

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

IN THIS ISSUE

<i>Benefits & Wellness</i>	2
Summer Insur Deductions	2
Biometric Screening	2
Gratitude & Joy	3
Better Without Booze	4
Well Wisconsin Radio	5
TIAA Sessions	5
<i>HR & D Front Desk</i>	6
April Dates	6
Conflict of Interest	7
Multi-Factor Authentication Process	7
<i>Payroll</i>	8
Single Biweekly Payroll	8
2021 Pay Schedule	8
Payroll Town Hall Meetings	8
Farewell Reggie	9
Spending & Savings Plan Wkshp	9
<i>Immigration</i>	10
<i>Rock County Campus</i>	10
<i>Talent Acquisition &</i>	
Recruitment	11
<i>Training & Development</i>	11
<i>Title IX</i>	12
Mandatory Employee Trainings	12
Sexual Assault Awareness	13
<i>HR & D Subject Experts</i>	14

Hyer Hall 330

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

hr@uww.edu

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

HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *April* edition. April is here and so we see the unpredictability of the Wisconsin weather. Freezing temps one day, followed by sixty degrees and sunny the next day. It would seem that our schedules this past semester have been very similar to the weather; challenging to navigate on some days, and bright and cheery on others. Spring is a time for new growth and new opportunities. Let's take this time to enjoy the sunny days and prepare for the new growth that is upon us.

This newsletter has a lot of new, important information for employees, as well as some information that has been shared previously in various formats, but is worth repeating because the message is valuable. Please take the time to go through the information so you are aware of all that is happening on our campus and in the UW system.

Follow the links on the left of this page to take you to the subject matter for this *April 2021* edition. 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](#) to see the current and past editions.

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



"There is something infinitely healing in the repeated refrains of nature
- the assurance that dawn comes after night, and spring after winter. "

-Rachel Carson



University of Wisconsin
Whitewater

Human Resources and Diversity

BENEFITS & WELLNESS

Summer Prepay Insurance Premium Deductions

Summer prepay insurance premiums are deducted from spring paychecks to cover the cost of continuing insurance coverage through the summer (contract break) months for eligible Faculty, Academic Staff, Limited Appointees, Student Assistants, and Employees-in-Training.

The following employee groups will have Summer prepay deductions taken for State Group Health Insurance and other insurance programs in which enrolled* **in addition to regular monthly insurance premium deductions.**

- Academic (9-month) employees who will return to UW employment in the fall of 2021 will have deductions on April 1, April 30 and June 1 paychecks.
- Academic (9-month) employees with a summer service/summer session appointment will have deductions on April 1, April 30 and June 1 paychecks.
- Academic (biweekly non-exempt employees) will have deductions on March 25, April 8 and 22, May 6 and 20 and June 3 paychecks.

Employees that have been set up for Benefit Pre Pay deductions were sent an email on February 27th and will be sent another on March 27th and May 1st.

If you received an email but will not be returning in the Fall you will need to email benefits@uww.edu to have the prepays turned off.

If you will be returning in the Fall and have not received an email please email benefits@uww.edu so that we may look into it.

Biometric Screening

APPOINTMENTS ARE STILL AVAILABLE for the Biometric Screening on April 7th!

Earn your \$150 Wellness Incentive

There will be a free biometric screening on Wednesday, April 7, 2021 from 8 a.m.-1 p.m. in the Young Auditorium's Kachel Center for employees and their spouses who are enrolled in the State of Wisconsin Group Health Insurance Program.

At the screening you will learn your measurements for blood pressure, body mass index (BMI), cholesterol (HDL, LDL and total), triglycerides and glucose. The entire process takes only 20 minutes.

Appointments and masks are required. Register today in your StayWell Portal here: webmdhealth.com/wellwisconsin

Once you are logged into your portal, click the Biometric Screening box and search for zip code 53190 to find the event.

BENEFITS & WELLNESS

April Employer Sponsored Activity: Better without Booze

April is National Alcohol Awareness Month, so you are encouraged to participate in a one-week challenge called **Better without Booze**. The purpose of the challenge is to go one week without drinking alcohol. Hopefully to bring awareness to the fact that you can feel so much better and healthier without consuming alcohol.

According to the World Health Organization, worldwide there are around 3 million deaths every year as a result from harmful use of alcohol. Additionally, the use of alcohol can be a causal factor for more than 200 disease and injury conditions. It is okay to consume alcohol every once and a while, but in moderation.

To get credit for this employer sponsored activity, eliminate alcohol for one week. Complete the drink tracker and email it to benefits@uww.edu. After completing the first week, we encourage you to continue limiting alcohol. It's recommended by the Centers for Disease Control and Prevention not to exceed 1 drink per day for women and 2 drinks per day for men.

Alcohol and the Effects on Health:

- Excessive alcohol use can lead to cancer of the breast, liver, colon, throat, mouth, and esophagus
- Can weaken your immune system and increase your risk of getting sick
- Increase chance of getting in a motor vehicle crash
- Learning and memory problems
- Mental health problems including depression and anxiety

Additional Resources:

- [To learn more about alcohol and health effects](#)
- [Alcohol facts](#)
- [Help line](#)
- [10 facts about alcohol abuse](#)

Drink Tracker

Better without Booze	
Day	Check the box to indicate you were alcohol-free.
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

BENEFITS & WELLNESS

Well Wisconsin Radio

April 27th: Noon to 12:30

Topic: Minority Health Month: Racism and Public Health Expert: Lisa Peyton-Caire, Founding CEO and President of The Foundation for Black Women's Wellness Registration link and details: [HERE](#)

MONEY SMART

Staff & Faculty

Financial Wellness:

Navigating Student Loan Refi & Repayments in 2021
Thur., April 8, 12-1PM -- [Register here](#)

Ask an Expert: Estate Planning with Paul Nylan, JD, CPA
Weds., April 14, 3:30-4:30PM -- [Join here](#)

Financial Management
Tues., April 20, 5:30-6:30PM -- [Register here](#)

First Time Homebuyers
Thur., April 22, 12-1PM -- [Register here](#)

Your Spending & Saving Plan
Tues., April 27, 12-1PM -- [Register here](#)



University of Wisconsin
Whitewater
Andersen Library



uw credit union



University of Wisconsin
Whitewater
Financial Literacy Center

Meet with a financial consultant at University of Wisconsin System in a Virtual Counseling Session



No matter where you are in life - just getting started or planning for retirement - a session with a TIAA Financial Consultant can help you create a plan for your goals. And, it's at no additional cost as a part of your retirement plan.

You'll get answers to these questions and more:

- Am I invested in the right mix of investments to help meet my goals?
- Am I saving enough to create the retirement income I need?
- How do I take income from my retirement account once I stop working?

TIAA will be available these dates and times for one-on-one sessions.

Date	Time	Location
Tuesday, April 6, 2021	9:00 am - 4:00 pm	Virtual Meeting
Wednesday April 7, 2021	9:00 am - 4:00 pm	Virtual Meeting
Tuesday April 13, 2021	9:00 am - 4:00 pm	Virtual Meeting
Wednesday April 21, 2021	9:00 am - 4:00 pm	Virtual Meeting
Wednesday April 28, 2021	9:00 am - 4:00 pm	Virtual Meeting

RSVP today, as space is limited. Register for sessions at www.TIAA.org/schedulenow or by calling 800-732-8353, weekdays, 8 a.m. to 8 p.m. (ET). We look forward to working with you.



Your Warhawk Benefits & Wellness Team
 Stephanie Hartmann & Aubrey Maciosek

Please continue to watch the HR&D newsletter as well as the Warhawk Weekly for upcoming benefits and wellness events.

HR & D's FRONT DESK



April 1, 2021	April Fool's Day
April 2, 2021	Good Friday
April 4, 2021	Easter Sunday
April 7, 2021	World Health Day
April 7, 2021	Trivia Night for SAAM
April 16, 2021	National Librarian Day
April 21, 2021	Administrative Professionals Day
April 22, 2021	Earth Day
April 30, 2021	Arbor Day

<http://www.holidayinsights.com/moreholidays/april.htm>

Student Employee Spotlight

Ulysses Quijano



Major: Public Relations with a minor in Spanish
Plans after graduation: I have accepted a full time position as the Community Relations Coordinator for Familia Dental at their Janesville, WI location.

Uly started with the Human Resources & Diversity Office in November of 2018. He graduates this year on May 15th but starts his new career on May 3rd. His last day with us is April 30th. Thank you for all you have done for us and our office, Uly, and best wishes to you and we know you have a bright future ahead!



In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.



Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Student & Camps Specialist
 Ramon Rocha, Sr., DJ Judah, Kai Instefjord

HR & D'S FRONT DESK

The following sections on **Conflicts of Interest** and **Employee Relationships with Educational Leaders** is being shared as required by the UW System to be sent out to the University Community annually. Please see the inserted links for the referenced policies and the following links for [other related University of Wisconsin employee code of ethics documents](#).

