

Welcome Week

Hosted by Human Resources and Diversity



University of Wisconsin
Whitewater

Human Resources and Diversity

Overview

Presented by: Janelle Crowley, Ph.D.



University of Wisconsin
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Human Resources and Diversity

Agenda

HR&D TEAM

- Welcome – Janelle
- Title IX – Vicki
- HR Relations – Connie
- Rock Campus – Tanja
- Immigration – Margaret
- Front office – Ramon and Damon
- Talent Management – Amy, Victoria, & Abby
- Payroll – Reggie and Andrea
- Benefits – Stephanie and Aubrey
- Student Help Tool – Kai
- Training and Development – Gina

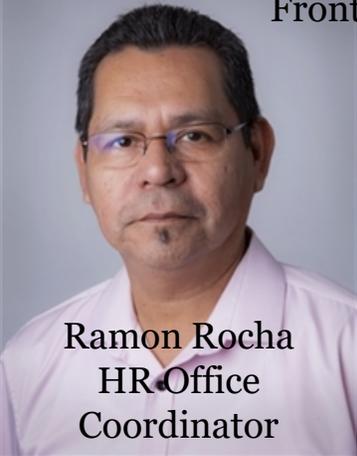
RETURN TO WORK

- Video
- Return to work
- ADA Coordination
- FMLA/EFMLA
- Payroll Time Entry

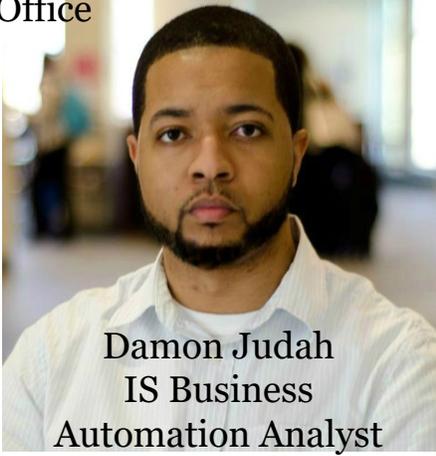


HR&D

Front Office



Ramon Rocha
HR Office
Coordinator



Damon Judah
IS Business
Automation Analyst

Janelle Crowley
Chief Human
Resources Officer



Connie Putland
Assistant Chief
Human Resources



Talent Acquisition Team



Abby
Dunkleberger
HR Assistant



Amy Sexton
HR Specialist



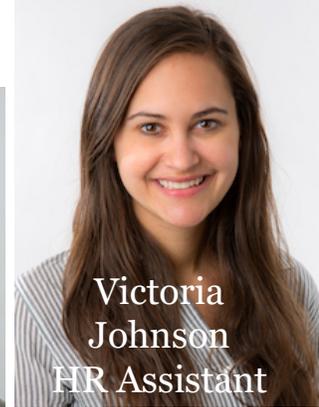
Reggie Brown
Payroll & Benefits
Support

Payroll



Kai Instefjord
HR Assistant

Benefits



Victoria
Johnson
HR Assistant



Vicki Schreiber
Title IX
Coordinator



Gina Elmore
Development
Coordinator



Margaret
Wheeler
Immigration &
AA Specialist



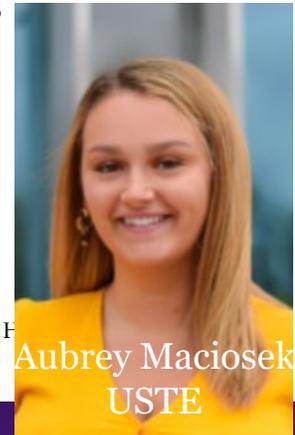
Tanja Anderson
Rock Campus



Andrea Campbell
Payroll & Benefits
Support



Stephanie
Hartmann
Benefits Specialist



Aubrey Maciosek
USTE

Welcome Back

- **Introductions**
- **Inclusivity**
- **Title and Total Comp Update**
- **Updates**
 - Bi-Weekly Payroll Transition
 - HR&D Bridging Information



Title IX

Sexual Assault/Harassment - Title IX

Addressing the Department of Education new regulations that came out May 6, 2020 and implemented by August 14, 2020.

