



University of Wisconsin  
**Whitewater**

Human Resources  
and Diversity

## OFFICE OF HUMAN RESOURCES & DIVERSITY

# NEWS & NOTES

JUNE 2022 (V.4.12)

DIVISION OF ADMINISTRATIVE AFFAIRS

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## HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *June 2022* edition. June marks the end of the spring semester and the start of summer. Hopefully you are able to enjoy some time away or at least enjoy the warm weather that summer brings!

We do our best to respond to feedback regarding the newsletter. Some of the feedback includes requests to condense the content and length of the newsletter. We will continue to work on improving the message and do what we can to keep you informed while providing current and accurate information. If you have additional feedback for our *News & Notes Newsletter* for the upcoming year, please send us an email to [hr@uww.edu](mailto:hr@uww.edu) and we will respond to your request.

If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our [News & Notes webpage](#).

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

Best,

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



Surround  
yourself with  
people who are  
only going to  
lift you higher.

-Unknown



Alzheimer's & Brain Awareness Month \* Dairy Month  
Pride Month

Hyer Hall 330

Phone: 262-472-1024  
Fax: 262-472-5668

[hr@uww.edu](mailto:hr@uww.edu)

Office Hours:

7:45 am - 4:30 pm M-F

June 3 National Donut Day  
World Bicycle Day  
June 4 National Cheese Day  
June 6 D-Day, WWII

June 19 Juneteenth  
Father's Day  
June 21 Summer Solstice

<http://www.holidayinsights.com/>

# Spotlight of the Month

## Summer 2022

### Food Trailer Tuesdays on the UW - Whitewater Campus



Tuesdays 11:00 am - 1:00 pm UC North Mall

Dining Services Contact: Aeryn Barry, [barrya@uww.edu](mailto:barrya@uww.edu), <https://www.uww.edu/uc/dining-services>

This summer, UW-W Dining Services is serving up some summer fun out of their food trailer! Enjoy various dining options on the UC North Mall!

- June 7: Walking Tacos
- June 14: Burgers, Hot Dogs, Veggie Burgers, Fries
- June 21: Asian Cuisine
- June 28: Waffle Bar with Choose Your Own Toppings



University of Wisconsin  
Whitewater

## Community Engagement Center Facility Showcase

Thursday, June 23rd, 2022  
4:00pm-6:00pm

*Complimentary Hors d'oeuvres and soft drinks.  
Cash Bar. Door Prizes*

UW-Whitewater Community Engagement Center (CEC)  
1260 W. Main Street ~ Whitewater, WI 53190

Join us for an introductory tour of the newest facility added to the UW-Whitewater campus developed with a goal to support and build upon university, community and business collaborations.



For more information please contact:  
Phone: (262-472-1182  
Email: [cec@uww.edu](mailto:cec@uww.edu)



Click here to enjoy a  
virtual tour of the  
Community  
Engagement Facility.



## **\$150 Wellness Incentive**

*Attached: 150 Wellness Incentive Flyer 2022*

Earn your \$150 Wellness Incentive Now – see attached flyer for details!

### **SAVE THE DATE: Biometric Screening**

**Wednesday, September 21, 2022**

For more information about the Biometric Screening:

<https://www.uww.edu/worksitewellness/hra>

## **How Do I Know What Benefits I Have?**

If you ever want to check to see what benefits you are enrolled in you can find your Benefit Summary in your My UW System portal. To access this information you will log in, click on the Launch full app in the Benefit Information Tile and it will take you to your Benefit Summary showing you all the benefits you are enrolled in. Please contact the Benefit Office with any questions at 262-472-1024 or [benefits@uww.edu](mailto:benefits@uww.edu)

## **Determining a Retirement/Resignation Date for C Basis employees**

If you are a C Basis employee (paid on a 9 month contract), your last day of employment must be the last day you rendered services on behalf of the employer, i.e.: the last day of the semester.

The only time this date will change is if additional services are being rendered and the date can only be extended until the end date of those services, i.e.: Summer Service/Summer Session.

A future date cannot be identified to extend insurance coverages. When you separate from the University the benefits you are currently enrolled in will remain in effect through the end of the month in which you separate. If you separate due to a resignation or termination you will receive COBRA information with the option to continue benefits. If you separate due to retirement you will work with the Benefit Team at Shared Services regarding continuation of your benefits in retirement.

References:

[Summer Termination Scenarios](#)

WRS manual - <https://etf.wi.gov/publications/et1127/download?inline=>

Section 1403 Determining the Termination Date

Paragraph 3 The last date for which the employee receives earnings for personal services rendered to, or on behalf of, the employer, unless the employer has granted an unpaid leave of absence for a period after this date. Note: Teachers employed under a 9-10-month contract may be considered terminated as of the last day they are required to perform district-related work rather than the last day of the contract's fiscal year. Also, see example 2 on page 172.

Note that a Short Work Break is not considered an unpaid leave of absence. In order for a c-basis employee to retire/resign in the summer, there must be a summer contract with pay that coincides with the last day employed.

Questions can be submitted to UWS  
HR- [HR-ServiceDesk@wisconsin.edu](mailto:HR-ServiceDesk@wisconsin.edu)



Your Warhawk HR Manager -  
Benefits/Wellness/FMLA

Stephanie Hartmann



## Front Desk and General Office



### Welcome Back Gina Elmore!

Welcome back to UW-Whitewater Gina Elmore! Gina will work with employee training and professional development. Gina can be reached at 262-472-1024 or [elmoreg@uww.edu](mailto:elmoreg@uww.edu)



Your Warhawk  
Manager of Training and Professional Development

Gina Elmore

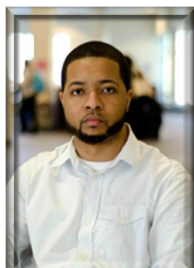


Your Warhawk Human Resources  
Deputy Chief  
Human Resources Officer

Connie Putland

Human Resources & Diversity  
Office is open regular hours but due to some staff continuing to work remotely, we request that visitors please call ahead to schedule an appointment.

**262.472.1024**



Your Warhawk HR  
Coordinator, HR Generalist, and HR Assistant  
Ramon Rocha, Sr., DJ Judah, and Elizabeth Carreon

### Don't Forget:



### Quote/Thought of the Month



### Behind You

Behind you,  
*all your memories.*  
Before you,  
*all your dreams.*  
Around you,  
*all who love you.*  
Within you,  
*all you need.*

Detrás de ti,  
*todos tus recuerdos.*  
En ti,  
*todos tus sueños.*  
Alrededor tuyo,  
*todos los que aman.*  
Dentro de ti,  
*todo lo que necesitas.*

## ✦ Front Desk and General Office Information ✦

### Employee Assistance Program

The Employee Assistance Program by Kepro is a **free, confidential** program available to you and the family members living in your household. You can contact Kepro for assistance with:

- **Emotional Situations:** relationships, parenting, grieving
- **Work/Life Challenges:** child care, elder care, adoption
- **Legal and Financial Circumstances:** managing expenses or debt, preparation of simple wills, child custody or child support



You may contact Kepro by calling **833-539-7285** or online at [sowi.mylifeexpert.com](https://sowi.mylifeexpert.com).

## ✦ Immigration ✦

### Immigrant Heroes and Heroines

This month we want to focus on this person who is feeding so many people all over the world:

**José Ramón Andrés Puerta** (born 13 July 1969 in Spain) is a Spanish chef, and founder of [World Central Kitchen](https://www.worldcentralkitchen.org) (WCK), a non-profit devoted to feeding the hungry in the wake of natural disasters.

He settled in Washington, DC, and began volunteering at DC Central Kitchen, where he started to think big about philanthropy. Over the course of his career as a chef and restaurateur, he saw the role of cooks – and the power of food – to change the world.

World Central Kitchen was founded in 2010 after a devastating earthquake in Haiti. Since then, he's pursued a mission to fulfill the words of John Steinbeck: **"Wherever there's a fight so that hungry people may eat ... we'll be there."**

Here are some links to more information about José and his organization:

- [Jose Andres becomes a U.S. citizen after 23 years in the country](#)
- [You Tube Video: Chef José Andrés: Serving meals in a war zone](#)
- [World Central Kitchen Website](#)
- [Time Magazine Video Article](#)



### Immigration/Affirmative Action Services

**Margaret Wheeler**, our *Immigration and Affirmative Action Specialist*, can be reached at her office in the Community Engagement Center, Room 123. Margaret offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. Currently, she works with UW-Whitewater student interns, training them in the practice of immigration law as they fulfill their legal studies' requirements.

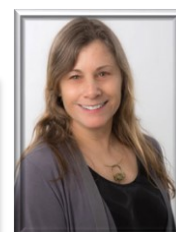
If you are an international faculty member and have any new information or documentation related to your immigration situation, please contact Margaret Wheeler. This includes: a new work permit, green card approval, marriage, birth of a child, and any situation for which an immigration update or change could be necessary.

Contact Information:

[wheelerm@uww.edu](mailto:wheelerm@uww.edu);  
262-472-1494

International Employment &  
Immigration Specialist

Margaret Wheeler, JD





## ★ Payroll ★

### Floating Holiday Use Reminder

For all Annual (working year round) Academic Staff, Faculty and Limited employees – In the [Fiscal Year 21-22 Legal Holiday calendar](#), December 25, 2021 and January 1, 2022, were Floating Holidays. If you look at your leave balances in the Portal and see greater than 8 (or prorated based on your FTE) hours of Legal Holiday remaining (hours needed for Memorial Day Holiday, Monday, May 30, 2022), this means you have not used your Floating Holidays. These must be used before 6-30-22 or they would be forfeited as of 7-1-22 when new banks of leave are granted.

If you have further questions about your leave usage or how to record time, please refer to the [System help page on Time and Absence](#) or contact [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)



Your Warhawk Director of Human Resources-Payroll,  
Benefits and Shared Service Liaison

Steve Marshall



## ★ Rock County Campus ★

### Handshake at Rock Campus



The Rock County campus continues to use Handshake for student employment opportunities!

Handshake is UW-Whitewater's career management system & online job board. You'll find all of the following on Handshake:

- **Job & Internship Postings:** Search for on-campus and off-campus student jobs, internships, and full-time jobs requiring bachelor or master degrees.
- **Career Fairs:** View information about upcoming career fairs, including employer participant lists and available opportunities
- **Career Events:** Find out about upcoming networking events and career-related workshops
- **Employer Database:** Search for employers by location & industry to network, find potential opportunities, and view company reviews

For more information on Handshake, visit the [Career & Leadership Development page here](#) or follow the above icon to the handshake login.

Your Warhawk Human  
Resources Rock County  
Administrative Specialist

Tanja Anderson



If you have any questions for  
Tanja, her contact information is:

Email: [andersot@uww.edu](mailto:andersot@uww.edu)

Phone: 608-898-5039

# ✦ Talent Acquisition & Recruitment ✦

## Best Practices!

When creating Change of Status, please remember that “**dates matter**” – using the correct begin and end dates for work being done whether during the semester, academic year, or a different timeframe will matter when it comes to ensuring the employee is paid correctly and ensuring it is allocated appropriately according to policy. The calendars for academic year and semester dates are found on the COS landing page.

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” 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.

Please note that Abby Dunkleberger will be out of the office until early July 2022. Please route all inquiries to Kai Instefjord at [instefjoke08@uww.edu](mailto:instefjoke08@uww.edu).



Your Warhawk  
HR Manager and  
Human Resources Business Partner  
  
Kai Instefjord and Abby  
Dunkleberger

# ✦ Title IX ✦

## 150 Years of Title IX

June 23, 2022 marks the 50th Anniversary of Title IX. The federal civil rights law was passed as part of the Education Amendments of 1972 prohibiting sex-based discrimination in any school or other education program that receives federal financial assistance.

*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.*



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



## Warhawks in Motion

Warhawks in Motion is a team step/movement challenge that will run from June 13<sup>th</sup>- August 19<sup>th</sup>. Participants will create teams of 2-5 members.

Each team will designate a Team Captain, create a team name and logo submitting movement totals monthly to [benefits@uww.edu](mailto:benefits@uww.edu)

The leaderboard will be housed on the Worksite Wellness website and published in HR&D News and Notes.

Teams that sign up will receive Warhawk swag and the winning Team will be presented with a trophy at the end of the challenge.

This is a friendly, campus/workplace wide competition encouraging healthy living and exercise.

