Total Compensation Update

Dear campus supervisors and leadership staff ~

THANK YOU! We met our deadline! Full review of 100% of the positions on campus by 10/24/19. That was over 1,400 positions! This accomplishment was made possible by our supervisory, management, and leadership staff. It was a joy and honor to work with you; we witnessed great care and concern in ensuring the current position duties were mapped to the appropriate Standard Job Description. Through this interactive process we gained a deeper understanding of the great work being done across UW-Whitewater, and the fantastic dedication and contributions of each and every employee.

Again, thank you to all supervisors, managers, deans, directors and administrative personnel who worked on this project with us and for being engaged and supportive leaders. We are inspired by your commitment to UW-Whitewater's legacy –

Amy, Victoria, Abby and Kai

UW-W Mapping Process Feedback

“A special thanks to you for your amazing work guiding me through this process. You did an amazing job making this relatively easy to understand – thank you!”

~ Ron Buchholz, Director
Career & Leadership Development

What's Next:

The deadline for position mapping was extended twice to a final deadline of 11/7/19 to allow campuses to complete review and for creation of new Standard Job Descriptions, and feedback from the Project Team. This doesn't mean our work is complete. The feedback given to the Project Team from our campus and campuses across the state has not all been reviewed. Further communication will occur as we receive new or revised Standard Job Descriptions and as we review how various job families were mapped across our campus. Extension of the mapping deadline has pushed back the overall timeline by a few weeks. The manager-employee meetings will be scheduled to begin after 1/1/20 following further information and instructions that will be provided to managers from Human Resources. The TTC website offers complete information on the project and timeline: [Title and Total Compensation Project](#)

UW-W Mapping Process Feedback

“Thank you for your communication and your engagement with me in this process... this process is being implemented very differently across all of the campuses. Whitewater, Madison, and Oshkosh appeared to have the most communication and collaboration with their HR units, while other institutions had limited or no involvement with the mapping. I am very grateful for your approach to this process and feel like it has allowed us to map positions very accurately. Thank you again for this transparent and collaborative process.”

~ Paul Waelchli, Director
University Library

Talent & Acquisition Highlights (Con't)

Numbers that Matter

August 1, 2019 to November 15, 2019

Job application materials/applicants
screened in TAM: **670**

Student employment transactions: **1,149**

Change of Status (COS) processed: **1,348**

Positions Reviewed for Title & Total
Compensation: **1,400**

HR&D Talent & Acquisition Team

Amy Sexton
Abby Dunkleberger
Kai Instefjord
Victoria Johnson

Trivia Questions!

- A. What are the correct academic dates for 2nd semester? (Hint: Used for COS & E-Rehires and listed on the landing pages!)
 - 1) 1/4/2020 – 5/19/2020
 - 2) 1/5/2020 – 5/19/2020
 - 3) 1/5/2020 – 5/20/2020
 - 4) 1/6/2020 – 5/20/2020
- B. At what point does an employee receive confirmation of a Change of Status?
 - 1) Upon initiation of the Change of Status
 - 2) Sometime in the Middle
 - 3) After Completion
 - 4) Never
- C. How many Pumpkins Pies are consumed each Thanksgiving?
 - 1) 2 million
 - 2) 15 million
 - 3) 50 million
 - 4) 90 million

Answers: A. (2) B. (3) C. (3)

HR&D General Updates and Notes of Appreciation

HR&D is working to ensure that UW-Whitewater policies are in line with UW System policies and position descriptions have been mapped in preparation for supervisor/employee conversations in January. **Thank you to all the supervisors who helped the HR Team review more than 1,000 position descriptions.** You all made what we thought would be a daunting challenge, one that was fluid and successful in a timely manner!

~ ♦ ~

Campuses are anxiously waiting for the **Joint Committee on Employee Relations [JCOER]** to schedule the meeting to address the recommended **2+2 increase** for eligible employees. To date, a meeting has not been scheduled; however, the HR&D department is ready to act once it is approved.