- Many aspects of the new regulations refer to the handling of cases and hearings
- UW Whitewater will continue to have all employees as mandatory reporters for any possible incidents of sexual misconduct
- Incidents that occur off campus (with some exceptions) are no longer in Title IX jurisdiction but would still be addressed under student conduct code (Chapter 17)
- New definition of sexual harassment – behavior that is so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the institution's education program or activity



Vicki Schreiber, Ph.D.
Title IX Coordinator
titleix@uww.edu



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Title IX

UW Whitewater Title IX information:

<https://www.uww.edu/sexual-misconduct-information>

System policy:

<https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/>



Vicki Schreiber, Ph.D.
Title IX Coordinator
titleix@uww.edu



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HR Relations

Presented by: Connie Putland



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Rock Campus



- **Health services will be accepting well visits for students at the Rock Campus.**
- **The city of Janesville has generously donated 2 of their buses to UW Whitewater!**
- **Rock Library seeking workstudy students – see Handshake for details.**



Immigration

Margaret
Wheeler
Immigration &
AA Specialist



Federal Immigration Law

- 1) On July 29, 2020, the U.S. District Court for the Southern District of New York (SDNY) in *State of New York, et al. v. DHS, et al.* and *Make the Road NY et al. v. Cuccinelli, et al.* enjoined the Department of Homeland Security from enforcing, applying, implementing, or treating as effective the Inadmissibility on Public Charge Grounds.
- 2) The above information means that our international faculty, as of now, who are applying for the final stage of their green card process, do not need to complete form I-944 (also known as the Declaration of Self-Sufficiency or public charge document) <https://www.uscis.gov/sites/default/files/document/forms/i-944-pc.pdf>.
- 3) Our UW-Whitewater international faculty: The 10 newest international faculty at UW-Whitewater, from diverse countries such as Iran, Georgia, Nepal, China, Colombia, Vietnam, are all moving toward the final stage in the green card process. The initial stages of the process were approved very quickly without audits. No requests for additional evidence were requested by the government.
- 4) Our faculty from China and India are stuck in the final stage of the green card process due to a backlog for those countries. See the Department of State visa bulletin:

<https://travel.state.gov/content/travel/en/legal/visa-law0/visa-bulletin/2020/visa-bulletin-for-august-2020.html>

Front Office

Ramon Rocha
HR Office
Coordinator



- **Ramon Rocha, Sr.**
- **We are open Monday through Friday from 7:45am to 4:30pm. Due to COVID-19 and to practice social distancing we are asking that you please call our main number at 262-472-1024 to make an appointment.**



Front Office

Damon Judah
IS Business
Automation Analyst



- **Data Analyst**

- Utilizes UWBI Business Intelligence (BI), a source of reliable information, to help make strategic decisions across various levels. BI is more than just queries and reporting, BI allows the leveraging of software and services derived from administrative and institution-specific systems such as human resources, student data, and financials to transform data into actionable intelligence to better assist with decision making.
- Contact DJ about Data reports, USTE hiring, Performance Evaluation tracking, OIM HRS access, and CBC questions



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Talent Management



- **Compensation Management & Title Changes**
 - Equity studies; Title Changes/Titling Committee; Title & Total Compensation (TTC)
- **Recruitment Process**
 - Assessing the need, advising on employee type, appropriate title and position description; Requesting approval to fill a vacancy (Recruitment Approval Request) ; Recruitment process in TAM (Talent Acquisition Management) to Hire
- **Employee Life-cycle Changes**
 - Change of Status (COS); Contractual Changes and Rehires (E-Rehire)
 - General guidance on position description updates and performance indicators



Benefits



Stephanie
Hartmann
Benefits Specialist



Andrea Campbell
Payroll & Benefits
Support



Aubrey Maciosek
USTE

Introducing WINGO 2020 - Nature WINGO!

As some of you may remember, last year the UW-Whitewater Wellness Team launched **WINGO**, the UW-Whitewater version of BINGO. This year, we decided to bring it back with a twist. We are proud to announce – **Nature WINGO!**

This year's version of WINGO is all about getting outside, going for a hike, visiting a park, and enjoying nature. We have designed a WINGO card with 16 different parks, trails, gardens, and more.

Nature WINGO will run from July 15th – November 15th, 2020. If you wish to participate, please email benefits@uww.edu so we can send you the electronic WINGO card.

When you sign up, you will receive a Warhawk Wellness compass carabineer (pictured below) and when you finish the card, you will receive a Warhawk Wellness roll-up blanket (pictured below).