Complete details and forms can be found on the Worksite Wellness Website under Warhawks In Motion <https://www.uww.edu/worksitewellness>



## KEPRO Workshops

### Workday Workouts – Presented by KEPRO

The objective of this class is to help understand why exercise is vital and how to easily make it a part of your daily life. We will cover why eating nutritiously is just as important as sweating often, and participants will learn some things they can do throughout the workday, to stay fit.

**Date:** 6/22/2022

**Time:** 12:00 PM, America/Chicago

[Click Here to Attend](#)

### Eating Right on the Run and on a Budget Workshop- Presented by KEPRO

If you weren't able to attend last month's KEPRO workshop, please click on the link below to listen to the recording.

PLAY RECORDING ( 58 min)

<https://bli-meetings.webex.com/bli-meetings/lr.php?RCID=e8abf02a5fb1b3054c230334e7df636d>

Recording Password:(This recording does not require a password.)

### Upcoming Wellness Workshops- Presented by KEPRO

The link below contains a list of all upcoming wellness workshops, presented by KEPRO. If you are unable to attend the workshops, there will be a complete list of recordings provided on the UWW Worksite Wellness page located under "Additional Health Resources" after the event.



[Click here to view a list of both upcoming and past KEPRO wellness workshops](#)

### Employee Well-being Webinars

To live well, it is important to take care of yourself—physically, emotionally, and financially. One of the ways you can do that is by increasing your knowledge about various aspects of your well-being. Below is a selection of upcoming webinars that are available to help keep your well-being on track! Most of the webinars require registration, last approximately 60 minutes, and all are listed in Central Standard Time (CST).

[Click here to view a list of webinars](#)



# ★ HR&D Subject Matter Expertise Areas ★

This section is to highlight areas of expertise of the staff in our office. Many of our staff have expertise in areas outside their current job responsibilities based on previous experience and certifications and may be available to conduct trainings upon request.

Subject Matter Expert	Specialty
<b>Janelle Crowley, Ph.D.</b> <i>Chief Human Resources Officer</i>	<ul style="list-style-type: none"> <li>Leads all training, talent acquisition and career development activities.</li> <li>Promotes inclusion in the workplace</li> <li>Reinforces our position as an equal opportunity employer</li> <li>Co-facilitates Unconscious Bias Training</li> <li>Member President's Advisory Committee on Disability Issues [PACDI]</li> <li>Member University Insurance Board [UIA]</li> </ul>
<b>Connie Putland</b> <i>Deputy Chief H.R. Officer</i>	<ul style="list-style-type: none"> <li>Primary contact for ADA and employee relation matters</li> <li>Training and Development</li> <li>Title IX Deputy Coordinator for Employees</li> <li>Chair of CUPA-HR Midwest Region Board of Directors</li> </ul>
<b>Tanja Anderson</b> <i>HR Rock County Administrative Specialist</i>	<ul style="list-style-type: none"> <li>Contact for Rock County employee questions</li> </ul>
<b>Elizabeth Carreon</b> <i>Human Resources Assistant</i>	<ul style="list-style-type: none"> <li>Works with the Information Systems Business Automation Analyst in data entry and running reports.</li> <li>Zumba Instructor</li> <li>Bilingual - Speaks English and Spanish</li> </ul>
<b>Stephanie Hartmann</b> <i>HR Manager - Benefits/Wellness/FMLA</i>	<ul style="list-style-type: none"> <li>Benefits &amp; FMLA</li> <li>Wellness Coordinator</li> <li>Resignations and retirements</li> </ul>
<b>Kai Insteffjord</b> <i>HR Manager</i>	<ul style="list-style-type: none"> <li>Student Employment &amp; Camps Contracting</li> <li>Unemployment Contact</li> </ul>
<b>Damon Judah (DJ)</b> <i>HR Generalist</i>	<ul style="list-style-type: none"> <li><b>OBIEE</b> (Business Intelligence) to provide data across institution</li> <li><b>Ingeniux</b> (web content software - HR &amp; D website administrator)</li> <li><b>Excel</b> for reporting &amp; organizing data</li> <li><b>Riskconnect</b> to input Worker's Compensation claims</li> <li><b>MFA Tool</b> (for DUO access) &amp; ShopUW</li> </ul>
<b>Steve Marshall</b> <i>Director of HR - Payroll, Benefits &amp; Shared Service Liaison</i>	<ul style="list-style-type: none"> <li>Payroll &amp; Benefits</li> <li>Board of Directors/Certification Director - Northland HR Association</li> <li>Society for HR Mngmt (SHRM)- Instructor of certification preparation group</li> </ul>
<b>Ramon Rocha</b> <i>HR Coordinator</i>	<ul style="list-style-type: none"> <li>Fluent in English and Spanish - provides translation for HR &amp; D Office</li> <li>Supervises Human Resources &amp; Diversity Student Employees</li> <li>MFA Tool (for DUO access)</li> <li>Assists with questions related to Direct Deposit forms and W-4 forms</li> <li>Campus Notary</li> </ul>
<b>Vicki Schreiber, Ph.D.</b> <i>Title IX Coordinator</i>	<ul style="list-style-type: none"> <li>Title IX Resources &amp; Policy &amp; Certified Trauma Informed Investigator</li> <li>Restorative Justice Circle Keeper Facilitator</li> </ul>
<b>Abby Dunkleberger</b> <i>H.R. Business Partner</i>	<ul style="list-style-type: none"> <li>Staffing &amp; Recruitment Process Management</li> <li>New Employee &amp; Rehire Contracts including Compensation</li> <li>Employee Lifecycle Changes (Change of Status)</li> </ul>
<b>Margaret Wheeler, Esq. (MA, JD, LLM)</b> <i>Int'l Empl &amp; Immigration Specialist</i>	<ul style="list-style-type: none"> <li>Immigration Specialist</li> <li>Affirmative Action Program Coordinator</li> </ul>