Conflicts of Interest – University Staff

The University Staff Code of Ethics is set forth in [section III](#) of [Regent Policy Document 20-22: Code of Ethics \(RPD 20-22\)](#) for guidance of University staff employees to avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities as UW System employees. University staff shall be advised of the Standards of Conduct outlined in section III.C in particular, Section III.C.2 that clearly defines those activities that cause a conflict of interest.

University staff will also be advised of their responsibility, as outlined in RPD 20-22 section III.D, to submit a written statement describing the nature of possible conflict to their supervisor or other appropriate administrator.

Institutional and Employee Relationships with Educational Leaders- All UW System Staff

Per section [5.3 of Regent Policy Document 13-4: Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders](#), UW employees will be regularly informed of the provisions of the policy, as well as applicable state code of ethics and related state and federal laws and regulations.

New Multi-Factor Authentication (MFA) Provisioning Process

Beginning Mid-April (scheduled for April 10th), any employee who requires MFA access will start by contacting the office of Human Resources and Diversity [HR&D].

According to security requirements of the UW System and iCIT, HR&D will need to verify identity, requiring two (2) forms of identification from the list below:

- UW Affiliation: UW ID Card, UW Health Card, HR Verification Form, Notary Public Form (If a notary public provided the first form of identity, a second form of identity is not necessary.)
- Government-issued ID: State-issued Photo ID, US Military Card, Passport

HR&D is also required to have the employee sign a Multi-Factor Authentication (MFA) Policy Form. Once the identity has been confirmed and the policy form has been completed, HR&D can enable the phone or physical token [Fob] using the DUO portal. Smartphones are the preferred solution.

Student-employees who need MFA for XID, will continue to follow the current process through their supervisor by contacting the iCIT help desk. If you are an employee who currently has MFA and needs additional application access, you will need to contact the iCIT helpdesk as well.



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



PAYROLL

Single Biweekly Payroll

Stay informed; please continue to visit the following website for up-to-date information regarding the change of all employees to the biweekly payroll occurring in July. [Single Payroll](#)

2021 Pay Schedule

Town Hall Meetings (Open; registration not required):

Attend one of the online Single Payroll Town Hall Meetings to learn how you will be paid during the transition, how the new payroll schedule will affect your paycheck, when the split benefits deductions go into effect, and what you can do to prepare for the change. You will be able to ask questions of the presenters in the chat feature. Each session will cover the same information. We will post the recordings (with closed caption) and slides following each Town Hall meeting.

Single Payroll Town Hall - information for 9-month contract employees

Tuesday, May 4, 2021, 8:00-9:00 AM

This session is open to employees who are currently on a 9-month contract to explain the new pay period and payroll schedule, describe how benefits deductions will be made, and answer your questions about the change.

Event address for attendees

Event password: UWSAspth54

Audio conference: 1-415-655-0003

Access code: 120 654 0515

Single Payroll Town Hall - information for 12-month contract employees

Thursday, May 13, 2021, 4:00-5:00 PM

This session is open to employees who are currently on a 12-month contract to explain the new pay period and payroll schedule, describe how benefits deductions will be made, and answer your questions about the change.

Event address for attendees

Event password: UWSAspth513

Audio conference: 1-415-655-0003

Access code: 120 174 7323

Single Payroll Town Hall - open session for all employees paid monthly

Monday, May 17, 2021, 1:00-2:00 PM

This session is open to all employees who are currently paid monthly to explain the new pay period and payroll schedule, describe how benefits deductions will be made, and answer your questions about the change.

Event address for attendees

Event password: UWSAspth517

Audio conference: 1-415-655-0003

Access code: 120 763 3948

For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: [Payroll Support](#)

For questions regarding processing the [biweekly payroll](#) (timesheet entry and approval, exceptions, etc.) please contact: [Shared Services Payroll](#), or [Shared Services](#)

PAYROLL



Farewell to Reggie Brown, Payroll & Benefits Supervisor

After 43 years with the University of Wisconsin Whitewater and several different offices on campus, Reggie Brown is retiring. Reggie has been an integral part of the Payroll and Human Resources & Diversity Team. We will miss her commitment, dedication, attention to detail, and vast knowledge of our systems as well as her expertise with payroll processes in our office. We are going to miss Reggie dearly, but excited for her to embark on this new chapter in retirement. We wish her farewell and will miss seeing her around the office!

