

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

## HR & D Monthly Newsletter

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University of Wisconsin  
**Whitewater**

Human Resources  
and Diversity

### HELLO WARHAWK FAMILY!

March is a month of celebrations, beginning with Women's History Month, St. Patrick's Day, Daylight Saving, and Spring Break! 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.

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

Best,

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



*How important it is for us to recognize and  
celebrate our heroes and she-roes!  
- Maya Angelou*

## BENEFITS

### Sick Leave VS. Banked Leave Q&A:

1. What is the “lump sum payment,” and how does it compare to the estimated amount calculated by the ETF retirement consultation program last year?
  - When an employee resigns or retires, any remaining leave balances will be paid out as a lump sum on their final payroll. The employee may choose to set up a pre-tax contribution to a 403b or 457 account to set aside the lump payment and reduce the taxes that would otherwise be charged on that payroll. The lump payment amount is not included in the earnings for that payroll that are reported to ETF, and the payment is not related to the ETF retirement estimate.
2. Does the “Banked Leave” in the Chancellor’s message refer to our Sick Leave?
  - The “banked leave” referred to in the Chancellor’s message is Bank Vacation (University Staff) and ALRA (for Academic Staff). This does not apply to Sick Leave or the Sick Leave Conversion program.
  - 9 month instructional staff members do not accrue vacation; therefore, the memo does not affect Sick Leave accruals.

### March Webinars: FEI

## MARCH 18

*If Change is Inevitable, Why Are We Determined to Fight It?*

**REGISTER**

Navigating life’s transitions can be difficult. But when you learn how to express your fears, you can put them in perspective. And when you plan for the inevitable, you can achieve peace of mind. Join us as we explore new ways to cope with change and discover how we choose to live each day is entirely up to us.

**Presented by Adele Lund**  
*Director, Community and Business Relations,  
 Laureate Group*

To register for the webinar, click anywhere on the image above, or copy & paste the following link to your browser:

<https://register.gotowebinar.com/register/6694590253631209739>

	<b><i>Fun Fact:</i></b>
<b>Did You Know??</b>	Laughing is good for the heart and can increase blood flow by 20%!! ( <a href="https://www.thegoodbody.com/health-facts/">https://www.thegoodbody.com/health-facts/</a> )



## BENEFITS, CONTIN...

### 2020 Employee Wellness & Benefits Events

#### On Campus Vendor Visits

**TIAA Retirement Counseling Sessions** | March 10, 2020 | 10:30AM—3:30PM | UC 268

**ETF Retirement Counseling** | March 25, 2020 | 8:00AM—4:30PM | UC 259

**T. Rowe Price Counseling** | April 2, 2020 | 8:00AM—4:30PM | UC 262

**ETF Retirement Counseling** | June 24, 2020 | 8:00AM—4:30PM | UC 259



Your Warhawk Benefits Team  
Stephanie Hartmann & Aubrey Maciosek

### Spring 2020 Benefit Events

#### Biometric Screenings:

##### Spring & Fall Biometric Screenings:

- Will take place on a Wednesday in April & October
- Examiners from StayWell will be on campus to administer health screenings for the \$150 incentive program. More details to come, please check into the HR Newsletter and the wellness corner in Warhawk Weekly for updates.

#### Benefits Fair:

- The 2020 Benefits Fair will be held on October 14, 2020 from 10 am—2pm
- More details to come, please stay tuned

#### Open Enrollment 2020:

- Open enrollment will be September 28—October 23, 2020

#### StayWell Million Step Challenge Kick Off:

- March 11, 2020 | 10AM & 1PM with a Q&A after each session
- Kristi from StayWell will walk us through the updates to the portal, discuss the Million Step Challenge, how to sync your device, how to create teams, and there will be an unveiling of the Traveling Million Step Challenge Trophy
- Visit this link for more information: <file:///T:/Human%20Resources/BENEFITS/Wellness%20Grant%202020/staywell%20flyer.htm>



Share YOUR Good News!

*Getting married? Having a baby?*

✧ Let us know! ✧

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

Email good news to [benefits@uww.edu](mailto:benefits@uww.edu)

## HR & D'S FRONT DESK

### I-9 Policy and Procedures

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. 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.

If a returning employee has a break in service of more than one year (12 months), 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. HR&D Office Coordinator.



Your Warhawk Human Resources & Diversity Office Coordinator  
Ramon Rocha, Sr.



Your Warhawk HR Data Analytics & Front Office Supervisor  
DJ Judah

### March Important Dates

- March 8 Daylight Saving
- March 16 Second 8 wk session begins
- March 17 St. Patrick's Day
- March 21 to 29 Spring Break
- March 30 Classes resume



<b><i>Fun Fact:</i></b>	
<b>Did you know??</b>	<p><b>Daylight Savings</b> is a common misspelling, but is more common than the correct term. Setting our clocks one hour forward in the spring is often referred to as "Daylight Savings Time" even though "Daylight Saving Time" is the correct spelling. Source: <a href="https://www.timeanddate.com/time/dst/daylight-savings-time.html">https://www.timeanddate.com/time/dst/daylight-savings-time.html</a></p>

## IMMIGRATION

### UW - Whitewater Immigration Updates

UW-Whitewater continues to offer I-485 and EB-1 workshops for international faculty. For information, please contact Margaret Wheeler, Immigration Specialist, at [wheelerm@uww.edu](mailto:wheelerm@uww.edu).

### Immigrants in the U.S. Did you know?

You may think of some of our U.S. states as lacking influence from immigrants. But did you know that even states such as Montana, which have been viewed as states lacking diversity, have this history of immigrants, and have been built by immigrants?

<http://montanaconnectionspark.com/2018/03/16/how-irish-immigration-shaped-butte/>

#### FINDING THE AMERICAN DREAM

People were first attracted to Butte through gold's illustrious siren song, but by the 1870's riverbeds had run dry and the town was on its decline. Then miners discovered Butte's rich veins of silver ore and from there, copper. By the 20th century, Butte was the world's largest copper-mining town. For decades to come it would be one of the most prosperous cities in America—especially for immigrants.

This economic opportunity drew pioneering men from across oceans who desired to make a better life for their families. Immigrants came from around the world: Ireland, England, Lebanon, Canada, Finland Austria, Italy, China, Montenegro and Mexico. It's said the "no smoking" signs in mines were written in sixteen languages.



Immigration and Affirmative Action  
Margaret Wheeler, JD

### USCIS Updates

<https://www.uscis.gov/greencard/public-charge>

Please note the final USIS alert at the above link. The Immigration Specialist, Margaret Wheeler, will explain this regulation, relevant USCIS forms, and how they apply to our international faculty during upcoming workshops. Please stay tuned! For more information, please contact Margaret Wheeler, Immigration Specialist, at [wheelerm@uww.edu](mailto:wheelerm@uww.edu).

**ALERT:** U.S. Citizenship and Immigration Services (USCIS) will implement the Inadmissibility on Public Charge Grounds final rule on Feb. 24, 2020, except in Illinois, where the rule remains enjoined by a federal court as of Jan. 30, 2020. The final rule will apply only to applications and petitions postmarked (or submitted electronically) on or after Feb.24, 2020.

### In Honor of Women's History Month



Author Ayn Rand was born Alisa Zinovyevna Rosenbaum in St. Petersburg in 1905, in what was formerly known as the Russian Empire. Rand's childhood was spent in the last years of Imperial rule, attending a prestigious school and engaging in intellectual debates.

In 1917, however, the Russian Empire came crashing down, with the Bolshevik's ousting Tsar Nicholas II and many families fleeing the strife of the major cities.

Rand was among the first women allowed to attend university in Russia. Her studies there were briefly cut short by a purge that removed the bourgeoisie from schools, but she was eventually allowed to return, and she graduated in 1924. In late 1925, she was sent to visit relatives in Chicago and fell in love with the United States. To learn more, visit <https://www.moving.com/tips/how-famous-american-immigrants-moved-to-us/>

## PAYROLL

### New W-4 Forms for Employee Tax Withholding:

As employees complete their 2019 income tax returns, you may wish to submit new W-4 forms for tax withholding in 2020. The new Federal, Supplemental Wisconsin (reciprocity), Wisconsin, and Illinois W-4 forms may be accessed through the Human Resources forms page: <http://www.uww.edu/adminaffairs/hr/forms>.

### Reminder for Weather-Related Absences:

Absences due to weather may not be covered by using sick leave. Employees may use other leave types available (vacation, personal holiday, or comp time earned). If approved, flex scheduling may be allowed in the same week as the absence. If none of these options are available, the absence will be considered leave-without-pay. Please use your own best judgment and consider your personal safety before deciding to attend classes or work. Students should consult Canvas/D2L for individual course cancellations. Make sure you communicate with your instructors if you won't be in class. Employees who cannot make it safely to work should contact their supervisors and request appropriate leave.



### 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, 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.

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. Faculty and 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 no 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/>.

## PAYROLL CONTIN...

### 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 hrs – less than 2 hrs	No absence reported
2 hrs – less than 6 hrs	Report a 4-hour absence
6 or more hrs	Report an 8-hour absence

### FAQs:

An FAQ document describing leave benefits for University Staff hourly employees (vacation, sick leave, personal holiday and legal holidays) is available on the Forms page on the HR website:

<http://www.uww.edu/documents/adminaffairs/HR%20Diversity/University%20Staff%20Leave%20Benefits%20FAQ.pdf>

### Payroll Calendars:

The **2020 ACA Calendar** is available at the following link:

<http://www.uww.edu/documents/adminaffairs/HR%20Diversity/ACA%20Calendar%202019-2020.xlsx>

The **2020 Payroll Calendar** for all employees is available at the following link:

<http://www.uww.edu/documents/adminaffairs/HR%20Diversity/2020%20Pay%20Schedules.pdf>

Faculty and Academic Staff are paid 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.

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



*Your Warhawk Payroll Team*  
Reggie Brown, Andrea Campbell, Kelly Frank, Molly Parrish

For questions regarding payroll, earnings statements, funding, leave reporting, timesheet entry and approvals, etc. please email: [payrollsupport@uww.edu](mailto:payrollsupport@uww.edu)

## STUDENT EMPLOYMENT



### Student Employment

The start of every term sees a swell in student employee hire requests. We have gotten “over the hump” for this Spring—thank you all for your patience as we try to keep up with the demand. Since the start of 2020 we have had 2 major changes in the hiring paperwork for employees. As of January 31, 2020, U.S. Citizenship and Immigration Services issued a new Form I-9 and due to changes in federal tax law as of January 1, 2020, the previous W-4 form provided by UW System will no longer be used. The new Form I-9 and acceptable federal and state W-4 forms can be found on our Student Employment Website (<http://www.uww.edu/studentemployment>).

This spring we will be sending each department a list of their active Student Employees who have an Expected Job End Date this May. We will ask that you indicate which students you expect to continue on into summer 2020 or return to their position in fall 2020. This will help us keep up-to-date records of our student employees as well as your records for time approval.

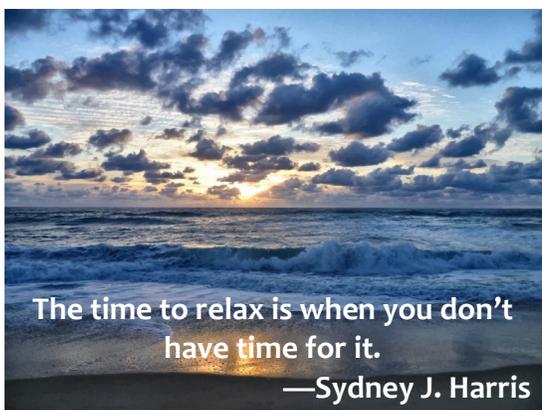


*Your Warhawk Human Resources  
Student & Camps Specialist  
Kai Instefjord*

### Free Tax Preparation:

The CoBE VITA program is offering free tax preparation for anyone who earns less than \$60,000/year. For more information, please visit this link:

<http://www.uww.edu/cobe/news/free-tax-preparation-offered-through-uw-whitewater-vita-program>



The time to relax is when you don't have time for it.  
—Sydney J. Harris



*Your Warhawk Assistant Chief Human  
Resource Officer:  
Connie Putland*

**Human Resources & Diversity Word Search**

**FUN STOP**

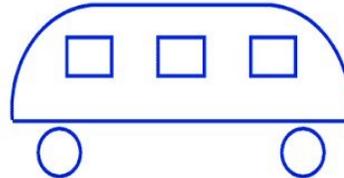
W D P Q U L K C A Y H K H S W Y K T T D  
 L O Y F M G B M B S Q I T A I T B I N M  
 L W M I A X O I X S B P R J I B Q T E H  
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 X E O C N L I S V T A P T A L H J E P G  
 R N R R Z S F M R W X I E L T I T A O A  
 T A O Y Y M H I K A O M Z R J F Y N L W  
 M R B I P A C I F M Y J Z V X P A D E E  
 T B A R T K P P S A S K X T E R B T V L  
 I P H I S I N O I T A R G I M M I O E L  
 M J W D N P S L C E O C T U Z V R T D N  
 S X A Z Z I F I R V D R D B N M B A M E  
 E Y R A O V N B U N E H Y N A E E L J S  
 R D C X X P G G V Q R C T M J F I C S S  
 I M A S N N X F V L C T V R O F P O B W  
 H I U M I B P N Z X J A P O R N T M Q G  
 E O F R B E N E F I T S Z J C J T P N V  
 R P P E H C H D Q U H X G H A F X H W Z  
 U S D M K V F V R M N M J S Y G I J R A  
 D O I R P E B H V R D M D H U H V H B Z

ACQUISITION  
 BENEFITS  
 DEVELOPMENT  
 IMMIGRATION  
 MARCH  
 PAYROLL  
 REHIRS  
 SPRING BREAK

ST PATRICKS DAY  
 TITLE AND TOTAL COMP  
 TITLE IX  
 TRAINING  
 WARHAWK  
 WELLNESS  
 WOMENS HISTORY MONTH

**What direction is the bus headed?**

Hint: It's either Left or right  
 (Answer on page 18)



**General Trivia Questions (Answers on page 18)**

1. Name the one sport in which neither the spectators nor the participants know the score or the leader until the contest ends.
2. Of all vegetables, only two can live to produce on their own for several growing seasons. All other vegetables must be replanted every year. What are the only two perennial vegetables?
3. What fruit has its seeds on the outside?
4. Only three words in Standard English begin with the letters "dw" and they are all common words. Name them.

Trivia questions from <https://sharpbrains.com/blog/2007/06/10/sunday-afternoon-quiz/>

**Spot The Difference**

(There are 4 differences. Answer on page 18)



Picture obtained from <http://www.spotthedifference.com/MarketStall>

## TITLE IX

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

#### Recognize

The University of Wisconsin - Whitewater gained attention in 2014 and 2015 when the Education Department identified it as one of the initial 55 institutions facing a federal inquiry through the Office of Civil Rights (OCR) for potential Title IX violations. No criminal charges were filed in connection with either of these two cases that prompted the Office of Civil Rights investigation, but representatives from OCR were on campus as needed, interviewing students and employees and combing through piles of documents.

Three years later, in September of 2018, the Department of Education sent the University a letter of response to those investigations. The letter states, **“OCR investigated the complaint... Applying the preponderance-of-the-evidence standard, OCR concludes that there is insufficient evidence to establish a violation of Title IX, as alleged.”**

#### Respond

This is good news for UWW, but that doesn't mean we, as an institution, stop assessing our policies and processes as related to Title IX and applying improvement where needed. Below are some of the things UW Whitewater has done to address sexual misconduct on its Whitewater and Rock County campuses:

- In May 2019, UW Whitewater hired a full time Title IX Coordinator. This person is responsible for coordinating responses to complaints involving possible sexual

misconduct. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate.

