

# Human Resources News & Notes



University of Wisconsin  
**Whitewater**

Human Resources

## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Happy New Year Fellow Warhawks!

Welcome to the 2024 Spring semester. We are excited for what is to come this year!!!

The month of January so far has been a flurry of activity as we worked to implement the Pay Plan that was approved by the Joint Committee On Employment Relations on 12/19/2023. This pay increase for eligible employees is retroactive to July 2, 2023 and was paid on the January 11, 2024 paycheck. For further information on eligibility you can find the distribution guidelines on our website here: [UWW Pay Plan Guidelines](#). For questions regarding pay plan please go to the [FAQ](#) page.

I would like to congratulate Continuing Education and Graduate Studies on being the first recipients of the the U Matter Wagon! Please see the article on page 2.

Please read through the newsletter to find important information regarding benefits, training opportunities and much more.

As we start this new year, lets work together to let our coworkers, students and colleagues know that they matter and they are appreciated. Check in with someone you have not seen or talked to in a while, send someone who really stood out to you last year a note of thanks or appreciation. These small acts can really make a difference in how someone views themselves.

Happy New Year and let's make 2024 the best it can be.

As always, thank you for taking the time to read our newsletter!



Connie Putland  
Chief Human Resources Officer  
Human Resources

January 2024 (v.6.7)

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\*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](#)

The only dreams  
impossible to  
reach are the  
ones you never  
pursue.

Los únicos sueños  
imposibles de  
alcanzar son los  
que nunca  
persigues.



# BENEFITS

## SAVE THE DATE:

**APRIL 9, 2024**

Biometric Screening from 8:30 am to 12:30 pm at the UC 275.

Wellness Fair from 10:00 am to 1:00 pm at the UC 259.

## 2024 Benefits ID Cards:

If you enrolled or made changes to your benefits during the Annual Benefits Enrollment (ABE) period, you may receive new benefits ID cards.

Review your ID cards for accuracy. If you discover errors or if by early January you do not receive all the ID cards you expected to receive, contact your insurance carrier directly. Your benefits contact is not able to request ID cards on your behalf.

## Employee Assistance Program change from KEPRO to Acentra Health:

**Effective January 1, 2024** - There will be no change in services just a change in name. For an overview of the Employee Assistance Program (EAP) [click here](#)

## Income Continuation Insurance Program to Consolidate Coverage Levels:

In November 2022, the Group Insurance Board approved changes to the Income Continuation Insurance (ICI) Program that will go into effect on February 1, 2024.

The changes consolidate the separate standard and supplemental coverage levels into a single coverage level. The goal is a simplified program that is easier to understand and administer.

Currently, standard coverage only covers an employee's earnings up to \$64,000 per year. An employee whose annual earnings are more than that amount can elect supplemental coverage to cover their full earnings, up to a maximum of \$120,000 per year.

Beginning February 1, 2024, employees enrolled in the ICI Program will have their full earnings, up to \$120,000 per year, covered automatically. Employees will no longer be required to apply for supplemental coverage if or when their earnings exceed \$64,000 per year. [Read more](#)

**ETF Learning Opportunity/Update - [January ETF Webinars 2024](#)**

# WELLNESS

## U MATTER UPDATES

The "U Matter Wagon" made it's office debut at the HR Happenings on December 12th. The first department to receive the U Matter Wagon was Continuing Education and Graduate Studies – **CONGRATULATIONS!!!**

While every department on campus plays a vital role in the success of UW-Whitewater we were tasked with identifying one department as the first recipient of the U Matter Wagon. Continuing Education and their work with camps and conferences which impacts camper's and their family's impression of campus and possibly their decision where to attend campus along with the impact of the school of Graduate Studies preparing students to go out into the work force by offering applied learning in addition to supporting and collaborating with departments and colleges across campus. This is a [letter from a parent](#) and colleague that was shared at the presentation along with some other [highlights](#).



