

*Warhawks Do The Right Thing!*

DEPT	WHAT CAN GO WRONG?	DO THE RIGHT THING!	RESOURCES	CONTACTS
RISK MANAGEMENT & SAFETY	Travel Expense Reimbursement Denied or Delayed	Become driver authorized before traveling	<a href="#">Click here</a>  <a href="https://fleetportal.wi.gov/my.policy">https://fleetportal.wi.gov/my.policy</a>	Lance Fredrick Risk Management Officer <a href="mailto:fredricl@uww.edu">fredricl@uww.edu</a>
	Workers Compensation Claim Denied or Delayed	Report injury and complete forms immediately	<a href="#">Click here</a>  <a href="http://www.uww.edu/adminaffairs/riskmanagement/">http://www.uww.edu/adminaffairs/riskmanagement/</a>	
	Lawsuit Stemming from Campus-related Event	Request and complete Hold Harmless/Field Trip Form	<a href="#">Click here</a>  <a href="http://www.uww.edu/adminaffairs/riskmanagement/resources/hold-harmless-information-form">http://www.uww.edu/adminaffairs/riskmanagement/resources/hold-harmless-information-form</a>	
	Student Org Event Cancelled/Lawsuit	Review Student Org Events with Risk Management & Safety, as well the UW-W Police 30 days prior to event	Email <a href="mailto:riskmgmt@uww.edu">riskmgmt@uww.edu</a>	
HUMAN RESOURCES	Department Changes/ Need to Initiate a Recruitment	Learn or review what to complete first	<a href="#">Click here</a>  <a href="http://www.uww.edu/adminaffairs/hr/policies-procedures">http://www.uww.edu/adminaffairs/hr/policies-procedures</a>	Victoria Johnson Recruitment Office <a href="mailto:johnsonv@uww.edu">johnsonv@uww.edu</a>

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HUMAN RESOURCES	Misunderstanding Policies	Understand the relationship of the UW System and UW-Whitewater	<a href="http://www.uww.edu/adminaffairs/hr/policies-procedures">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/policies-procedures">http://www.uww.edu/adminaffairs/hr/policies-procedures</a>	Connie Putland HR Assistant Director <a href="mailto:putlandc@uww.edu">putlandc@uww.edu</a>
	Employee Does Not Know their Absence Qualifies for FMLA	Information is posted on employee poster boards and on the HR website	<a href="https://www.uww.edu/adminaffairs/hr/benefits/leave">Click here</a> <a href="https://www.uww.edu/adminaffairs/hr/benefits/leave">https://www.uww.edu/adminaffairs/hr/benefits/leave</a>	Stephanie Hartman Benefits Office <a href="mailto:hartmans@uww.edu">hartmans@uww.edu</a>
	Missing the UWW Benefits Fair	Opportunity to learn about the wonderful benefits the UW System offers employees	<a href="http://www.uww.edu/adminaffairs/hr/benefits">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/benefits">http://www.uww.edu/adminaffairs/hr/benefits</a>	
	Employee's Benefits End Prematurely, or the Employee Received a COBRA Notification	The employee needs to ensure that their contract has been renewed, if applicable and/or contact the Benefit's Office immediately		
	Misinformation About Benefits	Look up information using MyUW System Portal by using Quick Links		

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HUMAN RESOURCES	Missing payroll deadlines for an employee	Understanding the payroll calendar for employees	<a href="#">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/payroll">http://www.uww.edu/adminaffairs/hr/payroll</a>	Reggie Brown, Payroll & Benefits Specialist <a href="mailto:brownr@uww.edu">brownr@uww.edu</a>
	J-1 Scholars are unable to take advantage of the provided resources	Properly communicate the available resources to the scholars	Email <a href="mailto:international@uww.edu">international@uww.edu</a>	Jodi Simek, International Scholar Coordinator <a href="mailto:simekj@uww.edu">simekj@uww.edu</a>
	Using an outdated form	Forms are in alphabetical order on the website	<a href="#">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/forms">http://www.uww.edu/adminaffairs/hr/forms</a>	HR Help Desk <a href="mailto:hrstudent@uww.edu">hrstudent@uww.edu</a>
	Does Not Know How to Use the Current Talent Acquisition Management System	TAM instructions and materials are available for review, including Knowledgebase Documents	<a href="#">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/tam">http://www.uww.edu/adminaffairs/hr/tam</a>	
	What is a Change of Status Request?	A recently improved online process to help expedite approvals for staff changes	<a href="#">Click here</a> <a href="http://www.uww.edu/adminaffairs/hr/change-of-status">http://www.uww.edu/adminaffairs/hr/change-of-status</a>	Amy Sexton, HR Specialist <a href="mailto:sextona@uww.edu">sextona@uww.edu</a>