We'd love to see where you are adventuring to! Please send us pictures of you in nature so we can include it in here in the newsletter!



BENEFITS

Upcoming 2020 Benefit Events

Biometric Screenings:

- Will take place on September 25 & 30 at the CEC
- Examiners will be on campus to administer health screenings for the \$150 incentive program.
- Appointments required – employees can sign up in their StayWell Portal

Open Enrollment 2020:

- Open enrollment will be September 28 – October 23, 2020

Benefits Fair:

- The 2020 Benefits Fair will be virtual this year. More details to come

Benefits Enrollment Assistance Sessions (BEAS):

- Will be offered on October 6th, 14th, and 23rd at the CEC
- By appointment only, more details to come

Flu Shot Clinic

- Dates: TBD in UC 68
- A nurse from StayWell will be on campus to administer flu shots to employees
- Appointments are required, a sign up will be sent out soon



Benefits

- **Information regarding FMLA, COVID leave and EFMLA will be addressed during the Return to Work portion of this presentation.**
- **Please be sure to ask your questions in the Chat box.**
- **Were in this together and will get through this together!**



Payroll



- **Biweekly Payroll – University Staff, University Staff Temporary, and Student employees**
 - UW-Shared Services
 - Tara Barbosa: tara.barbosa@uwss.wisconsin.edu
 - Timesheet entry & approvals, absence requests & approvals, exceptions, furlough
- **Monthly Payroll – Faculty, Instructional and Non-Instructional Academic Staff, and Graduate Assistants**
 - UW-Whitewater
 - Payments, leave entry & approvals, furlough
- **Payrollsupport@uww.edu**
 - Funding, earnings statements, W-4, deductions, direct deposit, etc.



Student Help



Kai Instefjord
HR Assistant

- **Need Help Hiring a Student Employee?**
 - <https://www.uww.edu/studentemployment>
 - Contact Stupay@uww.edu
- **Online Student Employment Tool Training**
 - <https://uwwtw.instructure.com/enroll/LHDPA8>



Training and Development



- Training opportunities shared here:
<https://www.uww.edu/adminaffairs/hr/development-training>
- New Hire Campus Orientation now on Canvas
- Supervisor Training modules now available on Canvas
 - Includes Student Employment Tool training
 - Includes Student hiring through Handshake Training
- Looking for anything specific, just ask!

EMAIL: WARHAWKU@UWW.EDU



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RETURN TO WORK



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Video



Return to Work During COVID Times Requirements

- Facial Coverings must be worn in all indoor public areas, unless UWW [ADA Coordinator] provides the employee an exemption [Asthma, COPD, etc.]
- Be cognizant of social distancing
- Wash your hands for 20 seconds
- Employees, faculty and instructional staff must follow established work rules



Criteria/Considerations for Remote Work Accommodations

Presented by: Connie Putland



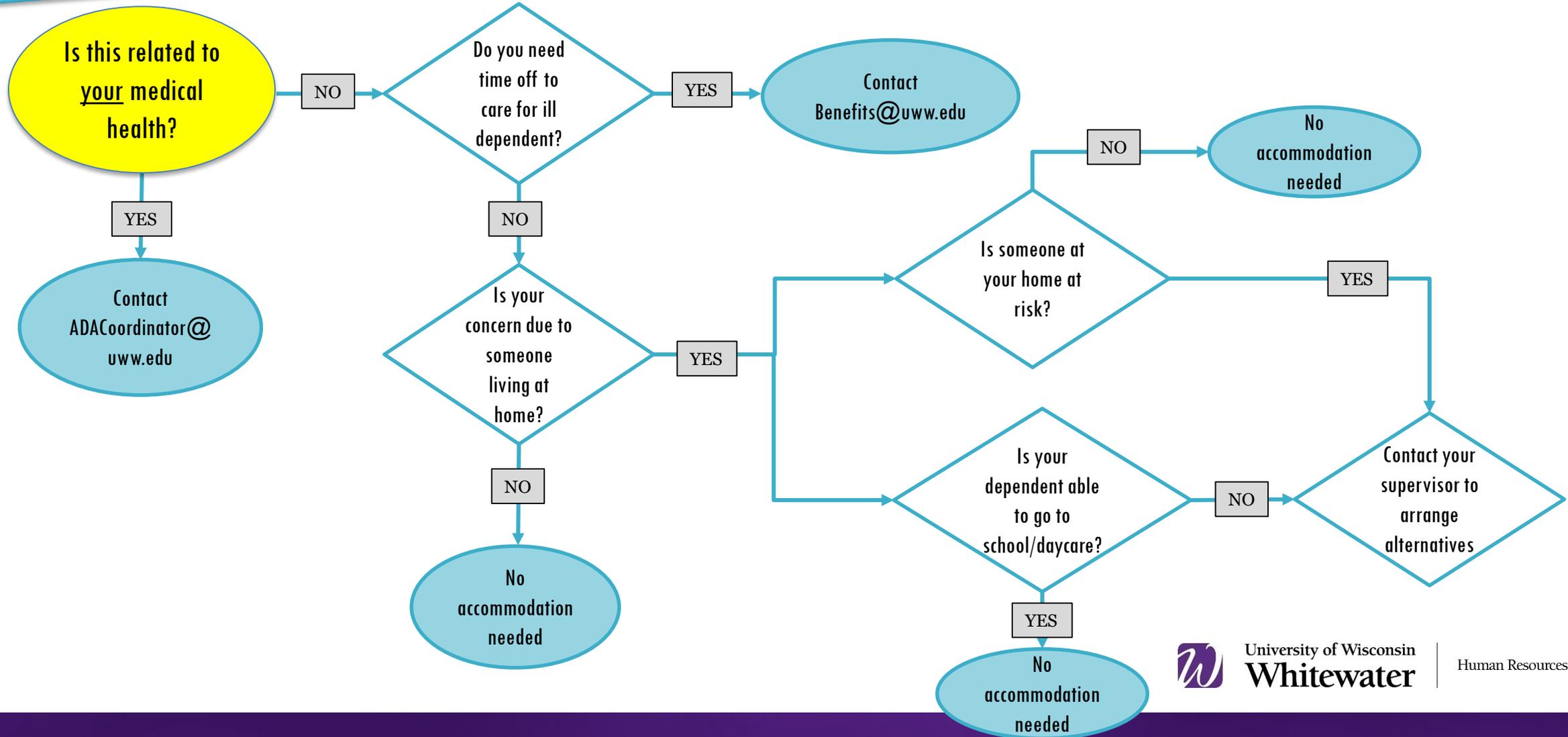
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RETURN TO WORK – OSHA; ADA; FMLA [E] AND FLEXIBLE [MODIFIED] WORK SCHEDULE

	Occupational Safety and Health Administration [OSHA]	Americans with Disabilities Act [ADA] Accommodation -- Standard HR Practices apply	Family and Medical Leave Act [FMLA] Interim FMLA Expansion [E] FMLA Protected Time Off -- Standard HR practices apply	Flexible Work Schedule [Interim] COVID-19 July, 2020
Applicable Laws	OSHA Regulations and Workers' Compensation laws.	ADA, Rehabilitation Act, and Wisconsin Fair Employment Act [WFEA].	Employment discrimination laws, Title VII, and WFEA.	Employment laws, practices, policies and procedures - Federal, State, Local, UW System and UWW.
Requirements	Masks must be worn in all indoor public areas, unless UWW has provided an exemption to an employee. UWW can require employees to complete symptom checks as regularly as daily; can send symptomatic employees home; require employees to report positive COVID test results, and impose return-to-work requirements for symptomatic or COVID-positive employees.	UWW is required to make a reasonable accommodation to an employee with a known disability upon request. As an employer, UWW does not have to provide a reasonable accommodation if it imposes an "undue hardship" and the employee must be able to do the job, with or without an accommodation.	FMLA entitles eligible employees to protected leave, in most cases up to 12 weeks for qualifying reasons: birth; adoption [foster care]; care of spouse, child or parent with a serious health condition; employee's own health condition; and a qualifying exigent situation for a covered military member.	Employees, faculty, and instructional staff must follow established work schedules. Work schedules are assigned by the employee's immediate supervisor. If an schedule needs to be changed, the supervisor and employee must provide as much notice as possible. Departments may institute flexible working hours; however, the State of Wisconsin does require that standard office hours are between 7:45 AM and 4:30 PM.
Presents with an Illness or Makes a Request	If an employee is symptomatic, the supervisor can send an employee home, regardless of the employee's desire to remain at work.	If an employee requests an accommodation from their supervisor, the employee must be referred to the ADA Coordinator [ada-admin@uww.edu] immediately.	If an employee is absent for more than 3 days, the supervisor must reach out to the Benefits Specialist as soon as practicable. The Benefits Specialist will assist the employee with the required paperwork.	If an employee requests a flexible work schedule or a supervisor identifies a need for a flexible work schedule, a supervisor can approve varying work schedules based on the needs of the college/department/division. If an alternative work site is an option, a telecommuting agreement must be used and forwarded to HR.
Decision Support	Risk Management and Human Resources can provide support to both the supervisor and employee.	The supervisor must refer the employee to the ADA Coordinator, who will work with the employee and their healthcare provider to determine whether or not an accommodation is reasonable. If an accommodation is needed, the ADA Coordinator will notify the supervisor of what is needed and speak with the supervisor to determine whether or not the request can be accommodated, based on the hardship [needs of the university]. Subsequently the supervisor will be notified when supporting documentation is received by the medical provider, which supports the medical need..	The Benefits Specialist will confirm whether or not the employee qualifies for the protected leave and provide leave information and options, if applicable, to the employee. The Benefits Specialist will [a] notify the supervisor that the employee qualifies for the FMLA protected leave, and [b] discuss the duration of protected FMLA leave.	The supervisor must keep the leadership of their college, department or division informed, if and when a work site schedule has been changed. The supervisor must ensure that the telecommuting agreement is completed, approved, and forwarded to HR. If the supervisor determines that the flexible work schedule should not continue, the supervisor must provide as much notice to the employee as possible before ending the flexible work schedule. It is important to strive for consistency and treat all employees equally, without discrimination.
Confidentiality	Any health-related information is held in the strictest of confidence by UWW and shared only to employees with a need to know, who may include supervisors, HR, and Risk Management.	Medical records are confidential and an ADA request for a reasonable accommodation is considered medical information and subject to ADA's confidentiality requirements.	Medical information is confidential and employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.	Supervisor must maintain work records and approve timekeeping records as a supervisor, with the given authority for the UWW.
Responsibility	The employee enters sick time into the time management system. The supervisor monitors and approves use of accrued time.	The ADA Coordinator must keep a log of provided reasonable accommodations.	The Benefits Specialist must keep accurate records of protected leave.	The immediate supervisor must oversee employees' flexible work schedules, monitor work performance and approve time.

Employee: Are You Not Ready to Return to Work?



Supervisor Reviewing Employee Request for Accommodation

Any questions or concerns, please contact:
putlandc@uww.edu

Is this related to employee's medical health?

YES

Have employee contact
ADACoordinator@uww.edu

NO

Does EE need time off to care for ill dependent?

YES

Contact
Benefits@uww.edu

NO

Is EE concern due to someone living at home?

YES

Is someone at your home at risk?

YES

No accommodation needed

NO

Contact
putlandc@uww.edu

YES

Is a flexible or alternate work schedule possible?

Communicate working arrangements to
HR@uww.edu

NO

No accommodation needed

Is EE's dependent able to go to school/daycare?

NO

Is a flexible or alternate work schedule possible?

YES

Employee can contact
Benefits@uww.edu

YES

No accommodation needed

NO

Employee can contact
Benefits@uww.edu

FMLA

Presented by: Stephanie Hartmann



University of Wisconsin
Whitewater

Human Resources and Diversity

Family & Medical Leave – Guide for Supervisors



- **FMLA & WFMLA are leave entitlements for reasonable, job protected leave for specified family and/or medical reasons**
- **Under FMLA, eligible employees have the right to up to 12 weeks of unpaid, job protected leave per year due to:**
 - Pregnancy, prenatal medical care or child birth
 - To care for employee’s child after birth or placement for adoption or foster care
 - To care for employee’s spouse, son or daughter, or parent with a serious health condition
 - A serious health condition that makes the employee unable to perform job duties
 - Qualifying exigencies related to an eligible family member’s service in the Armed Forces



