

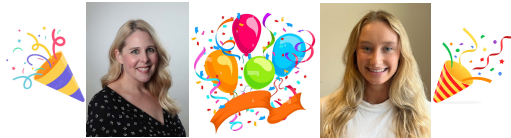
NEWS & NOTES

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Greetings Fellow Warhawks! I hope you are enjoying what is left of the Summer in the company of family and friends.

First, let me begin by extending my congratulations to our HR Business Partners, Kate Nagle and Grace Dargiewicz on their 1 year anniversary!!! I'd like to thank them for their dedication and outstanding performance. We are so happy to have them on our team!

Thank You!!!



I would also like to congratulate Ramon Rocha on his new position in the HR Department as Benefits and Worker's Compensation Specialist / HR Generalist!

As you prepare for the Fall semester, please watch for information and the schedule for Welcome Week 2023. Don't miss the return of **Zach Mercurio** on **August 29th** as well as the **Chancellor's Address!** Details can be found in the Training and Development section.

We would also like to invite you to participate in the Student Job Fair that will take place on Wednesday, 9/20/2023. Please see page 2 for details!

If you haven't done so already, please complete your performance evaluations and mandatory trainings **as soon as possible!!! Send performance evaluations to performance@uww.edu no later than September 30th!** Having these done is critical to you receiving the upcoming pay increase under the new pay plan!

As always, thank you for taking the time to read our newsletter! If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. Go to our News & Notes webpage located [here](#).

Connie Putland
Chief Human Resources Officer
Human Resources



You matter!
You are like no other being ever created since the beginning of time.
-Brenda Ueland

August 2023 (v.6.2)

IN THIS ISSUE

Welcome from the CHRO 1

Front Office 2

Calendar
[Mandatory Training](#)

Title IX 2

Benefits 3

Wellness 3

Payroll 4

Immigration 5

Training & Pro Dev 5

Talent Acquisition 6

[HR Subject Experts](#)

Keep your fears to yourself, but share your courage with others.

Mantén tus miedos para ti, pero comparte tu valentía con los demás.



FROM THE FRONT OFFICE

AUGUST: National Wellness Month / National Eye Exam Month

- 8/10 ... ETF on Campus
- 8/15 ... National Back to School Prep Day
- 8/23 ... Campus Resource Fair
- 8/29 ... Chancellor's Welcome Address & Zach Mercurio's Presentation



The Human Resources Office is open regular hours Monday - Friday 7:45am - 4:30pm, we request that visitors please call ahead at (262) 472- 1024 or email hr@uww.edu to schedule an appointment.



Please join us in congratulating **Ramon Rocha**, on his new role as the **Employee Benefits and Worker's Compensation Specialist / HR Generalist!** Ramon has been with the HR department for over 4 years and will assume his new position as of July 31st. **Congratulations Ramon!!!**

Student Job Fair Announcement

Register now to reserve a table for your department to participate in UW-Whitewater's Fall 2023 Student Job Fair! This will take place on Wednesday, September 20, 2023 at the University Center Hamilton Room from 11:00am – 2:00pm. Additionally, we are hosting a Student Supervisor Training Session before the fair from 10:00am – 10:45am for supervisors to get updates related to student employment on campus.

Please register at <https://forms.gle/Fw4bXPseH1etcdix8> Registration closes on September 6, 2023 at 6:00 p.m. Please contact Kim Apel at apelk@uww.edu or at (262) 472-1472 with any questions.

Direct Deposit and W4 Online Forms

Reminder: Direct Deposit and W4 forms can be completed Online, through **MyUW** student portal, for all student employees. Hard copies can still be submitted. If these forms are not submitted with the hiring packet, effective 7/2/2023, it will be assumed that the student will be submitting these documents Online. Please reach out hr@uww.edu with any questions or concerns.