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HUMAN RESOURCES	Human Resources Cannot Put New Employees into the System Due to Missing Data	Employees need to complete "New Hire" paperwork as soon as they receive the email that was sent to their personal email	<a href="#">Click here</a> <a href="https://www.uww.edu/adminaffairs/hr/forms">https://www.uww.edu/adminaffairs/hr/forms</a>	Victoria Johnson, Recruitment Office <a href="mailto:johnsonv@uww.edu">johnsonv@uww.edu</a>
	A supervisor and employee have a misunderstanding	Try to have a conversation with the other party when there is a misunderstanding	<i>Reach out to Employee relations in the HR Department</i>	Connie Putland, Employee Relations <a href="mailto:putlandc@uww.edu">putlandc@uww.edu</a>
	Employee Changed their Bank Account	The employee needs to address this type of change "in-Person" until the UW System portal allows a change by the employee	<i>A bank change needs to be verified in-person for the employee's own security and ID safety</i>	HR Help Desk Hyer Hall, 330 <a href="mailto:hr@uww.edu">hr@uww.edu</a>
	Withholdings Need to Be Changed	An employee has experienced a family or status change	<a href="#">Click here</a> <a href="https://www.uww.edu/adminaffairs/hr/forms">https://www.uww.edu/adminaffairs/hr/forms</a>	Help Desk <a href="mailto:hrstudent@uww.edu">hrstudent@uww.edu</a>
	Employee Forgets to Fill Out I-9	Check New Hire Requirements ahead of time to prevent delays	<a href="#">Click here</a> <a href="https://www.uscis.gov/forms">https://www.uscis.gov/forms</a> FINANCIAL SERVICES	

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HUMAN RESOURCES	International Employee Leaves the US and Becomes Stuck Waiting for Visa	Remind all international employees to inform their departments prior to leaving the U.S. so that everyone is on notice of potential re-entry delays	<p>To read about Visa Administrative Processing/Security checks, go to:</p> <p><a href="#">Click here</a></p> <p><a href="https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/administrative-processing-information.html">https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/administrative-processing-information.html</a></p>	Margaret Wheeler, Immigration Specialist <a href="mailto:wheelerm@uww.edu">wheelerm@uww.edu</a>
	Issues of Sexual Misconduct or Assault	As a mandated reporter, you must fill out the online reporting form	<p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/dean-of-students/reporting-forms">http://www.uww.edu/dean-of-students/reporting-forms</a></p>	Vicki Schreiber, Title IX Coordinator <a href="mailto:schreibv@uww.edu">schreibv@uww.edu</a>
	International Employee Hiring Needs and Expectations	Clearly communicate your hiring requirements in your call for applications/job posting	<p><i>Speak with Immigration Specialist</i></p>	Margaret Wheeler, Immigration Specialist <a href="mailto:wheelerm@uww.edu">wheelerm@uww.edu</a>

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FACILITIES MANAGEMENT	DIY Facility Work & Wall-Mounted Items	<p>Begin working with Facilities Planning &amp; Management (FPM) and Campus Facilities Planning (CFP) as soon as you know you need work done - this will help manage bigger issues related to liability, code violations, unsafe or inaccessible environments</p> <p>In an <b>EMERGENCY</b>, contact the FP&amp;M office at 472-1320</p>	<p><i>Break-Fix Work Request:</i></p> <p><a href="#">Click here</a></p> <p><a href="https://fpmtma2.uww.edu:444/home.html">https://fpmtma2.uww.edu:444/home.html</a></p> <p><i>Bigger Project need? Learn more about the evaluation and approval process:</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/fpm/campus-planning/project-process">http://www.uww.edu/adminaffairs/fpm/campus-planning/project-process</a></p> <p><i>Submit a Project Evaluation Request to get the process started!</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/fpm/campus-planning/future-projects/project-evaluation-request">http://www.uww.edu/adminaffairs/fpm/campus-planning/future-projects/project-evaluation-request</a></p>	<p>Maureen Quass, Project Coordinator <a href="mailto:quassm@uww.edu">quassm@uww.edu</a></p>