~ ♦ ~

Thanks to the many supervisors who attended the supervisor training recently. There were a number of questions regarding time-off accruals and what happens to accruals upon retirement and/or resignation. If anyone has additional questions, feel free to reach out to Amy Sexton, Reggie Brown, Stephanie Hartmann, or Connie Putland at HR@uww.edu, or x1024.

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

❖ Other Administrative Affairs Commitments ❖

Process Improvement Advisory Team (PIAT)

Next meeting / Accomplishment

Join us at a future **PIAT** meeting:

Thursday, 12/5

Thursday 12/19

2-3:00 p.m.

Hyer Hall, Room 142

Share Your Ideas & Perspective - Attendance is Flexible

~ Recent Accomplishment ~

Established (FREE) Digital Swap Shop

Using Public Surplus

(<https://www.publicsurplus.com/>)

The Digital Swap Shop is a platform for posting surplus or unwanted items for other departments on campus to utilize, in an effort to promote cost savings and improve sustainability efforts. Examples of items you may post and claim on the Swap Shop include office furniture (i.e. desks, chairs, keyboards, etc.), and office supplies (i.e. pens, binders, sticky note dispensers, etc.).

We are in the soft roll-out phase at this point, but are happy to add users who are interested in learning more.

Visit the [PIAT website](#) to see our current projects list, and review agendas.

Contact the Quality Assurance Improvement Manager, Alexandra Stokes (stokesa@uww.edu), if you have any questions or are interested in receiving a calendar invitation to our biweekly meetings.

RISK MANAGEMENT & SAFETY

Stay safe this Winter by utilizing the Office of Risk Management and Safety Academy's publications:

November's **Safety Spotlight Poster** covers **Colds & Flu**. Download your copy: ([here](#))*

Check out our most recent newsletter which covers **Colds & Flu and Holiday Food Safety Tips**: ([here](#))*

* Open Risk's homepage, scroll down, click on tiles "Safety Newsletter" and "Safety Poster".

As always, the Office of Risk Management and Safety's website is a great resource and contains popular and often asked-for information.

Questions?

Connect with the Office of Risk Management and Safety: riskmgmt@uww.edu.



"Vegetables are a must on a diet. I suggest carrot cake, zucchini bread, and pumpkin pie."

~ Jon Stewart: American Comedian, Commentator

University Police Department: Safest Campus Award Recipients



17 Award Recipients

Front Row:

Officer Kelsey Servi, Chief Matt Kiederlen, Lt. Jason Burt, Officer Jaimie Marton, Officer Josh Girdaukas, Assistant to the Chief SueAnn Farnsworth, Officer Savier “Rod” Rodriguez, Vice Chancellor Grace Crickette

Second Row:

Assistant Chief Matt Schwartz, Officer Dan Kuehl, Officer Jeff VonAlven; Officer Josh Kuehl, Officer Nic Thompson, Det. Cal Servi (“Undercover”), Assist to the Assistant Chief-Christina Berndt

Awardees not in this photo:

Officer Ryan Dewing and Officer Alison Huber



Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

| <u>Subject Matter Expert</u> | <u>Specialty</u> |
|---|--|
| Connie Putland Assist. Chief Human Resources Officer | ADA Employee Relations |
| Amy Sexton Human Resource Specialist | Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding |
| Gina Elmore Development Coordinator | Training and development |
| Kai Instefjord H.R. Assistant | Student Employment & Camps Contracting |
| Margaret Wheeler Immigration/AA Specialist | Immigration Affirmative Action |
| Reggie Brown Payroll & Benefit Supv. | Payroll Absence Management Unemployment Int'l Student Employment |
| Stephanie Hartmann Benefits Specialist | Benefits, FMLA, Wellness, Resignations, Retirements |
| Vicki Schreiber, Ph.D. Title IX Coordinator | Title IX Resources, Policy and Investigations |



"Most turkeys taste better
the day after; my mother's
tasted better the day before."

~ Rita Rudner



~ A SPECIAL THANK YOU! ~

All clip art 'tweaks' courtesy of
Paul Hill, Risk Management &
Safety Academy.

Thank you, Paul!!

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

Hyer Hall, Room 330 • HR@uww.edu

262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater