

## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Happy New Year colleagues and welcome to a new semester!

I would like to start off by introducing our newest team member, Araceli Partida Gomez. Araceli joined the UW-W HR&D Team mid-January as an HR Assistant. Her main responsibilities include student hiring and Camps and Conferences hiring. You can read more about Araceli further on in this newsletter. If you are in Hyer Hall, please stop by and introduce yourself to Araceli and welcome her to campus.

February is **American Heart Month!** Wear **Red** on Friday, February 3<sup>rd</sup> to raise awareness about cardiovascular disease and help save lives! Send us your photos of you and your colleagues wearing Red!!

Over the course of the next year and a half you will be hearing a lot about the Administrative Transformation Project or ATP. This project is a system-wide project to rebuild finance, human resources and research administration systems and services. This means we will be switching from using the current system that we call HRS to a new cloud-based system called *Workday*. This project will simplify tasks and processes for everyone from job applicants to retirees, to Supervisors, to Human Resources & Diversity staff. Efficient business processes will improve areas such as payroll, benefits administration, and time and leave recording. To learn more about this project and how it will benefit you please go to <https://atp.wisconsin.edu/human-resources/> for more details about these exciting changes.

I would like to invite you to our first in person meeting with the HR & D Team! Please join us on **February 24<sup>th</sup>** from **10:00 am to 11:30 am in Hyer Hall Rm 215** for **HR & D Happenings**, where we will provide updates and information about what is coming up in the HR and Payroll world and you will have a chance to ask us questions. Mark your calendars!

Please take a few minutes and read through the important information provided in this newsletter. You will find information about your W-2's, upcoming events, our Employee Assistance Program (KEPRO), our Wellness Initiatives, and excellent training opportunities.

I hope you all have a wonderful Spring semester.

Connie Putland  
Chief Human Resources Officer  
Human Resources and Diversity



## FEBRUARY 2023 (V.5.7)

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*Be brave to stand  
for what you  
believe in, even if  
you stand alone.*

*Sé valiente para  
defender lo que  
crees, incluso si  
estás solo.*

*-Roy T. Bennett*

## FROM THE FRONT OFFICE

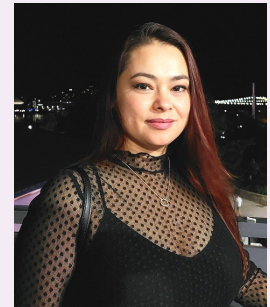
### February Black History Month

- February 1 Rethink Your Drink Challenge
- February 2 Black History Month Event - More Than a Game: Racial Identity Politics and Sports
- February 3 National Wear Red Day
- February 16 TIAA on campus
- February 21 Kepro Workshop - Getting to Know your EAP
- February 22 Kepro Virtual Workshop - The Benefits of Crying  
Training for Supervisors and Administrative Support at Rock Campus
- February 24 **Human Resources & Diversity Happenings (join us in Hyer Hall 215 from 10 - 11:30 am to learn about what is happening in our area and to ask any questions you have for our team)**



### WELCOME ARACELI!

My name is Araceli Partida Gomez. I am married and have 3 kids. I graduated from Whitewater High School and have been a resident of this city for 25 years. I just love this community so much! I am fluent in English and Spanish, and have vast experience in translating. I'm currently working at the UW-Whitewater campus as an HR Assistant and am so excited to have joined the team!



### MANDATORY EMPLOYEE TRAINING

Thank you to everyone who has completed their required Information Security, Mandated Reporter, and Title IX Sexual Harassment Training. We still need your help in getting your student employees in compliance. We know that student employment in departments can be much more fluid, but we still need for them to complete the mandatory trainings.

As of this spring 2023 semester, mandatory trainings will have a change in due date. All three of the trainings will have a due date in March; every year for Information Security and every three years for Title IX Sexual Harassment. Employees will still be required to complete their initial training within 30 days of employment. If you took the training prior to January 2023, even if your original due date has not come up, you will still be required to take the training again on the new schedule.

More information to come in future newsletters as the UW System works to roll out the new timeline and provide notification to campus partners.

If you have any questions about the mandatory online trainings, you can email [mandatorytraining@uww.edu](mailto:mandatorytraining@uww.edu).

**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.**

# BENEFITS

## TIAA On Campus

February 16, 2023

TIAA representatives will be on campus. To schedule an appointment click here <https://www.uww.edu/documents/worksitewellness/UW-WW%20-%20Feb-June%20meetings.pdf>

## Getting to know your Employee Assistance Program (EAP)



Presented by Kelly Risky, Account Manager for the State of WI/UW System

- There is so much your EAP can do for you! Get to know the depth and breadth of free and confidential services and resources available to employees and their household members and dependents.
- Beyond counseling services, your EAP offers assistance with: • Child Care • Elder Care • Legal Counseling • Financial Counseling • Health & Wellness Resources • Preparing for Parenthood • Webinars • And Much More!
- Join Kelly for a presentation on how to access KEPRO resources and services, ask questions, and see what your EAP can do for you!

### Dates & Times:

- ⇒ Tuesday, February 21, 2023 – 11am-12noon
- ⇒ Wednesday, April 26, 2023 – 12:30pm-1:30pm
- ⇒ Thursday, June 22, 2023 – 2pm-3pm
- ⇒ Tuesday, August 22, 2023 – 11am-12noon
- ⇒ Wednesday November 15, 2023 – 12:30-1:30

Visit the [Worksite Wellness Website](#) for links to join the sessions!

## SAVE THE DATE

- ⇒ April 6, 2023 [Biometric Screening](#) 8:30-12:30 Old Main Ballroom
- ⇒ April 6, 2023 Wellness Fair 10am- 2pm University Center UC 259 A&B

Where are my new insurance cards? When should I expect them? [2023 Benefits ID Cards](#)

ETF Learning Opportunities/Webinars – [Webinar Catalog](#)

ETF Resumes In-Person Group Retirement Appointments – [Read More](#)



Newly established Lactation Room in the University Center room UC65  
– see pictures below



2/22/2023 – KEPRO Virtual Workshop

**The Benefits of Crying** [click here to register](#)

We all know the line, “there is no crying in baseball”. However, we now know how beneficial crying can be for us. This class will take us through this new research and remind us why we might want to cry.



Well Wisconsin – check out what’s new [2023 Well Wisconsin flyer](#)

Programming in 2023:

- [Rethink Your Drink challenge](#) – starts February 1, 2023 [download \(wi.gov\)](#)
- [February 15 Purpose event](#)
- Well Wisconsin Podcast: **Purpose and Goals with Health Coach Kari Wray**

Focus on your well-being in 2023 by aligning your purpose with your goals. Health Coach Kari Wray will help you live on purpose this year. We’ll start our conversation with a clip from an interview with Dr. Christine Whelan—author, speaker and clinical professor in the Consumer Science department at the School of Human Ecology at UW-Madison—to set the stage on connecting our purpose with our well-being. Then Coach Kari will guide us through steps to use our purpose as motivation for creating and meeting our goals. We hope you’ll tune in: [Well Wisconsin Radio - WebMD Health Services](#)

UPCOMING Benefit/Wellness opportunities: <https://www.uww.edu/worksitewellness>

# **National Wear Red Day**

**Friday February 3<sup>rd</sup>!**



The National Heart, Lung and Blood Institute and many groups around the country observe National Wear Red Day each year on the first Friday in February to raise awareness about heart disease as the leading cause of death among Americans, especially women. National Wear Red Day® The First Friday in February.

**Risk factors for heart disease are:**

- Smoking
- High Blood Pressure
- High Blood Cholesterol
- Overweight/Obesity
- Physical inactivity

- Diabetes
- Family history of early coronary Heart disease
- Age (for women, 55 and older)

**Heart disease is largely preventable. Here's what you can do now to reduce your risk:**

- Don't smoke
- Eat for heart health
- Aim for 30 minutes of physical activity at least 5 days a week
- Ask your doctor to check your blood pressure cholesterol and blood glucose

**Show your support and wear red!!!!**

**Take a picture of you and your work group wearing red and send it to [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu) and it will be shared in the next edition of HR's News and Notes newsletter!**

### Important Information from USCIS:

<https://www.uscis.gov/newsroom/alerts/uscis-extends-green-card-validity-extension-to-24-months-for-green-card-renewals>

#### 1 ) For our International Faculty who have Green Cards:

Effective now: U.S. Citizenship and Immigration Services (USCIS) is automatically extending the validity of Permanent Resident Cards (also known as Green Cards) to 24 months for lawful permanent residents who file Form I-90, Application to Replace Permanent Resident Card.