- Online Title IX training is required of ALL students yearly. A HOLD is placed on a student's account preventing them from registering for the Spring semester if they have not completed the training by the due date. This past fall saw 98% of all students registered in Fall complete the training. Because of the HOLD, 100% of students registered for the Spring 2020 semester who were here in Fall 2019 have taken the training.
- Title IX training, including mandated reporting through executive order 54 is included in all new employee trainings.
- Title IX training is provided to smaller groups of faculty, employees, and students throughout the year.

#### Report

In September 2017 the current administration rescinded the 2011 Dear Colleague Letter that outlined campus protocol for responding to Title IX cases.

Most campuses still use the key guidelines as a best practice, however, the Department of Education submitted a proposal for new regulations in the fall of 2018. The comment period has since ended, so campuses are waiting to see if these new regulations will be released this month, as anticipated. If so, additional training will be provided to the campus community to highlight any potential changes to policy or procedures.



Your Warhawk Title IX Coordinator  
Vicki Schreiber, Ph.D.

## TRAINING & DEVELOPMENT

### Upcoming Trainings!

To register for any of these events, email [WarhawkU@uww.edu](mailto:WarhawkU@uww.edu). Final confirmation of event information will be sent via calendar invites.

- The next **Unconscious Bias Training** for Search and Screen Committees will be **March 4 from 1-4:30pm at the CEC!**
- The next **New Hire Campus Orientation** will be **April 2**. If you are new, or know someone new, please let them know about this.
- **Performance Reviews are due March 15**. Sign up for a Performance Review workshop led by Connie Putland and Janelle Crowley on **March 5 from 11:30 am—1 pm**.
- FEI is coming back and presenting on Change Management with their presentation - **“Staying Resilient in Times of Change”** on **March 12, tentatively from 10am-12pm**.
- Have students working for you, or would like to hire students? Attend the Student **Supervisor Training April 7 from 8:30 am—noon**.



*Your Warhawk HR & D and Community  
Engagement Center Development*

*Coordinator  
Gina Elmore*

### Are you a newly hired employee?

Ask for a Campus Guide! Campus Guides are employees that have volunteered to show a newly hired employee around campus and Whitewater. They will share their experiences, and their “... wish I would have known” lists! Meet someone for coffee, a walk around the library, or just to chat. Pairs are matched up with those that have similar interests, and are from other departments. If you’re a newer employee, and would like a Campus Guide, OR would like to volunteer to be a Campus Guide, please email [WarhawkU@uww.edu](mailto:WarhawkU@uww.edu) to start the process.



## TALENT & ACQUISITION



### Change of Status (COS) Reminder:

Please ensure you are submitting change of statuses prior to the first day of the change to employee status or the initiation of the work being performed. **Ideally**, the COS should get through all approvals and reach “HRCOS” prior to the first day of the work or change to the employee status. Following a COS through approvals is expected of the department/initiator to ensure it keeps moving forward to be processed in a timely manner. To create a COS or to keep track, visit the COS APP here: <http://www.uww.edu/adminaffairs/hr/change-of-status>.

**TIP:** The Change of Status app will allow you to “Search” for requests by “requested by” and “status” (e.g. “pending”) to allow for easy tracking. We recommend reaching out to those in the approval string if a COS has been resting for any length of time so the COS can be moved along for payment to the employee and completion.

**Did you know?** On a quarterly basis we are audited on the payments made to employees via COS and must justify delays in processing or retroactive (late) payments to employees. Late payments are publically reported to the Board of Regents and to the Chancellors of each institution.

**Coming soon:** A “warning” will appear if the initiation date is equal to or greater than the effective date of the work being performed/requested change. The initiator will be required to explain the delay in submitting the request for auditing purposes.