Recognizing FMLA

- **FMLA is not always easy to recognize. Some examples of possible FMLA:**
 - Employee has been calling in sick a few days a week, for several weeks
 - An adjusted schedule is requested to attend treatments
 - Says a child has a medical condition and needs to move schedule around to attend weekly appointments
 - Writes you an email/leaves voicemail indicating they are depressed and cannot come to work
 - Informs you that they need a month off for back surgery
 - Informs you that they need to reduce to part time for a month after a baby is born



Responding to FMLA

- **Let your employee know:**
 - *This leave may be covered under Family & Medical Leave, which provides job-protected leave. Please contact Benefits@uww.edu to discuss this. I'll also notify HR&D that they should hear from you.*
- **All medical information is confidential**
 - Employees should submit all medical information directly to HR&D, not to you
- **Consult early and often!**
 - Whenever you think there might be a possible FMLA case, contact us and we will follow up with the employee
- **Even if have sick time, need to file FMLA**



FMLA Continued

- **If you have a leave request or situation you think might be covered under FMLA/WMFLA, consult with HR&D immediately**
- **Contacts:**
 - Stephanie Hartmann – Benefits Specialist
 - Benefits@uww.edu
 - HR&D Extension: 1024



EFMLA

- **Child care only for COVID related reasons**
 - No school
 - No daycare
- **First 2 weeks unpaid, but employee use available leave, including COVID leave**
- **After 2 weeks, employee paid 2/3 of their pay, they can use own leave to bring to 100%**
- **Maximum EFMLA allowed – 12 weeks (2 weeks unpaid, 10 weeks paid)**



COVID Leave

- **Employees received 80 hours March 1**
- **Reasons:**
 - Exposure
 - Tested positive
 - Ill with COVID
 - Used by Employees using EFMLA



FEI - Employee Assistance Program

- **Offers services that support your well-being and resilience in work and life**
- **No cost, no registration, completely confidential**
- **Overview of services:**
 - **Counseling** (up to 6 sessions per incident for you or your dependents)
 - **Work-life balance** (unlimited consultations and referrals)
 - **Legal** (one consultation per issue)
 - **Financial** (one consultation per issue)
- **Contact information:**
 - 866-274-4723
 - www.feieap.com username: SOWI



uww.edu/adminaffairs/hr

HUMAN RESOURCES & DIVERSITY

NEWS & NOTES

Employment Opportunities »

HOME FORMS

POLICIES AND PROCEDURES

TAM NEWS CONTACT US

IMMIGRATION AND INTERNATIONALIZATION INITIATIVES



Visit our COVID-19 webpage for employee-related resources and information.



uww human resources



All

Images

News

Maps

Shopping

More

Settings

Tools

About 236,000 results (0.48 seconds)

www.uww.edu › adminaffairs › hr ▼

Human Resources & Diversity (HR) - UW-Whitewater

Phone: 262-472-1024. Fax: 262-472-5668. hr@uww.edu. hrstudent@uww.edu. Office Hours.

Contact Us

Contact Us. 800 West Main Street |
Hyer Hall 330 | Whitewater, WI ...

Payroll

Payroll. Faculty/Academic
Staff/Limited. My UW System -
Online ...

Benefits

Benefits. Upcoming Benefit Events
(icon of a calendar) Upcoming ...

[More results from uww.edu »](#)

Forms

Forms. A. Absence Entry
Instructions for Faculty and ...

TAM

TAM Recruitment Instructions and
Materials.

University Staff

University Staff. University Staff.
Benefits Summary · Benefits ...

My UW Portal

FACULTY & STAFF



- Administrative Resources
- Academic Affairs / Provost
- Academic Staff Assembly
- Administrative Affairs
- Administrative Forms
- Budget, Planning & Analysis Office
- Faculty Senate
- Financial Services
- Graduate Council
- Human Resources & Diversity
- Institutional Research & Planning
- Registrar's Office
- Research & Sponsored Programs
- Sustainability
- University Staff Council
- UW System Grant Resources
- UW-W Annual Security and Fire Safety Report

Quick Links

- Universal Design in the Classroom
- Academic Calendar
- Admissions Promotional Materials Request
- Course Catalog
- Diversity
- Emergency Procedures
- Employee Quick Reference
- My UW System
- Professional Development
- Room Reservations
- Schedule of Classes
- Sexual Misconduct Information
- WISDM

Travel & Reimbursements

- Work Orders
- Technology
- Computer Purchases 4U
- Computer Labs
- ICIT Home
- ICIT Technology Services
- Technology Training
- Online File Storage
- Password Change
- Student Response System - Clickers
- Blogs

my.wisconsin.edu/web/expanded

MyUW Search for apps by keyword...