TITLE IX

New Title IX Regulations Expected in October, 2023

In May 2020, new regulations were released giving K-12 and Universities until August 14, 2020 to implement the changes. These changes had a profound impact on our processes and policies. Then on June 23, 2022, in celebration of the 50th anniversary of Title IX, the U.S. Department of Education released for public comment proposed changes to the regulations. These new regulations are expected to be a significant departure from the 2020 regulations regarding sex discrimination and how institutions should respond. Here is a very brief overview of the expected changes:

- Require schools to respond to all forms of sex-based harassment including sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy or parenting status, and any related condition whether or not the harassment is sexual in nature.
- Broaden the definition of “hostile environment” harassment.
- Harassment definition changed back to “sufficiently severe or pervasive” both “objectively and subjectively”
- Include campus climate surveys for campuses
- Language defining school’s responsibilities to pregnant and parenting students
- Protections for LGBTQ+ students from discrimination based on sexual orientation, gender identity and sex characteristics.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

-Department of Education, Office for Civil Rights Education Amendments of 1972 (Title IX)



BENEFITS

Save the Dates

Chancellor's Welcome address and Zach Mercurio Presentation:

Tue, August 29, 2023 at 10:00 am in the Young Auditorium.

Biometric Screening:

Wed, September 27, 2023 from 8:30am - 12:30pm in The Old Main Ballroom UC 275 A&B.

Benefit Fair:

Wed, September 27, 2023 from 10:00am - 2:00pm in The Hamilton Room UC164.

Blood Drive:

from worksitewellness@uww.edu

KEPRO Workshop - Surviving the Stresses of Caregiving

Wed, August 23, 2023 from 12:00 pm - 1:00 pm.

This seminar is necessary due to all of the changes happening in healthcare today. Doctors have very little time to spend with patients, thus, every minute you spend with a physician truly counts. This seminar is designed to give patients a set of specific tools to optimize visits, including pre[1]appointment preparation and communication during and after an appointment.

Click here to register: <https://bli-meetings.webex.com/weblink/register/ra8f2c2be5740ef44b7b4175c6cf96f08>

Logon: 2631 422 5168 and **Password:** QbJD3QgEm29

Getting to know your EAP (KEPRO) session

Tues, August 22, 2023 from 11:00 am - 12:00 pm

[click here](#) for details and to register.

ETF on Campus

Thurs, August 10, 2023 from 9:00am - 11:30am & 1:30 - 4:00pm in UC Old Main Ball Room
Details can be found [here](#).

Find ETF Learning Opportunities/ August Webinars [here](#)

Review your Beneficiary Designations

Be sure your [Beneficiary Designations](#) are up to date! Naming a beneficiary allows you to transfer a financial interest to a specific person after you have passed away. If you do not remember who you have listed as your beneficiary, or you have experienced a life event such as a marriage, divorce, or birth of a child, review and submit updated beneficiary designations.



WELLNESS

Don't leave money on the table!

Earn your **\$150 incentive** in 2023 by completing the health assessment, a health check, and one well-being activity by October 13, 2023. Review the well-being activity options on the [WebMD website](#) or through the Wellness at Your Side mobile app (code: SOWI). For more details visit [here](#).

Warhawks In Motion

Check out the Teams and Leaderboard on the [Worksite Wellness](#) website!

Flu Shot Clinic

Tues, October 31, 2023 from 8:30 - 11:30am in UC 68 A & B
details can be found [here](#).

***SCAM/Phishing Alert:** If you receive an email from shaun@mypensioneducation.com or any other name with an address of @mypensioneducation.com please **disregard it!** ETF (Employee Trust Funds) administers the WRS (Wisconsin Retirement System) and any email regarding your pension or annuity would come directly from them. Please direct any questions regarding your pension/annuity to ETF at 877-533-5020.

Stay up to date on Benefit and Wellness opportunities by checking out the [Worksite Wellness website!](#)

Checkout this month's featured recipes: [Watermelon Lemonade&Roasted Summer Squash](#)

PAYROLL

DID YOU KNOW? As a Faculty, Academic Staff or Limited Appointee with a 12-month appointment, you have an annual opportunity to bank unused vacation after completing 10 or more fiscal years (July 1 through June 30) of continuous service. **The deadline to bank unused vacation allocated in fiscal year 2022-23 is September 30, 2023.**

Instructions for viewing your leave balances and banking unused vacation are available in the [Banked Leave Conversion Tipsheet](#). Vacation and carryover balance hours that are eligible to be banked may be viewed beginning July 1.