Spending and Savings Plan Workshops

A change in payroll frequency and timing of deductions may raise questions and cause financial stress. In this webinar, UW Credit Union Financial Mentors will help you answer those questions and create a saving and spending plan that works for you. This session will also provide options to consider if you will face a temporary budget shortfall due to a payroll change.

Registration is required and can be done up until the workshop starts.

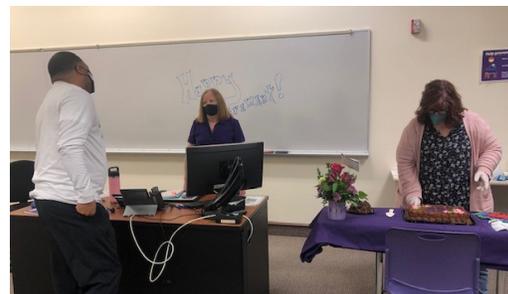
[Tuesday, April 27, 2021, 12:00 PM](#)

[Wednesday, May 12, 2021, 8:00 AM](#)

[Tuesday, June 22, 2021, 5:00 PM](#)



Pictures from
Reggie's
retirement
farewell
4/2/21



Wisconsin Retirement System (WRS)

Annual Statement of Benefits: During the week of April 5th, the WRS Statement of Benefits for 2020 will be posted to employee's **My UW System** portal. Employees will receive an email when the statements are available.

Please review the beneficiary information on the statement, and submit a new Beneficiary Designation, if needed: **WRS Beneficiary Designation**. Forms are to be mailed directly to Employee Trust Funds (ETF) at the address on the form.

WRS Contribution Rates for 2021 remain the same as 2020:

- Employees – 6.75% of their eligible pay
- UW System – match of 6.75% of eligible pay for most employees

Current Biweekly Employees

Beginning with the April 22, 2021 paycheck, most benefits deductions will be divided evenly over the first two biweekly paychecks each month.

IMMIGRATION

Immigration

UW-Whitewater will continue to support its international faculty and employees with current and future ongoing in-person workshops. Please contact Margaret Wheeler, Immigration Specialist, if you are interested in EB-1 guidance, form I-485, and accompanying documents: wheelerm@uww.edu; 262-472-1494. Online and remote assistance are available.



*Immigration and
Affirmative Action
Margaret Wheeler, JD*

ROCK COUNTY CAMPUS

About Campus

UW-Whitewater's Rock County campus is located on Janesville's southwest side. A [free shuttle](#) links the campus to UW-Whitewater's main campus and the Van Galder JTS bus stop in Janesville.



*Your Warhawk Human Resources
Rock County Campus Administrative
Specialist
Tanja Anderson*

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

Email: andersot@uww.edu

Phone: 608-898-5039



TALENT ACQUISITION & RECRUITMENT

The Talent Acquisition team is continuing to work remotely when appropriate. We continue to monitor emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.



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

TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER

Training and Development

Please note the correction from the last newsletter, the Associate Director of Financial Aid is Ben Dobner.

Are you a recent new hire? Keep an eye out for an Outlook calendar invite for an orientation meeting on Thursday, April 15 from 9-9:45am!

The Training and Development website is slowly growing! If you have anything to contribute to the HR&D Training and Development website, please contact Gina Elmore. <https://www.uww.edu/adminaffairs/hr/development-training#HRD>

As always, feel free to reach out to Gina Elmore for any training and development inquiries!



*Your Warhawk HR & D and
Community Engagement Center
Development Coordinator
Gina Elmore*

TITLE IX

Mandatory Employee Training Updates

Employees have recently been notified about past due mandatory employee trainings. We need to have all employees in compliance with the mandatory trainings so we are following up to make sure everyone is on track. We have also had some expressed confusion about the trainings so we would like to clear that up here.

As an **employee** of the University of Wisconsin-Whitewater, you are required by UW System policy to receive training on three topics:

- **Title IX** (sexual harassment/sexual discrimination) - required training every 3 years
- **Information Security** (securing data and information technology) - required training annually
- **Mandated Reporter** (reporting of child abuse and neglect, Executive Order #54) - required training once within 30 days of employment

The University of Wisconsin System is moved to a centralized process for course delivery, and employee support in May 2020. The technical support for these trainings can be found by emailing serviceoperations@uwss.wisconsin.edu.

Q: When will I receive a notice to complete my training?