**Where to find:** Payroll Calendar: [Payroll Calendar 2020 \(All Classifications\)](#); Overloads are generally paid in two installments based on the chart below:

Schedule of Overload Payments				
The table below details the payment schedule of all overloads.				
Term		First Payment	Second Payment	
Fall	Multiple	Paid in November	Paid in February	If adjustments are needed, they will appear on the second payment.
	Single	NONE	Paid in February	Payment will be made after work is completed.
Winterim		Paid in February	No second payment	
Spring	Multiple	Paid in March	Paid in June	If adjustments are needed, they will appear on the second payment.
	Single	NONE	Paid in June	Payment will be made after work is completed.
Full Year	Multiple	Paid in November	Paid in June	If adjustments are needed, they will appear on the second payment.
	Single	NONE	Paid in June	Payment will be made after work is completed.

In instances where COS forms are completed late; payments will be made on the next payroll that includes an overload payment. Summer payments will be made according to the schedule in the Summer Session Section.

## TALENT & ACQUISITION, CONTIN...

### Leaving - Before You Go:

Retirement, Resignation, Transfer -- 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](mailto: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.

### Presentations:

The HR Team would love to come to individual, team, or departmental meetings to answer HR questions related to recruitment, hiring, or applications such as Change of Status, E-Rehire, TAM, etc. Please reach out to your HR liaison, Victoria Johnson or Abby Dunkleberger, or Amy Sexton if we can assist you or your colleagues!



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

### Title and Total Comp (TTC) Update:

TTC continues to progress, though the timeline has changed largely due to feedback during the initial job mapping process completed across campuses on or before 11/11/2019. The Project Team at System is filtering through the approximately 250 "pieces" of feedback received out of the initial mapping process to ensure Standard Job Descriptions (SJDs) accurately reflect the work being done on campuses. The feedback has produced approximately 130 new SJDs since 11/11/2019 and hundreds of revisions to wording, qualifications, FLSA etc. within the SJDs. Review of this feedback is expected to be completed by 3/1/2020. At that time the HR TTC staff will reach out to department and division leaders to review the new titles and revised SJDs to ensure our employees are appropriately mapped.

**Next Steps:** Mid March 2020 – Early April 2020: Campus managers will receive training on Employee – Manager Conversations so managers can begin to meet with employees to explain the new job titles and job descriptions. Employees can confirm that the new job description captures the work being done. Institution's Human Resources will be coordinating and/or sending out communication regarding the specifics of these meetings at your institution. Upon completion employees will receive notification/confirmation letters. In Summer of 2020 (current projection is 7/1/2020) job titles and job descriptions will go-live in the Human Resources System.

### *Numbers that Matter*

#### **December – February**

Re-Hires processed: 132

Job application materials/applicants screened in TAM: 153

Change of Status (COS) processed: 644

Student employment transactions: 958



## TALENT & ACQUISITION, CONTIN...

### Trivia Questions:

1. **How do you begin a search for a job vacancy?**
  - a. Email HR with your materials
  - b. Fill out the Recruitment Approval Request Form
  - c. Start posting your advertisements where you choose
  - d. Call the HR director
  
2. **To be compliant with Federal Law when does an I-9 need to be *completed* for an employee to start work on campus? (Hint: Refer to I-9 Policy and Procedures on pg 4)**
  - a. We'll catch up with the paperwork as soon as we have time...
  - b. Within 30 days of employment an employee should be present at HR & Diversity, Hyer 335 with proper documentation
  - c. On or before the first day of work an employee should be present at HR & Diversity, Hyer Hall 335 with proper documentation
  - d. On or before the first day of work by sending a copy of proper documentation to [hr@uww.edu](mailto:hr@uww.edu)
  - e. Answers C or D
  
3. **Which of the following statements is false according to UW System Policy UPS OP: TC1 – Appendix 4**
  - a. A Criminal Background Check is required when rehiring an employee who has had more than a one year break in service
  - b. A Criminal Background Check is required when hiring an employee at UW-Whitewater for the first time
  - c. A Criminal Background Check must be initiated prior to the first day of work
  - d. Additional questions related to sexual harassment will be asked according to UW System Policy UPS OP: TC1 – Appendix 4
  - e. None of the above
  
4. **How many pounds of chocolate are purchased during the week of Valentine's Day?**
  - a. 8 Million
  - b. 30 Million
  - c. 1 billion
  - d. 58 Million

Answers: 1: (b), 2: (c), 3: (e), C: (d)

### Best Practice!

Please make it a best practice to regularly check & approve your Change of Status, Recruitment Approval and Rehire applications inboxes. You can find those inboxes at the below links. You also will receive a "[noreply@uww.edu](mailto: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 access or wish to have training or other non-technical assistance, please contact your Human Resources Talent team.