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FACILITIES MANAGEMENT	No access to required areas	Request Keys or electronic access and route through proper channels	<p>Key request form:</p> <p><a href="#">Click here</a></p> <p><a href="https://my.uww.edu/fpm-key">https://my.uww.edu/fpm-key</a></p>	<p>Richard Van Shoonhoven, Facilities, Planning, &amp; Management <a href="mailto:vanschor@uww.edu">vanschor@uww.edu</a></p>
	No vehicle available	Request vehicle prior to planned trip	<p>Vehicle Reservation form:</p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/fpm/transportation">http://www.uww.edu/adminaffairs/fpm/transportation</a></p>	<p><a href="mailto:fleet@uww.edu">fleet@uww.edu</a> (262) 472-6739</p>
	No Ride to UWW-Rock County	View/Download UW-Whitewater to UW-Whitewater-Rock County shuttle schedule	<p>Shuttle Bus Info:</p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/Documents/adminaffairs/fpm/shuttleservice.pdf">http://www.uww.edu/Documents/adminaffairs/fpm/shuttleservice.pdf</a></p>	<p>Josh Filer, Rock County Shuttle Supervisor <a href="mailto:FilerJL27@uww.edu">FilerJL27@uww.edu</a></p>

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CAMPUS PLANNING	Project is Not Completed in Time	<p>PLAN AHEAD!</p> <p>Begin planning a minimum of 1 year in advance. Campus evaluation and approval takes up to 150 days and implementation can take 2-24 months depending on project type</p> <p>Begin working with Facilities Planning &amp; Management (FPM) and Campus Facilities Planning (CFP) as soon as you know you need work done - this will help manage bigger issues related to liability, code violations, unsafe or inaccessible environments</p>	<p><i>Learn more about the evaluation and approval process.</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/fpm/campus-planning/project-process">http://www.uww.edu/adminaffairs/fpm/campus-planning/project-process</a></p> <p><i>Submit a Project Evaluation Request to get the process started!</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/fpm/campus-planning/future-projects/project-evaluation-request">http://www.uww.edu/adminaffairs/fpm/campus-planning/future-projects/project-evaluation-request</a></p>	<p>Maureen Quass, Project Coordinator <a href="mailto:quassm@uww.edu">quassm@uww.edu</a></p>



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<p>QUALITY ASSURANCE &amp; IMPROVEMENT</p>	<p>Compliance and/or Policy Question or Concern</p>	<p>UW-Whitewater strives to refine effective and efficient policies, procedures, and practice directives, which are aligned with UW System standards, and in support of other Federal/State legal regulations</p>	<p><i>Search our existing Practice Directive and Procedure Website for more information:</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/compliance/practice-directives-and-procedures">http://www.uww.edu/adminaffairs/compliance/practice-directives-and-procedures</a></p> <p><i>Stay informed with UW System Policy News and Updates:</i></p> <p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/compliance/policy-news-and-updates">http://www.uww.edu/adminaffairs/compliance/policy-news-and-updates</a></p>	<p>Alexandra Stokes,            Quality Assurance Improvement Manager  <a href="mailto:stokesa@uww.edu">stokesa@uww.edu</a></p>
	<p>Need to Streamline a Process and/or Form?</p>	<p>Let's work together to develop Lean Processes that save time and/or money, while improving satisfaction</p>	<p><i>Check the Administrative Affairs website for updates:</i></p> <p><a href="#">Click here</a></p> <p><a href="https://www.uww.edu/adminaffairs">https://www.uww.edu/adminaffairs</a></p>	

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QUALITY ASSURANCE & IMPROVEMENT	Receive a PRA Request?	Contact the Custodian of Public Records	<a href="https://www.uww.edu/umc/public-records">Click here</a> <a href="https://www.uww.edu/umc/public-records">https://www.uww.edu/umc/public-records</a>	Alexandra Stokes, Quality Assurance Improvement Manager <a href="mailto:stokesa@uww.edu">stokesa@uww.edu</a>
	Impact of Mindful Communications as a State Employee Subject to PRA	Users of campus email shall act in a professional and responsible manner when using the campus email communication system, both in regard to communications with members of the university community and other individuals or groups.		
PARKING SERVICES	Guest speaker with no parking permit?	Contact parking to get a free permit for your speaker	<a href="http://www.uww.edu/adminaffairs/parking">Click here</a> <a href="http://www.uww.edu/adminaffairs/parking">http://www.uww.edu/adminaffairs/parking</a>	Lisa Miller, Parking Manager, <a href="mailto:parking@uww.edu">parking@uww.edu</a>
	Got a parking ticket?	Pay or appeal your citation	<a href="https://www.uww.edu/adminaffairs/parking-regulations/citations">Click here</a> <a href="https://www.uww.edu/adminaffairs/parking-regulations/citations">https://www.uww.edu/adminaffairs/parking-regulations/citations</a>	<a href="mailto:parking@uww.edu">parking@uww.edu</a> or 262-472-1011