HR, Payroll and Benefits News

- Life Insurance Benefits
- Are You Enrolled In A Health Care Flexible...
- Benefits Resources during COVID-19
- What is an Explanation of Benefits (EOB)?

Showing 4 of 25

See all

Time and Absence

Launch full app

Payroll

Presented by: Reggie Brown



University of Wisconsin
Whitewater

Human Resources and Diversity

Payroll Calendar

2020 Employee Payroll Calendar

Monthly Pay Schedule Faculty/Academic Staff/Limited Appointment (FA/AS/LI)

Note: The Pay Period Begin and End Dates listed are **only** for employees paid Monthly (12 pay periods) and Biweekly. The Pay Period Begin and End Dates for Academic Year employees paid Monthly (9 pay periods) differ for each campus. Academic Pay Period calendars are available at: uwservice.wisconsin.edu/calendars-schedules/academic-payroll/.

Pay Period	Pay Run ID	Pay Period	Pay Date
Dec 2019	2019UNC12	12/01/2019 - 12/31/2019	01/02/2020
Jan	2020UNC01	01/01/2020 - 01/31/2020	01/31/2020
Feb	2020UNC02	02/01/2020 - 02/29/2020	02/28/2020
Mar	2020UNC03	03/01/2020 - 03/31/2020	04/01/2020
Apr	2020UNC04	04/01/2020 - 04/30/2020	05/01/2020
May	2020UNC05	05/01/2020 - 05/31/2020	06/01/2020
Jun	2020UNC06	06/01/2020 - 06/30/2020	06/30/2020
Jul	2020UNC07	07/01/2020 - 07/31/2020	07/31/2020
Aug	2020UNC08	08/01/2020 - 08/31/2020	09/01/2020
Sep	2020UNC09	09/01/2020 - 09/30/2020	10/01/2020
Oct	2020UNC10	10/01/2020 - 10/31/2020	10/30/2020
Nov	2020UNC11	11/01/2020 - 11/30/2020	12/01/2020
Dec	2020UNC12	12/01/2020 - 12/31/2020	01/04/2021

Payroll Calendar

Biweekly Pay Schedule University Staff, Academic Staff Hourly and Student Hourly

Pay Period	Pay Run ID	Pay Period		Pay Date
Dec B 2019	2019BW12B	12/08/2019	- 12/21/2019	01/02/2020
Jan A	2020BW01A	12/22/2019	- 01/04/2020	01/16/2020
Jan B	2020BW01B	01/05/2020	- 01/18/2020	01/30/2020
Feb A	2020BW02A	01/19/2020	- 02/01/2020	02/13/2020
Feb B	2020BW02B	02/02/2020	- 02/15/2020	02/27/2020
Feb C	2020BW02C	02/16/2020	- 02/29/2020	03/12/2020
Mar A	2020BW03A	03/01/2020	- 03/14/2020	03/26/2020
Mar B	2020BW03B	03/15/2020	- 03/28/2020	04/09/2020
Apr A	2020BW04A	03/29/2020	- 04/11/2020	04/23/2020
Apr B	2020BW04B	04/12/2020	- 04/25/2020	05/07/2020
May A	2020BW05A	04/26/2020	- 05/09/2020	05/21/2020
May B	2020BW05B	05/10/2020	- 05/23/2020	06/04/2020

Academic Calendar

2020-21 Academic Calendar

2020-2021 Academic Pay Periods UW-Whitewater

Period																													Total Days in Pay Period			
	Aug														Sep																	
1	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	31
															Oct																	
2	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	30	
															Nov																	
3	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	31
															Dec																	
4	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	30	
															Jan																	
5	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2*	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	30	

My UW System

- [My UW System \(Portal\)](#)
- Must log in – personal to each employee
- Earnings Statements and W-2
- Benefits and Personal Information (address, etc.)
- Submit absence requests, and access the biweekly timesheet to report furlough
- [FA/AS/LI Online Leave Report Instructions](#)



Time and Absence Help

[Time and Absence Help](#)

TIME AND ABSENCE HELP

Furlough / COVID-19

Employee Self Service (ESS)

Manager Self Service (MSS)