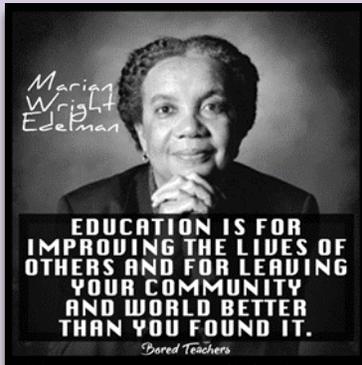


Your Warhawk Human Resources Talent team:  
Amy Sexton, Victoria Johnson, Abby Dunkleberger

WOMEN’S HISTORY MONTH

WOMEN'S  
HISTORY  
MONTH

Marian Wright Edelman



Marian Wright Edelman is the founder and President Emerita of the Children’s Defense Fund.

Gladys West



From cell phones to cars, most people are familiar with the Geographical Positioning System, or GPS, but what most people don’t know, is that an African-American female mathematician was a part of the original team of engineers tasked with developing the highly useful system.

Gladys West was one of two African American women working for the Navy at the Dahlgren Naval Support Facility in 1956. Her assignment was to record satellite locations in orbit over the Earth and make calculations to determine the size and shape of the Earth.

During her work recording satellite locations, she discovered that she was able to pinpoint her exact location on the Earth at any time, and thus GPS was born.

The next time you ask Google or Siri how to get somewhere, remember none of this would have been possible without Gladys West, an African American Hidden Figure. West was inducted into the United States Air Force Hall of Fame in 2018. (excerpt from Derek Mosely, Milwaukee Municipal Court Judge.)

**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 is located here: Workplace Conduct Expectations Policy**

## WELLNESS

### Warhawk Wellness



The **UW-Whitewater Warhawk Wellness Team** is excited to partner with campus on well-ness initiatives! Some of you may recall last year we organized **WINGO**. This year we have some new, fun wellness events for campus. The Wellness Team includes Stephanie Hartmann – Benefits Specialist, Andrea Campbell – Payroll & Benefits Specialist, and Aubrey Maciosek – Benefits Assistant.

Our mission is to improve the wellbeing of campus by initiating wellness events on campus for everyone to enjoy. This year, we are focusing on the Wellness Wheel, which covers the seven dimensions of wellness – environmental, intellectual, physical, occupational, emotional, social and spiritual.

In February we focused on the intellectual dimension through **America Saves Week (ASW)**. ASW was February 24<sup>th</sup> – 28<sup>th</sup> and offered financial counseling, webinars, informational sessions, and workshops for areas including retirement, credit check ups, the Employee Assistance Program, College Savings Programs, financial wellness and more.

Each month we will focus on a different dimension of the Wellness Wheel and will have activities and events you can partake in. Please follow along with our **Wellness Corner** in the Warhawk Weekly for weekly updates as well as the HR Newsletter monthly, to find out what’s coming next.



**Wellness Survey:**  
**Thank you** to everyone who took the time to complete the wellness initiatives survey. We received a lot of great feedback and are excited to work on wellness events for campus.

### StayWell: Well Wisconsin Radio

STAYWELL PRESENTS

## WELL WISCONSIN RADIO

Monthly expert interviews on various health topics with professionals around the state!

*The Spiritual Workplace—Inspiring the human spirit with Dr. Deb Lafler*  
 A talk that presents spiritual wellness in a secular way, as a vital component of individual and corporate wellbeing. You will identify your sense of values, meaning and purpose. And for work, you will identify the individual and organizational factors that contribute to a spiritual workplace, including inspirational leadership. We will discuss together why and how these are important; and create actionable items we can take back to our workplaces.