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PARKING SERVICES	Need to purchase my annual permit	Purchase your permit online	<p><a href="#">Click here</a></p> <p><a href="https://www.uww.edu/adminaffairs/parking-regulations/generalinfo">https://www.uww.edu/adminaffairs/parking-regulations/generalinfo</a></p>	<p><a href="mailto:parking@uww.edu">parking@uww.edu</a> or 262-472-1011</p>
	I'm leaving UWW for the semester, can I get a refund on my permit?	Parking permits are refunded on a prorated scale	<p><i>Bring your permit to Parking Services to receive your refund</i></p>	<p><a href="mailto:parking@uww.edu">parking@uww.edu</a> or 262-472-1011</p>
	Conference or event on campus	Contact Parking Services to facilitate and arranging parking for your group event	<p><i>Parking will work with you to arrange location, costs and direction</i></p>	<p>Lisa Miller, <a href="mailto:parking@uww.edu">parking@uww.edu</a> or 262-472-1011</p>
POLICE SERVICES	We need training or information on what to do in an emergency	The Police Department can provide training for individuals or groups, from CPR/1 <sup>st</sup> Certification to how to deal with difficult people, we can help!	<p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/police">http://www.uww.edu/adminaffairs/police</a></p>	<p><a href="mailto:police@uww.edu">police@uww.edu</a> or 262-472-4660</p>
	I Locked my keys in my car or need a jump	A Campus Service Officer, Parking Agent or Police Officer will unlock or jumpstart your vehicle for free	<p><a href="#">Click here</a></p> <p><a href="http://www.uww.edu/adminaffairs/police">http://www.uww.edu/adminaffairs/police</a></p>	<p>262-472-4660</p>

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POLICE SERVICES	Someone you know or care about is sexually assaulted	Report it, you can tell us.  Contact the police for assistance, medical attention or referral to services, we will believe you and we can help.	<a href="http://www.uww.edu/adminaffairs/police">Click here</a>  <a href="http://www.uww.edu/adminaffairs/police">http://www.uww.edu/adminaffairs/police</a>	911 or 262-472-4660
	Something doesn't seem right, it seems suspicious, I witnessed a crime, I know of a bad situation or possible threat	Contact the University Police! If you see something, say something! We are happy to investigate any concern to alleviate and help to prevent incidents from occurring!	<a href="http://www.uww.edu/adminaffairs/police">Click here</a>  <a href="http://www.uww.edu/adminaffairs/police">http://www.uww.edu/adminaffairs/police</a>	
FINANCIAL SERVICES	A PCard transaction is rejected	Work with the Purchasing Office to determine why the transaction was rejected and determine if the transaction can be paid with a PCard	<a href="https://www.uww.edu/adminaffairs/budget/procurement">Click here</a>  <a href="https://www.uww.edu/adminaffairs/budget/procurement">https://www.uww.edu/adminaffairs/budget/procurement</a>	Ryan Moore, Purchasing Manager <a href="mailto:moorer@uww.edu">moorer@uww.edu</a>

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FINANCIAL SERVICES	E-reimbursement is rejected	All expenses claimed on travel expense report are accurate and true business expenses that follow UW System Policies.	<p><a href="#">Click here</a></p> <p><i>UW System Travel Wise policy page: <a href="https://uw.foxworldtravel.com/policies-and-procedures/">https://uw.foxworldtravel.com/policies-and-procedures/</a></i></p>	<p>Alma Ramirez, Regional Travel Manger for Policy Questions <a href="mailto:aramirez@uwsa.edu">aramirez@uwsa.edu</a></p> <p>Trisha Barber, Assistant Controller for E-Reimbursement Questions <a href="mailto:barbert@uww.edu">barbert@uww.edu</a></p>
	A payment is not deposited in the required 7 days	All departments should submit outside checks timely to the UW Cashiers office for processing within the timeframe required.	<p><a href="#">Click here</a></p> <p><i>Wis. Stat. § 20.906(1)</i></p> <p><a href="#">Click here</a></p> <p><i>System Policy #306, II. Revenues (Exhibit B)</i></p>	<p>Deb Gilbert, Bursar, <a href="mailto:gilbertd@uww.edu">gilbertd@uww.edu</a></p> <p>Linda Ewert, Cashier, <a href="mailto:ewertl@uww.edu">ewertl@uww.edu</a></p>

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*Grace Crickette, Vice Chancellor of Administrative Affairs & Ethics Officer*

Departments

- Facilities Planning & Management
- Police Services
- Human Resources & Diversity
- Risk Management & Safety
- Visitor and Parking Services
- Printing Services
- Financial Services
- Budget Office
- Quality Assurance Improvement

Please refer to the link below if you would like to take our survey:

[https://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_a5ik5do10kBKqwt](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_a5ik5do10kBKqwt)

You can find the survey, along with additional resources, on our website:

<https://www.uww.edu/adminaffairs>

Feel free to contact us at [adminaffairs@uww.edu](mailto:adminaffairs@uww.edu)