



University of Wisconsin
Whitewater

Human Resources
and Diversity

OFFICE OF HUMAN RESOURCES & DIVERSITY

NEWS & NOTES

FEBRUARY 2022 (V.4.8)

DIVISION OF ADMINISTRATIVE AFFAIRS

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *February 2022* edition. February celebrates American Heart Month and Black History Month. February is also known as the snowiest month of the year in the US, according to data from the National Weather Service. This means it is a time of year to pay special attention to our hearts; whether that is by moving more (including shoveling all that extra snow February brings) and paying attention to our physical health, or mindfulness by focusing on broadening our loving heart with cultural appreciation.

This newsletter includes information about American Heart Month activities and information, Black History Month celebration information, your W2, benefit and wellness webinars, and much more. You can follow the links to any topic in which you seek additional information. As always, the index to the left on this page links to the various pages and topics highlighted in this 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](#).

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

Best,

Janelle A. Crowley, Ph.D.

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



"In the coldest February, as in every other month in every other year, the best thing to hold on to in this world is each other."

- Linda Ellerbee



American Heart Month
Black History Month



Hyer Hall 330

Phone: 262-472-1024

Fax: 262-472-5668

hr@uwv.edu

Office Hours:

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

February 2	Groundhog Day	February 12	Chinese New Year begins; year of the Ox
February 3	The Day the Music Died (Buddy Holly, Richie Valens and Big Bopper died in plane crash in 1959.)	February 13	Superbowl Sunday
February 4	Winter Olympics begin	February 14	Valentine's Day
February 8	Kite Flying Day	February 17	Random Acts of Kindness Day
February 9	National Pizza Day	February 20	Winter Olympics End
		February 21	President's Day

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

Spotlight of the Month

UW-Whitewater Rock County



Handshake at Rock Campus

The Rock County campus continues to use Handshake for Spring 2022 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



Shuttle Service to Rock County

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 during the academic year. The Warhawk Shuttle service for the Spring 2022 semester will run from January 18 - May 13, 2022. There is no service on days where regular semester classes are not in session including any legal holidays observed by UW System. This means there is NO shuttle service March 21– 24, 2022 during Spring Break. All current faculty, staff, and students are eligible to ride the Warhawk Shuttle. Questions or comments regarding shuttle service should be directed to the [website](#) or [email](#).

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

Phone: 608-898-5039



2022 Benefit Deductions and Contributions

For most employees, benefit deductions and contributions will change in 2022.

Health, Dental, Vision, and Accident Insurance

Premiums for most health and dental insurance plans have increased slightly for 2022. Vision and Accident Insurance premiums will remain the same. The change to the premiums began on your December 16, 2021 paycheck.

Flexible Spending Account (FSA), Health Savings Account (HSA), and Parking & Transit Accounts

If you enrolled in an FSA, HSA, or Parking & Transit Account for 2022, your first contribution started on your January 13, 2022 paycheck.

Individual & Family Life Insurance and UW Employees, Inc. Life Insurance

If you were in a new premium age category as of January 1, 2022, or if you changed your coverage level during the Annual Increase Option period for the Individual & Family Life Insurance, your new premium started on your December 16, 2021 paycheck.

University Insurance Association (UIA) Life Insurance

If you are enrolled in the UIA Life Insurance Plan, the annual premium of \$24 was deducted from your December 16, 2021 paycheck.

Accidental Death & Dismemberment (AD&D) Insurance

If you enrolled, changed coverage levels, or cancelled coverage through the MyUW portal during the Annual Benefits Enrollment period, your 2022 premium started on your December 16, 2021 paycheck.

Income Continuation Insurance (ICI)

The 2022 ICI premium rate changes will be effective on your February 24, 2022 paycheck. Additional information will be communicated when available.

Wisconsin Retirement System (WRS) Contributions

The WRS employee and employer contributions for 2022 decreased slightly for most employees. 2022 contributions began on your January 13, 2022 paycheck.

UW 403(b) Supplemental Retirement Program (SRP)

Your January 13, 2022 paycheck began with contributions going to the recordkeeper you selected during Annual Benefits Enrollment (or defaulted to if you took no action).

For additional information, review the [Benefit Premiums web page](#).

Source: UW System Human Resources



The Benefits & Wellness Team are both on and off site. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

✦ Benefits ✦

FEBRUARY ETF WEBINARS



Annuity Options

When you get your retirement estimate, you'll see there are many options for receiving your retirement benefit. You can choose to receive the payment for your life or extend it beyond to your loved ones. The choice is yours. We'll discuss how each option impacts the size of your payment and affects your loved ones.

By the end of this presentation, you will be able to:

- Define and explain annuity, annuitant, beneficiary and named survivor.
- Compare the different annuity options.
- Find resources with more information.
- Identify the next steps for you to choose an annuity option.

Mon, Feb 7, 2022 11:00 am – 11:30 am
Wed, Feb 16, 2022 6:00 pm – 6:30 pm
Thu, Feb 24, 2022 1:00 pm – 1:30 pm

To register, go to: <https://attendee.gotowebinar.com/rt/6609437492980238605>



Overview of the Wisconsin Retirement System

Are you new to the Wisconsin Retirement System? We'll let you know what to expect.

By the end of this presentation, you will be able to:

- Identify and explain the elements of the Wisconsin Retirement System.
- Explain how the WRS pension works.
- Identify benefits available through the WRS.
- Find resources for more information.

Wed, Feb 2, 2022 1:00 pm – 1:30 pm
Tue, Feb 15, 2022 11:00 am – 11:30 am
Thu, Feb 17, 2022 6:00 pm – 6:30 pm

To register, go to: <https://attendee.gotowebinar.com/rt/5849661764047994636>

Variable Fund

Does putting money in the Variable Fund make sense for you? You and your employer put money in your WRS account to save for your future. The money in your account is then invested to increase your savings. By default, your money goes into the Core Fund, but you can choose to put half your money into the Variable Fund.

By the end of this presentation, you will be able to:

- Define Variable Trust Fund and explain how it works.
- Analyze how the Variable Fund can affect your retirement benefit.
- Elect to join or cancel the Variable Fund.

Wed, Feb 9, 2022 6:00 pm – 6:30 pm
Wed, Feb 23, 2022 11:00 am – 11:30 am
Mon, Feb 28, 2022 1:00 pm – 1:30 pm

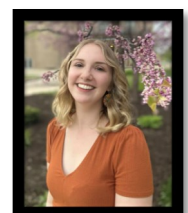
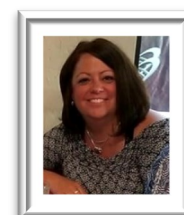
To register, go to: <https://attendee.gotowebinar.com/rt/8634947918065141776>



Your Warhawk Benefits & Wellness Team

Stephanie Hartmann, HR Manager -
Benefits/Wellness/FMLA

Grace Jezuit, Student Benefits Assistant



★ Front Desk and General Office Information ★

10 Things Successful Supervisors Do Differently

As we head into the spring semester and work with our teams on job performance, employees will likely remember the impact their supervisor had on them as a person and as a professional in the field. Outstanding supervisors can create a ripple effect in the community. The behavior, integrity, and treatment rubs off on others for the better. Not only do supervisors impact their team members, but the people they supervise often go on to lead others, and frequently in a way that emulates how they were supervised. According to an article published by a key HR consulting firm, they list the following 10 things that successful supervisors do differently. They are:



- 1. They treat others as they would like to be treated.**
Think of how you want to be supervised. If you want others to be respectful, consistent, honest, fair, loyal, kind, flexible, and empathetic with you, treat your employees in the same manner.
- 2. They exude integrity.**
They display honesty, sincerity, consistency, and credibility regardless of whether they may displease someone or experience some uncomfortable conflict.
- 3. They set the example.**
Successful supervisors walk the talk each and every day.
- 4. They have humility.**
Too much pride and ego can get in the way of many supervisors' effectiveness.
- 5. They listen and communicate well.**
Effective supervisors communicate and interact with their employees frequently and professionally.
- 6. They encourage the best in people.**
They look for and encourage the best in their people. They help employees identify the unique talents they bring to the table, and align those strengths in ways that best meet the team's needs.
- 7. They acknowledge others.**
They acknowledge the value to the team and the value of their contributions.
- 8. They freely delegate and build capabilities.**
Successful supervisors delegate new projects and tasks and rather than micromanage, they build capabilities necessary to produce the results desired and provide autonomy to complete tasks on their own with support.
- 9. They multiply talent.**
Successful supervisors make everyone smarter and better at their jobs by cultivating talent and bringing people together.
- 10. They lead employees to the right answers.**
Successful supervisors point employees to the resources they need to complete a task, suggest people to talk to for guidance, and provide clear instructions and information to do the task.

