

# Human Resources News & Notes



University of Wisconsin  
**Whitewater**

Human Resources

## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Greetings Fellow Warhawks!

Spring is just around the corner! I am looking forward to watching the grounds bloom with colorful flowers and plants.

Now is the time to plan for summer and for Fall semester. Make sure you read the benefits section about summer prepay insurance deductions and the Talent Acquisition section on Rehires. There are important deadlines for both.

Check out the fun Wellness activities this month. The March Madness March at U Rock is on March 6th! WINGO is back! The link to the registration is on page 3.

Please join us at the State of the University Address on March 19th where we will be recognizing employees who have hit milestone years of service at UWW!

I want to remind supervisors that employee performance reviews are due June 30th. There is a training on March 20th, check out the Training and Professional Development section on page 4 for more information.

The HR team spent the day together on February 21st to share thoughts and idea for our departmental strategic plan. We picked our top three priorities from the report that was developed by the consultant in the fall and began the process of putting a plan in place for the coming years. We are excited to share the plan when it is finalized. We are excited to put this plan in action!

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



*Connie Putland  
Chief Human Resources Officer  
Human Resources*

March 2024 (v.6.9)

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### [HR Subject Matter Experts](#)

\*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](#)

Where flowers  
bloom, so does  
hope.

Donde florecen las  
flores, también  
florece la  
esperanza.



# BENEFITS

## Summer Prepay Insurance Premium Deductions:

These insurance premium deductions are used to maintain insurance coverage between academic years for employees who do not work one or more months during the Summer (contract break) and are expected to return in the Fall.

\*Summer prepay insurance premium deductions are *in addition* to regular insurance premium deductions. Click [here](#) for more information.

## Preparing for retirement:

Planning to retire in the next 5 years? Then this webinar is for you! Learn about your WRS benefits and the retirement process:

**Thursday, March 14, 2024** from 11:00am - 12:00pm

**Wednesday, March 27, 2024** from 6:00pm - 7:00pm

\*Register [here](#).

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

## INCOME CONTINUATION INSURANCE (ICI):

Deferred enrollment period, updated premiums and plan changes. Please see click [here](#) for more information.



# WELLNESS

## Wear Red Day Photos:



Thank you to everyone who wore **Red** on February 2nd in support of raising awareness of **Heart Disease!!!!**



## March Madness March at U Rock:

**Wednesday, March 6, 2024**

Meet at the front door of Hyatt Smith at 10:30 am, for a 1 mile wellness walk/march and represent your favorite NCAA team, see [flyer](#) for complete details!

## Sleep Well Workshop:

**Tuesday, March 12, 2024**

[Sleep Well Workshop](#) at the UC 261 from 12:30pm - 1:30pm.

Take a wellness break and join presenter Katie Lovell from WebMD for this interactive workshop to learn about calming Activities to help improve sleep, test your knowledge with sleep trivia and learn stretching activities to improve sleep quality. No registration required, hope to see you there!

## Kindness:

**“Sometimes it takes only one act of kindness and caring to change a person’s life” - Jackie Chan**

Posted on the [Worksite Wellness Website](#) is a [Random Acts of Kindness Calendar](#) that can be downloaded and/or printed. The calendar contains daily suggestions on how to spread kindness. Please share this calendar with colleagues. More Kindness resources will be shared during May, which is Mental Health Awareness Month.

[\\*Employee Wellbeing Webinars](#)



## U MATTER UPDATES

WINGO IS BACK!! This year the focus is [U Matter WINGO](#) - to register and receive your WINGO card email [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu) click [here](#) for complete details!

**SAVE THE DATE!!!** - click on each event for flyer

**Tuesday, April 9, 2024**

[Biometric Screening](#) from 8:30 am to 12:30 pm at UC275.

[Wellness Fair](#) from 10:00 am to 1:00 pm at UC259.

**Wednesday, April 17, 2024**

[Supplemental Retirement](#) Plan Basics Workshop from 10:00 am -11:00 am at UC261.



Don't leave **\$150** on the table, earn your **Wellness Incentive today!!!**  
Details can be found [here](#).