HR Contacts



View by
Topic

View by
Employee Type

ENTERING ABSENCES

ENTERING TIME

UNIVERSITY STAFF - NON-EXEMPT, UNIVERSITY
STAFF LIMITED AND STUDENT (SHOW / HIDE)

UNIVERSITY STAFF - EXEMPT AND ACADEMIC
HOURLY STAFF - NON-EXEMPT (SHOW / HIDE)

FACULTY, ACADEMIC STAFF AND LIMITED
APPOINTEE (SHOW / HIDE)

FACULTY, ACADEMIC STAFF AND LIMITED
APPOINTEE - NON-EXEMPT (SHOW / HIDE)

Payroll Help

Payroll Help

serviceoperations@uwss.wisconsin.edu

Submit a Request
(888) 298-0141
(608) 262-0600

UW-Shared Services
University of Wisconsin System

HOME UW SYSTEM HELP **FORMS / PUBLICATIONS** HRS ADMINISTRATION NEWS CONTACT DIRECTORY CALENDARS

PAYROLL HELP

Payroll Calendars **Earnings Statement Help** Tax Statements W-2 / 1095-C Electronic Consent Help Form W-4 and New Hire Garnishments Foreign Nationals

HR Contacts

Forms & Publications

Forms Navigation

ACCIDENTAL DEATH AND
DISMEMBERMENT

DELTA DENTAL

DOMESTIC PARTNERSHIP

EDVEST

HEALTH SAVINGS/FLEXIBLE
SPENDING ACCOUNTS

INCOME CONTINUATION
INSURANCE

INDIVIDUAL & FAMILY LIFE
INSURANCE

LEAVE BENEFITS

NEW EMPLOYEES

PAYROLL/W-4/DIRECT DEPOSIT

PUBLIC SERVICE LOAN

FORGIVENESS

STATE GROUP HEALTH
INSURANCE

STATE GROUP LIFE INSURANCE

TAX

TAX SHELTERED ANNUITIES

TIME AND ABSENCE

UNIVERSITY INSURANCE
ASSOCIATION

UW EMPLOYEES, INC. LIFE
INSURANCE

VSP VISION

WISCONSIN DEFERRED
COMPENSATION

WISCONSIN RETIREMENT
SYSTEM

Furlough FAQs

[Intermittent Furlough FAQ](#)

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[Consecutive Furlough \(3 month\)](#)

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Please contact HR@uww.edu if you have any questions.

Intermittent FAQ



What is a Furlough?



Spanish Translation for FAQs.



How do I record my furlough? (Time Entry Tipsheets)

UW-System Tipsheets

- [Furlough Entry Tipsheet - Monthly **Instructional Only**](#)
- [Furlough Timesheet Entry - Monthly **NON-Instructional Only**](#)
- [Furlough Timesheet Entry – **Biweekly**](#)
- [Furlough Timesheet Entry **Deadlines**](#)



Payroll “Cheat Sheets”

- Payroll Cheat Sheet: Furlough Entry for **Instructional** Monthly-Paid Employees
- Payroll Cheat Sheet: Furlough Entry for **NON-Instructional** Monthly-Paid Employees
- Payroll Cheat Sheet: **Supervisor Approval** of Furlough Requests



Furlough Entries and Approvals – Monthly Employees

Summary for all Faculty, Academic Staff, and Limited Employees:

- **Nine-month Instructional** employees submit furlough as absence requests selecting **COVID FURLOUGH** as the absence name. See **Academic Calendar** for monthly pay periods. Supervisors approve the absence requests.
- **Twelve-month NON-Instructional** employees submit furlough on the biweekly timesheet selecting **FURLM** for the furlough day. Supervisors approve furlough in the “Payable Time Approvals” section of the Manager Self Service Dashboard.
- All furlough for a month should be entered and approved by the 15th of the month. Submit future dates for absence requests and timesheet entries.
- You must still submit a monthly leave report.



Furlough Entries and Approvals – Biweekly Employees

- **Biweekly** employees enter unpaid furlough on their biweekly timesheet, using the **FURLH** code, and entering the number of hours.
- Supervisors approve furlough in the “Payable Time Approvals” section of the Manager Self Service Dashboard, along with the hours worked for University Staff and students.



Questions?

Email payrollsupport@uww.edu



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QUESTIONS!!!



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