If you *are* a supervisor, consider the fact that you spend a significant amount of time with your employees and how you might use this time to focus on your leadership. If you *have* an outstanding supervisor, don't be afraid to let them know how they have impacted you as an employee and that you appreciate their leadership.

✦ Front Desk and General Office Information ✦

Wisconsin Celebrates Black History Month

The following is a list of activities happening in the state of Wisconsin to celebrate Black History Month.

Milwaukee

Milwaukee Film: Black History Month

As part of its Black Lens program, Milwaukee Film is dedicating the month of February to films and events that honor and elevate Black culture and traditions.

There will be six feature length screenings, including “Zola,” “Citizen Ash,” and “Who We Are: A Chronicle of Racism in America,” as well as a handful of events. Find more information [here](#).

Presence and Persistence: Visions of American Blackness: All month

The Milwaukee Institute of Art and Design’s exhibition explores Black life in America. It will be available through March 12, with several related events scheduled. [Click here](#) for more.

Black History Month Reading Challenge: All month

The Milwaukee Public Library is holding a month-long reading challenge for kids and adults, with various prizes available for winners. For more, visit https://www.mpl.org/special_events_and_programs/black_history_month.php.

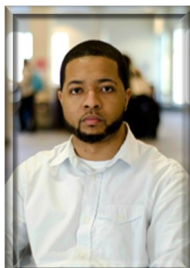
America’s Black Holocaust Museum “Grand Re-mergence”: Feb. 25

America’s Black Holocaust Museum is reopening its doors. Following a ribbon-cutting at 9 a.m. at its location at 401 W. North Ave., the museum will be open until 5 p.m. that evening. [Click here](#) for more.



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, HR Manager, and HR Assistant
Ramon Rocha, Sr., DJ Judah, Kai Instefford, and Elizabeth Carreon

✦ Front Desk and General Office Information ✦

Ebony Ball: Feb. 27

The Black Student Council at Marquette University presents the Ebony Ball as a showcase for the Black Renaissance, student leaders and a fundraiser for Black scholarship. Visit <https://www.eventbrite.com/e/black-student-council-presents-ebony-ball-tickets-226097873827> for more.

Madison

Madison Public Library: All month

The Madison Public Library is hosting a handful of events all month long, including film screenings and book clubs. Visit <https://www.madisonpubliclibrary.org/events/special-series/black-history-month> for more.

Black Love Day Ball: Feb. 13

Ayo Handy-Kendi created black Love Day in 1993 to honor love amongst Black people. The upcoming event will be held at the Brink Lounge. For more, [click here](#).

University of Wisconsin-Madison's Black History Month: All month

From the "Melanin in Media: The People, The Culture, The Blackprint" series to workshops, UW-Madison has a handful of themed events and programs throughout the month. Visit <https://www.wisc.edu/black-history/> for more.

For more information or programs outside the Milwaukee or Madison area, visit <https://spectrumnews1.com/wi/milwaukee/news/2022/02/01/celebrating-black-history-month-throughout-wisconsin>

✦ Immigration ✦



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. She continues to be responsible for immigration cases for all international faculty. In addition, she offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. She also assists immigrants in the Whitewater community and beyond, with their immigration cases. 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
262-472-1494



International Employment &
Immigration Specialist

Margaret Wheeler, JD



Access to Your W2

There have been a few questions from campus regarding access to W2. A few have said that the link provided in the system email is not working for them. I am providing the attached directions for those of you who need assistance accessing the form and prefer the visual guidance.

If you have questions outside the scope of just accessing the W2, such as “how is a W2 calculated”, etc. we please go to the following site for additional help:

<https://uwservice.wisconsin.edu/help/payroll/#tax-help> .

If further information is needed please go to our Shared Services payroll Service Delivery team at payroll@uwss.wisconsin.edu

You can print your W2 directly from your Portal. After signing in choose:

Payroll Information

- Earnings Statements
- Update Direct Deposit
- Tax Statements**
- Update W4

Launch app

Earnings Statements **Tax Statements**

Consent to receive W-2 electronically Consent to receive 1095-C electronically

Year	Statement
2018 and later	W-2 forms
2018 and later	1095-C forms
2017	1095-C for 2017

View W-2/W-2c Forms

Tax Year

University of Wisconsin System

Tax Form	Issue Date	Year End Form
W-2	01/18/2022	View Form

Once you choose **View Form**, a pdf should appear. You can print or save from the pdf.

If this does not work for you, please send a request for further assistance or to receive a copy at your home address, to our payroll Shared Services partners at payroll@uwss.wisconsin.edu .

✦ Payroll ✦

2021 Form 1095-C

Electronic copies of the 2021 Form 1095-C are now available online in the MyUW portal for [UW System Institutions](#) or for [UW-Madison](#). Employees will receive a paper copy of Form 1095-C via U.S. mail, postmarked by March 2, 2022. Paper copies are mailed to all employees except those who elected to receive an electronic only 1095-C by January 18, 2022.

Form 1095-C resources:

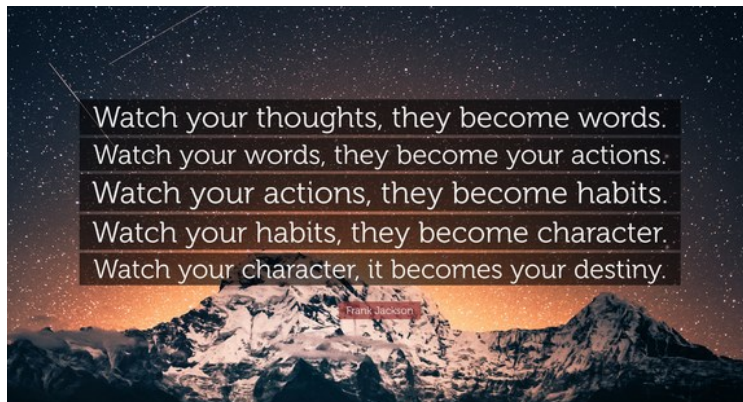
[View/Print Form 1095-C](#)

[Form 1095-C Explanation](#)

Form 1095-C is provided to all employees who were full-time, as defined by the Affordable Care Act (ACA), for all or some months of 2021. Employees should retain Form 1095-C with their tax records. Your dependents will not be listed on the 1095-C. A 1095-B, that will list your dependents, can be requested directly from your health insurance carrier.

More information regarding Form 1095-C and the ACA is available on the [Affordable Care Act web page](#).

If you have additional questions, please contact serviceoperations@uwss.wisconsin.edu



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

Steve Marshall

For those who were on a monthly payroll and moved to the bi-weekly payroll, questions regarding earnings statements or leave reporting (academic year or summer reporting) please contact our [Shared Services Payroll](#) partners. If you have questions about funding or how a payment is/was/will be paid to you, please email: [Payroll Support](#)

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

✦ 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>

Title & Total Compensation - Title Appeal Process

The title appeal process allows an employee who believes their Standard Job Title (as assigned through the Title and Total Compensation Project) is incorrect to request a review of their title assignment. You may review SJDs here: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/>

The Title Appeal Process document: [TTC - Title Appeal Process](#) outlines what can be appealed, what cannot be appealed, how to file an appeal and provides step-by-step process guidelines. If, after review of this information you feel an appeal is appropriate, submit the [TTC - Title Appeal Request Form](#) according to direction in the process document.

We have created a flow chart to provide a clear outline of the steps in the full process [TTC - Title Appeal Flow Chart](#). **The Title Appeal window has been extended to February 4th, 2022.**

(Re) Welcome Kay Bradley to UW-Whitewater!

Kay had been a UW-Whitewater employee as assistant to the Intercollegiate Athletic Director until retirement this past fall. Due to Victoria Johnson’s departure, Kay has returned to work part-time assisting the HR Talent Acquisition team as an HR Assistant, using her past knowledge of TAM to assist with campus recruitments. Welcome back Kay!

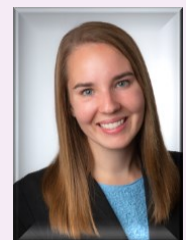
*If you have any questions, please reach out to one of your Human Resources
TTC subject matter experts*

Amy Sexton, Human Resources Associate Director

Email: sextona@uww.edu

Abby Dunkleberger, Human Resources Partner

Email: dunkleba@uww.edu



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.

★ Title IX ★

Mandatory Employee Online Training - New Email Address

In an effort to better support our campus community with questions related to the mandatory employee online training, we have created a new email address. You can send any questions, concerns, or requests regarding the mandatory employee training to mandatorytraining@uwv.edu.