## \$150 Wellness Incentive



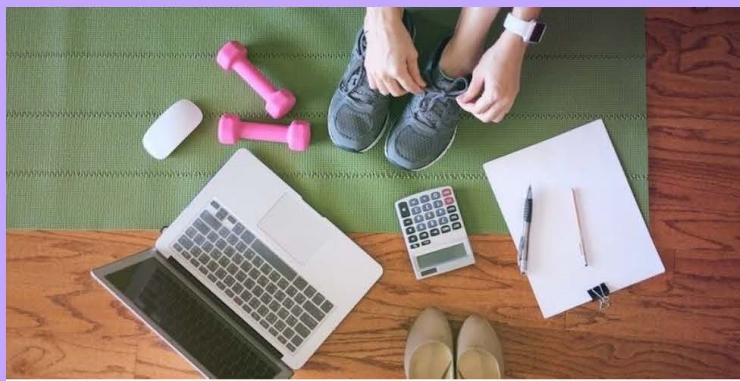
Well Wisconsin allows you and your spouse (if enrolled in the State Group Health Insurance Program) to each earn an annual \$150 incentive. To earn this incentive, you and your spouse must each complete a health assessment, health check activity, and **one** well-being activity. **Employees can complete all three requirements anytime between now and October 14<sup>th</sup>, 2022 to earn the incentive!** To get started with the Well Wisconsin Program, you must login or register on the [WebMD ONE website](#) (code: SOWI) or download the **Wellness At Your Side** mobile app through the App Store or on Google Play (code: SOWI).

- **Health Assessment:** Captures current health behaviors through a brief questionnaire (15-20 minutes) focusing on stress, sleep, nutrition and physical activity.
- **Health Check Activity:**
  - **Biometric screening** – Provides a picture of overall health (includes measurements for blood pressure, body mass index, cholesterol, triglycerides & glucose) **or**
  - **Dental exam** – Provides a picture of overall dental health (by getting a preventive dental exam) **or**
  - **One coaching session** – Provides an opportunity for you to work with a WebMD Health Coach that will help you work toward your goals!
- **Well-Being Activity:** Helps with overall health and well-being (examples: Well Wisconsin Radio, Sleep Well Challenge, Health Coaching).

*\*Check the WebMD website for the deadline each year and for additional information regarding the Well Wisconsin Incentive.*

**Note:** Wellness incentives **are** considered taxable income.

## Workday Workouts Workshop- Presented by KEPRO

**Session Description:**

The objective of this class is to help understand why exercise is vital and how to easily make it a part of your daily life. We will cover why eating nutritiously is just as important as sweating often, and participants will learn some things they can do throughout the workday, to stay fit.

**Date:** 6/22/2022

**Time:** 12:00 PM, America/Chicago

**[Click Here to Attend](#)**