How Much Vacation Can You Bank?

Years of Continuous Service	Hours That Can be Banked *
First 10 Years	0
10+ to 25 Years	40
25 Years and Over	80

* The amount of vacation that can be banked is prorated for part-time employees.

If you have questions, contact payroll@uwss.wisconsin.edu

There is no limit to the total number of hours (balance) that can be retained in your Banked Leave account. Once vacation is banked, the hours do not expire.

When Can Banked Leave Be Used? With your supervisor's approval, banked leave hours may be used whenever you are allowed to use paid leave.

What If You Terminate Employment? Unused banked leave hours will be paid to you at your wage rate at termination.

Resources:

- [UW System Administrative Policy 1210 \(formerly BN1\) Vacation](#)

DID YOU KNOW? Faculty, Academic Staff and Limited Appointees (FA/AS/LI) with a 12-month appointment are eligible to bank vacation into a Banked Leave Account after they have completed 10 fiscal years of employment. The option to bank is offered immediately following the fiscal year in which an employee is eligible. The Banked Leave Account may also be referred to as ALRA or Paid Leave Bank. Effective July 1- August 30 employees will be able to view their eligibility in their portal's absence balances screen. For additional details contact payroll@uwss.wisconsin.edu

DID YOU KNOW? If you work the academic year, are benefits eligible, and are expected to return in the fall, you would have had summer pre-payments taken from your payroll. Summer prepay insurance premium deductions are used to maintain insurance coverage between academic years and are expected to return in the fall. Summer prepay insurance premium deductions are in addition to regular insurance premium deductions. Summer prepay insurance premium deductions occur on the first two pay periods of the month in March, April and May payrolls and apply to the following plans: State Group Health Insurance-Preventive and Supplemental Dental Insurance-Vision Insurance-State Group Life Insurance-Individual & Family Life Insurance-UW Employees, Inc. Life Insurance-Accidental Death & Dismemberment Insurance-Accident Insurance-Income Continuation Insurance (only deducted on April and May payrolls). If you watch your earnings statement, you will see these disbursing over the summer.

DID YOU KNOW? There is a "C" payroll in July. The 7C payroll period is from 7-16-23 to 7-29-23 and will be paid on 8-10-23. Only WRS, TSA and regular taxes are taken from a "C" payroll. See the [2023 payroll calendar](#) for more information on the 7C and also the 12C payrolls in 2023.

DID YOU KNOW? The "C" payrolls do not have the normal benefits deductions. Please see the [payroll calendar](#) and check out how deductions are handled, as indicated in the Deduction Groups column. You should see that only the WRS and Supplemental Retirement Plan deductions are taken on these payrolls. This has no impact on benefits as the premiums are only taken on the "A" and "B" payroll periods.

DID YOU KNOW? If you need any help, reaching out is very easy. You can contact a subject matter expert at payroll@uwss.wisconsin.edu or on campus at payroll@uww.edu. No matter who you contact, we will be sure you get your answers timely and accurately.

- If you need further information about the biweekly payroll process please visit [here](#)
- The 2023 bi-weekly payroll calendar can be accessed [here](#)
- If you have further payroll questions, please do not hesitate to reach out to us at payroll@uww.edu

IMMIGRATION

For International Faculty; Final Stage in Green Card Process:

<https://www.uscis.gov/i-485>

TIPS: Below are ways you can help prevent an unnecessary delay in the adjudication of your Form I-485:

- Submit your Form I-693, Report of Immigration Medical Examination and Vaccination Record, at the same time you file your Form I-485;
- File all required initial evidence and supporting documentation as described in the form instructions. You may use the Checklist of Required Initial Evidence as an optional resource; and
- Use the current edition for Form I-485 (edition date 02/21/23).