Employees are required to complete three different online training modules as a condition of employment. Those trainings are:

- *Information Security* (securing data and information technology) - this training is required annually
- *Mandated Reporter* (reporting of child abuse and neglect, Executive Order #54) - this training is required only once during your time at UWW. This is different than the Title IX training.
- *Sexual Harassment (Title IX)* - this training is required once every three years

All three of these trainings can be found in my.wisconsin.edu portal under “Mandatory Training,” (see below for image screenshot.)

As a reminder, if there is an employee no longer works in your area, particularly student employees, make sure you have completed the appropriate termination paperwork in the employment tool so they can come off your list.

Reminder: Training is mandatory, therefore expectation is 100% completion. Employees have 30 days from notification to complete the training. Training that is incomplete past the 30 days is considered overdue, which may result in notification of the employee’s supervisor. Incomplete Information Security Training may also result in disconnection of technology access until the training is complete.



How to Stay Safe When Using a Rideshare

As a rideshare passenger, there are some critical steps you can take to keep yourself safe—both Uber and Lyft list these basic safety measures on their websites. Uber’s [safety tips](#) include:

- waiting inside a safe place until your ride shows up;
- making sure that the rider’s information on Uber matches the person who has arrived before you get into the vehicle, including the car’s make and model and license plate;
- asking the driver to confirm your name before getting into the vehicle;
- riding in the back seat;
- wearing your seat belt;
- sharing your travel plans with a friend or family member.



Rideshare companies do screen all drivers and perform background checks before contracting with them. However, you can never be too careful by keeping the in-app Emergency Button hand and by remaining vigilant.

Information retrieved from: <https://cutterlaw.com/sexual-assault-ride-sharing-guide/?cn-reloaded=1>

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

✦ Wellness ✦



Grief, Dying, and Death Workshop

Presented by  Kepro™



This workshop is meant to be a thoughtful and compassionate seminar that helps people talk and deal with a topic that's not often discussed. For many of us, this can be a very confusing time in our lives when we lose someone close to us and we don't have a lot of experience with it. This is a session where people can share, explore and educate themselves on ways of coping with their grief.

Topic: Grief, Dying and Death

Date/Time: 2/23/2022 12:00 PM, America/Chicago

Audio conference:

United States Toll: +1-408-418-9388

Access Code: 2630 505 5716

Password: FsQDEUN9FxS

[Click Here to Attend](#)



WINGO

WINGO is back and this year we are focusing on Warhawk trivia! Make sure to check out the Worksite Wellness page soon for more information!

For information on upcoming wellness opportunities, Check out the Worksite Wellness website

[Click here to visit the Worksite Wellness page](#)



Your Warhawk Benefits & Wellness Team
Stephanie Hartmann, HR Manager - Benefits/Wellness/FMLA
Grace Jezuit, Student Benefits Assistant



✦ Wellness ✦

Wear Red Day

President Lyndon B. Johnson, among the millions of people in the country who'd had heart attacks, issued the first proclamation in 1964. Since then, U.S. presidents have annually declared **February** American Heart Month.

Kick off #HEARTMONTH on National Wear Red Day™
FRIDAY, FEBRUARY 4, 2022

National Wear Red Day is a day when people wear red to spread awareness about heart disease and stroke for women all over the nation. You can join in by wearing red whether at home or on campus. Encourage your colleagues/family/friends/pets to wear red too and send us a photo benefits@uww.edu we can share in our next newsletter.

After more than 18 months into this pandemic, Americans feel overwhelmed and stressed which negatively impacts cardiovascular health. This year the American Heart Association is encouraging everyone to “*Reclaim Their Rhythm*” and improve their heart health.

Reclaim Your Rhythm **SHOW UP!**

During American Heart Month we want to help you *Reclaim Your Rhythm* and prioritize your and your team's physical health and mental well-being.

WEEK **Reclaim Your Rhythm: Nutrition**

1

- Use more spices, less salt
- Make healthier food choices at restaurants
- Add plenty of fruits and veggies to every meal

Reclaim Your Rhythm: Exercise

2

- Reach 10,000 steps daily
- Have a dance night at home
- Stay active outdoors

Reclaim Your Rhythm: Well-Being

3

- Use a refillable water bottle
- Take a moment to breathe
- Surround yourself with elements of nature

Reclaim Your Rhythm: Give Back

4

- Volunteer at a local food pantry
- Donate healthy food items
- Demand change in 2022
- Make a difference by donating

Live Fierce
Take Action

Know the Common Heart Attack Warning Signs

Common Heart Attack Warning Signs

Learn more at Heart.org/HeartAttack.

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