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

# TRAINING & PROFESSIONAL DEVELOPMENT

## ATP:

Check out “What’s Changing with Workday” by [clicking here](#). There is also a new video link on this site “What’s Changing With Security Roles” where you can learn how you’ll get access to information in Workday to do your job and manage your personal employment information.

For any further Workday insight, please click [here](#).

## Training & Development:

Check out the [Events Calendar](#) for more information on all the upcoming workshops:

- **Friday, March 15, 2024** – NCBI Equity and Inclusivity Workshop
- **Wednesday, March 20, 2024** – Supervisor Expectations: Performance Evaluations
- Check out more on the [Sign-Up site](#) as well for even more training opportunities such as Horizon Report Exploration, WISER, Canvas, and more!

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

# TALENT ACQUISITION

## Rehire Submission Timelines and Process (NEW)

**Friday, March 1, 2024** – Spreadsheet with all current fixed terminal employees will be sent to deans/division heads, asking to indicate their intent to return for fall 2024.

**Monday, April 1, 2024** – Spreadsheets need to be returned to [lnstefjoKE08@uww.edu](mailto:lnstefjoKE08@uww.edu)

**Monday, April 1, 2024** – E-Rehire must be submitted by this date for any employee indicated “Y” on the spreadsheet.

Employee will receive notification when E-Rehire is submitted.

**Wednesday, April 10, 2024** – HR sends notifications to deans/division heads for those who were indicated “Y” but have not had an E-Rehire submitted for them.

**Monday, April 15, 2024** – Deadline for colleges to notify employees who are not intended to return.

\*Link with **REVISED** E-Rehire [How-To's PowerPoint](#).

## Academic Contract Dates for 2024-2025

**Fall:** 8/26/2024-1/8/2025

**Spring:** 1/9/2025-5/23/2025

## 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.

## 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.**



We're delighted to announce the arrival of our newest employees:

<u>Employee</u>	<u>Start Date</u>	<u>Department</u>	<u>Title</u>
Matthew Rothwell	2/12/2024	Health & Counseling Services	Medical Assistant
Bridget Slamann	2/12/2024	IT Services	IT Help Desk Supervisor
Nicholas Anderson	2/26/2024	University Housing	Facilities Technician II

**WELCOME  
TO THE  
WARHAK FAMILY!!!**

## PAYROLL

### Tax Information:

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

### Electronic Document Access:

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**. 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@uwv.edu](mailto:hr@uwv.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

## Continuation of Black History Month - Black Immigrants

### **Chinua Achebe, Author / Activist / Educator, 1930 – 2013:**

Chinua Achebe is known as the father of African literature. He became the first African author to achieve mainstream success in the Western world with his first novel, *Things Fall Apart*, in 1958. Prior to that, most stories published about Africa were by Europeans. Achebe's success paved the way for many more [African writers](#). That first book was just the start of a long career as a teacher, writer and political activist. Not even losing the use of his legs in a 1990 car accident could derail him. He used a wheelchair for the rest of his life and continued to work for another 23 years. He immigrated from Nigeria to the United States to teach at Bard College and later Brown University, and continued to publish his fiction and poetry. To this day, he is still best known for his first novel. *Things Fall Apart* has been translated into 50 languages and has sold more than 10 million copies. His body of work has impacted countless people, including Nelson Mandela who once said that with Achebe's writing for company "the prison walls fell down."



\*For this and other stories, please visit this [link](#).

# TITLE IX

**Katrisa Hilliard** is UW-Whitewater's new Interpersonal Violence Prevention Educator. Her office is located in UHCS. She has been working hard on putting together prevention events and programming for students. Please see the following events coming up for March and April. If you have a chance to check it out, or if you can include any of these activities in a course assignment, it would be greatly appreciated! Thank you Katrisa!

## No More Week:

**Monday, March 4, 2024 - Friday, March 8, 2024.**

Purpose: Raise awareness about domestic and/or sexual assault by sharing and providing information regarding where to get help.

Resource Tabling: Mon 03.04.24, Wed 03.06.24, Thurs 03.07.24, Fri. 03.08.24 from 11:00 am – 2:00 pm at UC Concourse (Table A).