CEGS Thank you for all you do, **U Matter!!!**



## SAVE THE DATE:

**APRIL 9, 2024**

Biometric Screening from 8:30 am to 12:30 pm at the UC 275.

Wellness Fair from 10:00 am to 1:00 pm at the UC 259.

**UW-Whitewater Well Wisconsin Radio [LIVE recording](#)** with Jen Kaina and Logan Edwards is now available!!

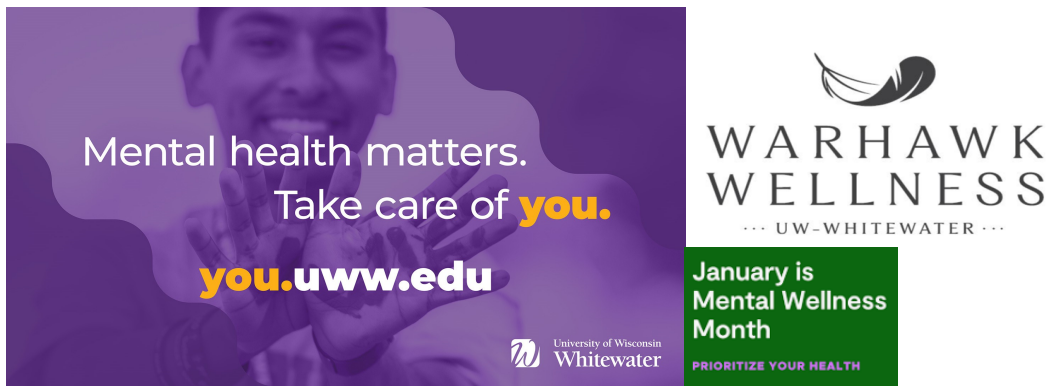
Listening to this recording will count toward well-being incentive credit for 2024 as part of season 3! You can find details on the Well Wisconsin Program and \$150 Wellness Incentive on the [Worksite Wellness Website](#).

## Employee Assistance Program change from KEPRO to Acentra Health:

**Effective January 1, 2024** - There will be no change in services just a change in name. For an overview of the Employee Assistance Program (EAP) [click here](#)

[You.UWW.edu](#)

Find tips and tools for everything from your mental and physical health, to friendships and finding balance. This is a resource for Staff and Students! Information and the link can be found on the Worksite Wellness website under the Additional Health Resources tab and the Helpful Tools tab.



**Friday February 2, 2024 is  
National Wear Red Day!!!**

Rock your Red for Heart Health! Take a picture of your group in red and send it to [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu) to be featured in March's Newsletter!

According to the CDC heart disease is the leading cause of death for men, women and people of most racial and ethnic groups in the United States. One person dies every 33 seconds in the US from cardiovascular disease. For helpful resources visit the American Heart Association [website](#) and visit the Blood Pressure Kiosk in the UC near the Minneiska Lounge.

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

# TRAINING & PROFESSIONAL DEVELOPMENT

## ATP:

The recording for the previous Workday Walkthrough "[7 Workday Facts and Features](#)" session is now available for all UW faculty and staff to view with a UW login. For any further Workday insight, please click [here](#).

## Training & Development:

Happy New Year! What better way to start the new year than with some great training and professional development opportunities!

2 new workshops have been scheduled for January, check out the [Events calendar](#) for more information on all the upcoming workshops:

- **January 18 – Gender Inclusive Language and Pronouns Workshop – In Person (limited seating)**
- **January 25 – Gender Inclusive Language and Pronouns Workshop – Webex**
- January 26 – Student Employee Training

\*If you have any questions, please email [elmoreg@uww.edu](mailto:elmoreg@uww.edu).

# TALENT ACQUISITION

## TAM Recruitment Training

Thurs, Feb 8th, 2024 at 10:30am - UC 266

## E Rehires – Spring 2024

Please be sure to submit E Rehires as soon as possible to ensure timely processing. They should be submitted through the [E-Rehire Application](#). Instructional Academic Staff that are hired with a start date of 1/4/2024 will have access to their courses in Canvas 7 days prior to their start date.