Lawful permanent residents who properly file Form I-90 to renew an expiring or expired Green Card may receive this extension. Form I-90 receipt notices had previously provided a 12-month extension of the validity of a Green Card.

USCIS has updated the language on Form I-90 receipt notices to extend the validity of a Green Card for 24 months for individuals with a newly filed Form I-90. These receipt notices can be presented with an expired Green Card as evidence of continued status. This extension is expected to help applicants who experience longer processing times, because they will receive proof of lawful permanent resident status as they await their renewed Green Card.

If you no longer have your Green Card and you need evidence of your lawful permanent resident status while waiting to receive your replacement Green Card, you may request an appointment at a USCIS Field Office by contacting the [USCIS Contact Center](#), and we may issue you an Alien Documentation, Identification, and Telecommunications (ADIT) stamp after you file Form I-90.

For more information, visit our [Replace Your Green Card](#) page.

If your mailing address changes while your case is pending, please update it through your [USCIS Online Account](#), if you have one.

#### 2) For any of our international employees who have filed or will file immigration cases based on Marriage to a U.S. Citizen, the information below is relevant.

USCIS is extending the validity of Permanent Resident Cards (also known as Green Cards) for petitioners who properly file [Form I-751, Petition to Remove Conditions on Residence](#), for 48 months beyond the card's expiration date. This change will start on January 25, 2023, for Form I-751.

We are making this change to accommodate current processing times for Form I-751 and Form I-829, which have increased over the past year.

USCIS has updated the language on Form I-751 receipt notices to extend the validity of a Green Card for 48 months for individuals with a newly filed Form I-751. We will issue new receipt notices to eligible conditional permanent residents who previously received notices with an extension shorter than 48 months and whose cases are still pending. These receipt notices can be presented with an expired Green Card as evidence of continued status, while the case remains pending with USCIS. By presenting your updated receipt notice with your expired Green Card, you remain authorized to work and travel for 48 months from the expiration date on the front of your expired Green Card.

As a reminder, conditional permanent residents who plan to be outside of the United States for a year or more should apply for a reentry permit by filing [Form I-131, Application for Travel Document](#), before leaving the United States. For more information, see our [International Travel as a Permanent Resident](#) webpage.

# PAYROLL

## W-2 Forms Now Available Online

Electronic 2022 W-2 Forms (Wage and Tax Statements) are now available for all active employees in the MyUW portal for [UW System institutions](#)

View/print your W-2 Form and find tax resources on the Tax Statements tab on the [Payroll Help page](#).

Paper copies will also be sent via U.S. mail, postmarked by January 31, 2023, to all employees who did not consent to electronic only distribution.

Access to electronic documents on the MyUW portal ends when you terminate employment. Please remember to print any needed documents prior to departure.

## Availability of Other Tax Forms

Some employees will receive additional tax forms from UW System. These additional forms are not applicable to all employees. Examples include the 1095-C Form, the Fellowship Letter and the 1042-S Form. For more information on these forms, visit the Tax Statements tab on the [Payroll Help page](#).

## Filing Taxes

Employees should use their W-2 Form, **not** their final 2022 earnings statement, to file taxes.

The IRS will begin accepting and processing 2022 tax year returns on January, 23, 2023. Employees may want to file their return as soon as all tax forms are received to minimize the chance of a fraudulent return being processed using their Social Security number, or Individual Taxpayer Identification number. More information is available on the [IRS website](#).

If you have additional questions or needs, please reach out to [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)



## 2022 Form 1095-C

Electronic copies of the 2022 Form 1095-C are now available for all active employees in the MyUW portal for [UW System institutions](#) or for [UW-Madison](#).

Paper copies will also be sent via U.S. mail, postmarked by March 1, 2023, to all employees who did not consent to electronic only distribution.

Access to electronic documents on the MyUW portal ends when you terminate employment. Please remember to print any needed documents prior to departure.

## Resources

Instructions to view/print Form 1095-C and tax form resources can be found on the Tax Statements tab on the [Payroll Help page](#).

## Form 1095-C

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 2022. Employees should retain Form 1095-C with their tax records.

Dependents are not listed on the 1095-C. A Form 1095-B, listing 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](#).

For questions, contact [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu).