- **I Say "NO MORE" signs:** Complete personalized signs. Share on Social Media #NOMORE. Take a picture with your IVP Educator with a signed consent form to have your "Call to Action" placed on @UWWUHCS social media pages.
- **Consent scavenger hunt:** Each letter of the word CONSENT will be placed at different locations around campus. Collect all of the letters and bring them to the IVP resource table during the week of 03.04.24 – 03.08.24 to win a prize and be entered in a drawing for a T-shirt.
- **Possible flag campaign:** Teal flags representing the amount of sexual assaults experienced on campus placed around the Ambrose building. Information regarding the statistics will be provided during tabling event
  - o Will request shoe donations for the Sole Survivor event on Denim Day.

## Interpersonal Violence Prevention Education Event:

**Tuesday, March 12th, 2024.**

From 2:00 pm – 4:00 pm at UC 275

Purpose: An opportunity for students to connect with resources and learn about what their options are, if they were to ever witness or experience an interpersonal violence related event.

**Campus Department Attendees and Additional Resources:** Title IX Coordinator, Dean of Students office, CARE Team, CSD, New Beginnings, Rogers Behavioral Health, UHCS, Residence Life, Pride Center, along with student organization Greek life...and more.

This event will also include an opportunity to create t-shirts for our sexual assault awareness event in April, pet therapy, plants and a few other crafts – to be determined... Will also request shoe donations for the Sole Survivor event on Denim Day.

**IVP tabling events scheduled for the following dates** (themes will be provided soon):

Purpose: Raise awareness regarding Interpersonal Violence and provide information and resources regarding prevention and reporting.

- **Thursday, March 21, 2024** from 1:00 pm - 3:00 pm at UC Table B. Theme: Dating and Disabilities.
- **Thursday, April 18, 2024** from 1:00 pm - 3:00 pm at UC Table B. Theme: Sexual Assault Awareness.

**Interpersonal Violence Prevention Virtual Open office hours**

Purpose: Introduce campus to the IVP Educator, discuss important topics and eventually have themed discussions with subject matter experts.

**When:** Fourth Thursday of every 1 month(s), effective February 22, 2024 from 3:00 pm to 4:00 pm. Webex [Meeting link](#).

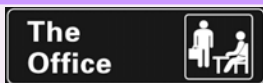
**“It’s on Us” event week:** The week of April 22nd – April 26th.

Purpose: Empowers students to teach one another sexual assault awareness and consent education, bystander intervention, and survivor support.

Resource Tabling: Mon 04.22.24, Tue 04.23.24, Wed 04.24.24, Thurs 04.25.24 from 11:00 am – 2:00 pm at UC Concourse (Table A).

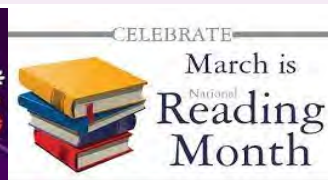
- [Bandana Project](#): Raises awareness about the exploitation of women working on farms. Decorated bandanas are a symbol of those worn by women while working to cover their faces in an attempt to avoid unwanted sexual attention and harassment.
- [Clothesline Project](#): Opportunity for women affected by violence to express their emotions by decorating a shirt. They will be hung on a clothesline around UHCS, to be viewed by others as testimony to the problem of violence against women.
- [Denim Day](#) collaboration with Haley Kozlow on **Wednesday, April 24, 2024**.
  - o Sole Survivor display
  - o Dear Survivor letters
  - o Time capsule
  - o Tabling event 9:00 am – 2:00 pm
  - o UHCS tabling at RA event in Arey Fricker 3:00 pm – 5:00 pm

**FROM**



**March:**

- 3/10 Daylight Savings Begins / Ramadan
- 3/17 St. Patrick's Day
- 3/29 Good Friday
- 3/31 Easter Sunday / National Farm Workers Day



**Campus-wide Safety Awareness:** [Risk and Safety Tips for the month of March](#)  
[Risk and Safety Newsletter March/April](#)

**\*Checkout this edition's featured recipe:** [Buffalo Chicken Egg Rolls](#)

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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