**MARCH 10<sup>TH</sup>, 2020**

**NOON-12:30PM**

Register here: [https://staywell.zoom.us/webinar/register/WN\\_Ic44KrUqTkONCBrbC-IIPg](https://staywell.zoom.us/webinar/register/WN_Ic44KrUqTkONCBrbC-IIPg)

## WELLNESS, CONTIN...

### National Wear Red Day 2020!

UW-Whitewater Admissions Department and Human Resources & Diversity office celebrated National Wear Red Day on Friday, February 7<sup>th</sup>, 2020!

The National Heart, Lung, and Blood Institute observed National Wear Red Day to raise awareness about heart diseases as the leading cause of death among Americans, especially women.

Did you wear red?

Admissions wore red!

From left to right:  
Jackie Briggs, Jerry Watkins, Katherine Anderson, Rachel Corral, Katie Rutenbar, Amy Mandrell, Jeremy Smith



Human Resources wore red!

From left to right:  
Andrea Campbell, Molly Parrish, Margaret Wheeler, Darla Keuler-Gehl, Stephanie Hartmann, DJ Judah, Kelly Frank, Reggie Brown



### **SAVE THE DATE!** **StayWell Million Step** **Challenge Kick Off**

Please join Kristi Mulcahey from StayWell along with the Warhawk Wellness Team on Wednesday March 11<sup>th</sup> at 10am or 1pm in UC 262.

Kristi will walk us through the updates to the Portal, discuss the Million Step Challenge, how to sync your device, how to create teams along with an unveiling of the **Traveling Million Step Challenge TROPHY!** Kristi will be available for a Q&A afterwards as well.

There will be challenges on campus amongst teams in addition to challenges with other UW System Institutions.

This challenge includes **ALL** forms of movement whether you walk, roll, play sports or enjoy recreational activities.

**March 11, 2020**

## Human Resources & Diversity Subject Matter Expertise Areas

Subject Matter Expert	Specialty
<b>Janelle Crowley, Ph.D.</b> <i>Chief Human Resources Officer</i>	Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.
<b>Connie Putland</b> <i>Asst. Chief H.R. Officer</i>	Primary contact for ADA and employee relation matters
<b>Gina Elmore</b> <i>Development Coordinator</i>	Training and Development Coordinator & Community Engagement Center Manager
<b>Vicki Schreiber, Ph.D.</b> <i>Title IX Coordinator</i>	Title IX Resources & Policy contact, trained trauma informed investigator, trained Restorative Justice circle keeper
<b>Reggie Brown</b> <i>Payroll &amp; Benefit Supervisor</i>	Unemployment contact, Absence Management, Int'l student employment
<b>Stephanie Hartmann</b> <i>Benefits Specialist</i>	Benefits, FMLA, campus Wellness contact resignations, and retirements
<b>Kai Instefjord</b> <i>H.R. Assistant</i>	Student Employment & Camps Contracting
<b>Amy Sexton</b> <i>Human Resources Specialist</i>	Human Resources Talent Acquisition & Compensation Specialist

**UW-W Office Human Resources & Diversity**  
 Hyer Hall, Room 335 • [HR@uww.edu](mailto:HR@uww.edu)  
 262.472-1024 (Main) • 262.472-5668 (Fax)

### FUN STOP ANSWERS

- Spot the Difference Answers**
1. Bottom right corner of the picture on the right, there are 2 red berries on the apple.
  2. Red apples in the middle, 2nd row, one of the apples is yellow on the picture on the left.
  3. Group of red apples, picture on the left has a small red berry next to the apple.
  4. To the right of the pineapples, picture on the left has greens instead of red peppers.

- General Trivia Answers:**
1. Boxing
  2. Asparagus and rhubarb
  3. Strawberry
  4. Dwarf, dwell, and dwindle
- What direction is the bus headed?**
- When pre-school children are shown "left" because you can't see the door.