## PAYROLL CONTINUED...

### UIA Life Insurance Annual Premium Deduction

Applies to Faculty, Academic Staff and Limited Appointments-

#### University Insurance Association (UIA) Life Insurance: Annual Premium Deduction on January 26, 2023 Paycheck

If you are eligible for the University Insurance Association (UIA) Life Insurance plan, the annual premium of \$38.40 will be deducted from your biweekly paycheck dated January 26, 2023. The annual premium was previously deducted in December and will be deducted from pay received in January going forward.

Participation in the UIA Life Insurance plan is a condition of employment for UW System Faculty, Academic Staff, and Limited Appointees. Eligible employees must requalify for coverage each year. Employees who meet the minimum monthly salary threshold are automatically enrolled in the plan effective January 1 with coverage through December 31.

For 2023, the minimum monthly salary threshold is \$2,952. Eligible employees who meet the minimum salary threshold will be enrolled in the plan January 1, 2023 with coverage through December 31, 2023.

For more information about the plan, including coverage levels and detailed eligibility requirements, visit the [UIA Life Insurance web page](#).

2023 Benefit Deductions and Contributions For many employees, benefit deductions and contributions will change for 2023. Please visit UW System's website for details <https://uwservice.wisconsin.edu/news/post/758>

\*IMPORTANT- Continue to log into the MyUW portal for [UW System institutions](#) and regularly review the "HR, Payroll and Benefits News" section. This section contains vital information that pertains to all employees.

## TRAINING AND PROFESSIONAL DEVELOPMENT

Make sure to check February Events calendar to see upcoming trainings and workshop by [clicking here](#).

If you missed a past training or workshop that you would like, please reach out to see if there was a recording or any other materials that may be shared.

In person Unconscious Bias workshops for Search and Screen Committees are now available. Please contact your HR Business Partner for more information. General Unconscious Bias workshops are also available, and in various formats, please contact [elmoreg@uww.edu](mailto:elmoreg@uww.edu) for more information.





## TRAINING OPPORTUNITY

### National Coalition Building Institute (NCBI)

Academic Affairs is proud to offer NCBI's full-day, in-person Equity, Diversity, and Inclusion Workshop !

Many of us know that belonging- for students and staff alike- on college campuses is crucial to retention and success. Yet sometimes we fall short of creating welcoming environments for everyone, especially those from underrepresented groups. Help increase belonging on our campus by participating in this intensive, supportive workshop designed to help you to:

- Value and welcome similarities and differences among group members
- Examine the misinformation and unconscious bias that impacts our behavior toward others
- Understand the role identity plays in leadership
- Identifying the harmful effects of oppression on one's own group
- Prevent & interrupt bigoted remarks & behaviors
- Learn how to be an ally to all groups

The deep inter-personal and intra-personal work facilitated in this workshop has the potential to impact your work with students and peers on campus and beyond. This workshop is open to all UW-W employees and students and is appropriate for all levels of experience and comfort with EDI work.

You are invited to sign up for NCBI's "Controversial Issues Model" Workshop! We are offering this workshop campus-wide this semester!

### Controversial Issues Process Workshop:

The NCBI Controversial Issue Process helps individuals and groups to move hotly contested issues forward by teaching how to listen to the heartfelt concerns on all sides and to reframe the debate in a way that builds bridges.

**This workshop is open to those faculty, staff, and students who have already participated a 'Diversity, Equity, and Inclusion' Workshop.**

[Sign up now](#) to reserve your spot:

**Friday February 3rd, 2023: 1:00pm-3:00pm**

**Friday April 28th, 2023: 10:00am-12:00pm**

Questions? Contact Julie Minikel-Lacocque ([minikelj@uww.edu](mailto:minikelj@uww.edu) or [ncbi@uww.edu](mailto:ncbi@uww.edu)).

## HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

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
<p><b>Connie Putland</b>  <i>Chief Human Resources Officer</i>  <a href="mailto:putlandc@uww.edu">putlandc@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Primary contact for ADA and employee relation matters</li> <li>• Title IX Deputy Coordinator for Employees</li> <li>• Past Chair of CUPA-HR Midwest Region Board of Directors</li> <li>• Association of Workplace Investigators Certified</li> <li>• Certified ADA Coordinator</li> </ul>
<p><b>Tanja Anderson</b>  <i>HR Rock County Admin Specialist</i>  <a href="mailto:andersot@uww.edu">andersot@uww.edu</a>            608.898.5039; HS 105A</p>	 <ul style="list-style-type: none"> <li>• Contact for Rock County employee questions</li> <li>• Bilingual - Speaks English and German</li> </ul>
<p><b>Grace Dargiewicz</b>  <i>Human Resources Business Partner</i>  <a href="mailto:dargiewg@uww.edu">dargiewg@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Talent Acquisition Management</li> <li>• Recruiting</li> <li>• Staffing employees</li> </ul>
<p><b>Gina Elmore</b>  <i>Training and Org Dev Manager</i>  <a href="mailto:elmorg@uww.edu">elmorg@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Training and Development</li> <li>• Workday Implementation</li> </ul>
<p><b>Stephanie Hartmann</b>  <i>HR Manager - Benefits/Wellness/FMLA</i>  <a href="mailto:hartmans@uww.edu">hartmans@uww.edu</a>  <a href="mailto:worksitewellness@uww.edu">worksitewellness@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Benefits</li> <li>• FMLA</li> <li>• Wellness Coordinator</li> <li>• Resignations and retirements</li> </ul>
<p><b>Kai Instefjord</b>  <i>HR Manager</i>  <a href="mailto:instefjoke08@uww.edu">instefjoke08@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Student Employment &amp; Camps Contracting</li> <li>• Processing of Unemployment requests</li> </ul>
<p><b>DJ Judah</b>  <i>HR Generalist</i>  <a href="mailto:judahdf04@uww.edu">judahdf04@uww.edu</a>            262.472.1024            HY 330</p>	 <ul style="list-style-type: none"> <li>• OBIEE (Business Intelligence) to provide data across institution</li> <li>• Ingeniux (HR &amp; D website administrator)</li> <li>• Excel for reporting &amp; organizing data</li> <li>• Riskconnect to input Worker's Compensation claims</li> <li>• MFA Tool (for DUO access) &amp; ShopUW</li> </ul>

## HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

Subject Matter Expert	Specialty
<p><b>Steve Marshall</b>  <i>Director of HR - Payroll,            Benefits &amp; Shared Service Liaison</i>  <i>marshals@uww.edu</i>            262.472.1005</p>	 <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 Management (SHRM)- Instructor of certification preparation group</li> </ul>
<p><b>Kate Nagle</b>  <i>Human Resources Business Partner</i>  <i>naglek@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Talent Acquisition Management</li> <li>• Workflow Management</li> </ul>
<p><b>Araceli Partida Gomez</b>  <i>Human Resources Assistant</i>  <i>partidaa@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Fluent in English and Spanish - provides translation</li> <li>• Working with Student Hiring</li> <li>• Working with Camps and Conferences Hiring</li> </ul>
<p><b>Ramon Rocha</b>  <i>HR Coordinator</i>  <i>rochar@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Fluent in English and Spanish - provides translation for office</li> <li>• Supervises HR &amp; D Student Employees</li> <li>• MFA Tool (for DUO access)</li> <li>• Coordinate the process involving new employee paperwork (i.e. I-9s, direct deposit, etc.)</li> <li>• Campus Notary</li> </ul>
<p><b>Vicki Schreiber, Ph.D.</b>  <i>Title IX Coordinator</i>  <i>schreibv@uww.edu</i>  <i>titleix@uww.edu</i>            262.472.2143; HY 330</p>	 <ul style="list-style-type: none"> <li>• Title IX Compliance</li> <li>• Certified Trauma Informed Investigator</li> <li>• Restorative Justice Circle Keeper Facilitator</li> <li>• Primary Contact for Mandatory Employee Trainings (or send a message to mandatorytraining@uww.edu)</li> </ul>
<p><b>Morgan Stupak</b>  <i>Human Resource Generalist</i>  <i>stupakm@uww.edu</i>            262.472.1398</p>	 <ul style="list-style-type: none"> <li>• Resource for questions about additional pays, student payment, and funding.</li> <li>• Takes care of cost transfers</li> <li>• Payroll auditor</li> </ul>
<p><b>Margaret Wheeler, Esq. (MA, JD, LLM)</b>  <i>Int'l Empl &amp; Immigration Specialist</i>  <i>wheelerm@uww.edu</i>            262.472.1024; CEC 123</p>	 <ul style="list-style-type: none"> <li>• Immigration Specialist</li> <li>• Affirmative Action Program Coordinator</li> </ul>