A: Two automated messages are scheduled to be sent from Shared Services prior to the scheduled due date of the training (UW System Offices). After that, UW Whitewater staff will periodically run reports on the status of training and notify employees of past due trainings followed by notification to supervisors of direct reports who are past due.

Q: Isn't Mandated Reporter the same as Title IX or Sexual Harassment Training?

A: This has been confusing for a few employees. Due to Executive Order #54 that was signed by the Governor in December 2011, all State of Wisconsin Employees are required to report child abuse and sexual assault of a minor. Here is a link to the system policy: <https://www.wisconsin.edu/uwsa/policies/docs/mandatory-reporting-of-child-abuse-and-neglect-policy-executive-order-54/>

This is a different training and a different policy than Title IX and the requirement that we have of responsible employees to report all incidents of sexual misconduct that occurs on UW Whitewater property or involving a UW Whitewater student, faculty, or staff.

Q: Where do I find the links to the trainings?

A: Employees should go to <https://my.wisconsin.edu> (myUW portal) and go down to the **Mandatory Training** section. The links to all three trainings can be found there. Once you click on the link and enroll in the designated course, then the course will appear on your Canvas page. Once complete, do **not** delete this from your Canvas page or you will delete all progress recorded of your training.

****At this time, the Sexual Harassment and Discrimination (Title IX) course is temporarily suspended and has been removed from myUW portal for these reasons:**

- The course vendor (Everfi) is upgrading their learning management platform.
- The Regent Policy Documents are under revision and pending Board of Regent (BOR) approval during the May 2021 meeting.

TITLE IX

- The permanent rules to modify Chapters UWS 4, 7, 11, and 17 of the Wisconsin Administrative Code to comply with new federal regulations are also awaiting approval.

What this means for you and next steps:

- The course will be updated with new resources based on the Board Of Regents policy approval.
- Course reactivation is targeted for completion by **early June 2021**.
- Employees who received their first notice to complete on and after March 4, 2021 and were not able to complete the course by April 2, 2021 will receive new notifications when the course reopens and will not be considered overdue or out of compliance.

Q: I know I completed that course just a few months ago. Are you sure I need to take it?

A: If you can see the name of the course (Mandated Reporter, Sexual Harassment, or Information Security) on your Canvas page, then you have at least enrolled in the course. Open that up and see if you have a grade assigned. If you do not, click through to the end of the training, you may have just missed a couple of slides.

If you can't see the course in Canvas, then you are NOT enrolled in the course and have not completed the training. Go to <https://my.wisconsin.edu> and to the Mandatory Training section and click on the assigned course to get started.

If you still have questions, please contact me at either titleix@uw.edu or at x2143 and I am happy to look up your training status and assist in troubleshooting next steps.

Vicki Schreiber, PhD
Title IX Coordinator

For your reference, here are the UWSystem policies applicable to the required trainings:

[Sexual Violence and Sexual Harassment Policy](#)

[Information Security Awareness Policy](#)

[Mandatory Reporting of Child Abuse and Neglect Policy \(Executive Order 54\)](#)



April is Sexual Assault Awareness Month

Go to the [National Sexual Violence Resource Center](#) to find a list of resources and events to help bring awareness to survivors and advocates to promote healthy relationships and to create a culture of consent. One of the events they have coming up includes a 30 day Sexual Assault Awareness Month Instagram Challenge 2021. Join the challenge by going [here](#).

As always, check out the Title IX Sexual Misconduct Information website located [here](#). The site provides information on how to report incidents of sexual misconduct to UWW staff and/or University Police, resources and advocacy support, and prevention and training efforts on campus.

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



Human Resources & Diversity Subject Matter Expertise Areas

<u>Subject Matter Expert</u>	<u>Specialty</u>
<p>Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p>Connie Putland <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p>Gina Elmore <i>Development Coordinator</i></p>	<p>Training and Development Coordinator & Community Engagement Center Manager</p>
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i></p>	<p>Title IX Resources & Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p>Stephanie Hartmann <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p>Kai Instefjord <i>H.R. Assistant</i></p>	<p>Unemployment contact, Student Employment & Camps Contracting</p>
<p>Amy Sexton <i>Human Resources Specialist</i></p>	<p>Staffing & Recruitment Process Management, Compensation, New Employee & Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>
<p>Margaret Wheeler, Esq. (MA, JD, LLM) <i>Immigration Specialist & AA Program Coordinator</i></p>	<p>Immigration and Affirmative Action</p>

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