## Academic Contract dates to submit E-Rehires for Instructional Staff for Spring Semester 2024:

1/4/2024 - 5/17/2024

## Recruitment

You can find all of our recruitment policies and best practices on our [website](#).

\*If you are in need of filling a vacancy with an emergency hire appointment please view our [Emergency Hire Policy](#).

## Criminal Background Check Charges

Each hiring department pays for the cost of the CBC for their employees. 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 are required to include the department funding string.

## New I9 Forms

All I-9 forms that are submitted, must have an Edition/Effective date of 8/1/2023. Older I-9 forms will not be accepted. Please reach out to the HR department if you need updated forms.

## Direct Deposit and W4 Forms

**\*Effective immediately!!!** All UW-Whitewater employees should be setting up their **DD and W4** forms via [MyUW](#) portal on their first day! The HR Office will no longer provide paper copies of these forms and will be phasing them out in the **near** future. If you are unsure how to do this, please follow [these instructions](#) or email us at [hr@uww.edu](mailto:hr@uww.edu) assistance.

## Student Employee Affordable Care Act Acknowledgment Form

**Effective 12/1/2023**, a signed paper copy of the ACA Acknowledgment will no longer be required.

Please check the [ACA Calendar](#) for important dates and hours a student can work, during the year.

Student employee payroll calendar can be found [here](#).

## Miscellaneous Service Contracts 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.

\*Both forms can be found on the [HR Website](#).

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

# PAYROLL

## DID YOU KNOW?

Employees should use their W-2 Form, **not** their final 2023 earnings statement, to file taxes.

## DID YOU KNOW?

Access to electronic documents on the MyUW portal ends, if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at the email **below**.

## DID YOU KNOW?

You will be notified when tax forms are available in the Portal. Please watch for these in your email and or in the news section of the Portal. If you have additional questions or needs, please reach out to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

## Resources:

Instructions to view/print tax forms (when available) can be found on the Tax Statements tab on the [Payroll Help page](#).

## Direct Deposit and W4 Online Forms:

**Reminder** - Direct Deposit and W4 forms must be completed Online, through [MyUW](#) portal, for all student employees and staff. Direct Deposit Hard Copies will no longer be accepted and must be completed on line. Please reach out [hr@uww.edu](mailto:hr@uww.edu) with any questions or concerns.

- 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 [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

# IMMIGRATION

## For UW-W Colleges with New International Faculty Applicants

Margaret Wheeler, International Employment and Immigration Specialist, is still available to meet with international faculty finalists to explain the benefits offered by UW-Whitewater to new international faculty who require immigration sponsorship. Please send an email to [wheelerm@uww.edu](mailto:wheelerm@uww.edu) or call (262) 472-1494. She also meets with International Faculty to guide them on the final stage of the green card process, form I-485. Most universities do not provide this service; please reach out to her for questions.

## Changes/Updates in Immigration Law

Read about the [Taskforce on H-2B visas](#)

## Celebration Of Our Immigrants

This month we continue our focus on Hispanic/Latino Immigrants. Note: Hispanic refers to a person with ancestry from a country whose primary language is Spanish. Latino and its variations refer to a person with origins from anywhere in Latin America (Mexico, Central and South America) and the Caribbean. For information about local immigrants who are making a difference in our communities, please visit [Madison365.com](http://Madison365.com) or this [link](#).



## JANUARY:

1/1 New Year's Day

1/15 Martin Luther King Jr. Day



## \*Mental Wellness Month\*



**Campus-wide Safety Awareness:** [Risk and Safety Tips for the month of January](#)

[Risk and Safety Newsletter January and February](#)

**Checkout this edition's featured recipe:** [Tamarind Chipotle BBQ Sauce](#)

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email [hr@uww.edu](mailto:hr@uww.edu) to schedule an appointment. For more information or questions on any of these subjects, please contact one of our [HR Subject Experts](#)

What do you think of the HR Newsletter? Please let us know [here!](#)

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