Submitting all required initial evidence and supporting documentation at the same time you file Form I-485 may eliminate the need for us to issue a Request for Evidence (RFE) to obtain additional evidence and documentation, which may further delay adjudication of your case. A completed Form I-693 is valid for two years after the date the civil surgeon signed it.

Famous Immigrants: <https://www.tonybennett.com/bio.php>

Born in August 1926, Anthony Dominick Benedetto grew up in poverty in the Queens district of New York. His father, John, was an Italian immigrant who scratched out a living as a grocer. After a long period of ill-health, he died when Tony was 10. Bennett believed that his talent was inherited and that his father's early death pushed him to succeed. "The legend in my family," he said, "was that [my father] used to stand at the top of a mountain and the whole valley would hear him sing. That is the reason I'm singing."

TRAINING AND PROFESSIONAL DEVELOPMENT

ATP/Workday Update(s)

The recording for the previous Workday Walkthrough "[Expense Reports Made Easy in Workday Mobile](#)" session is now available for all UW faculty and staff to view with a UW login.

The next session will provide an Introduction to Banking & Settlement in Workday. You will get an overview of how banking and settlement will be centralized in Workday.

When: Thurs, August 10 from 3:00p.m. - 4:00 p.m.

Who: Anyone who is part of a finance or finance related department (such as accounts payable, receivable, and payroll) will want to attend.

Where: Hyer Hall Conference Room 322 or Zoom Webinar <https://uwmadison.zoom.us/j/96729165841> (no passcode)

Curious to learn more about ATP/Workday? Visit the [FAQ page!](#)

Training & Development:

Welcome Week 2023 is around the corner! Please check the [Events calendar](#) for sessions and other exciting events, more are getting added each day!

Here are some highlights you won't want to miss:

- Zach Mercurio is coming back August 29
- Chancellor Welcome Address will be held on August 29
- The Campus Resource Fair being held August 23 from 9:00 am - 12:30 pm and is open to all employees and students!
- New Hire Campus Orientation will be held August 23

If you missed the Communications Workshop for Supervisors, please email elmoreg@uww.edu for more information. You may also request a customized workshop for your department.

TALENT ACQUISITION

Department Chairs - Academic Affairs

Please be sure to submit Change of Statuses for any change in the department chair role. These changes are for removing the temporary base increase for outgoing department chairs and adding a temporary base increase for incoming chairs. These can be done by selecting “Enter a Salary Change” in the Change of Status application and the effective date of these changes will be 8/21/2023.

MSC vs. Inter Institutional Employment Overload

Are you trying to pay a UW-System employee for a job they performed at UW-Whitewater?

- If the payment is for less than \$1,000 total use a Miscellaneous Service Contract
- If the payment is for more than \$1,000, but the employee is less than a 1.0 FTE use a Miscellaneous Service Contract
- If the payment is for more than \$1,000 and the employee is a 1.0 FTE use the Inter Institutional Employment Overload form
- The Inter Institutional Employment Overload form needs to be signed by the Department Chair, Dean and Provost. It also needs to be sent to the employee’s home institution for the same signatures to be processed for payment.

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



Both forms can be found on the HR Website <https://www.uww.edu/adminaffairs/hr/forms> For additional questions please contact:

Kate Nagle

naglek@uww.edu

Recruitment

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

<https://www.uww.edu/adminaffairs/hr/recruitment>

If you are in need of filing a vacancy with an emergency hire appointment please view our Emergency Hire Policy: <https://www.uww.edu/adminaffairs/hr/recruitment/tam-best-practices>

CBC Charges Change:

****As of 7/1/2023 HR will be passing the charge of CBC's to the hiring department. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form you will be required to include the department funding string****

Academic Contract dates to submit E-Rehires for Instructional Staff for the 2023-2024 Academic Year:

Fall Semester: 8/21/2023 - 1/3/2024

Spring Semester: 1/4/2024 - 5/17/2024