



University of Wisconsin  
**Whitewater**

Human Resources

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News & Notes for Welcome Week 2025

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**From Our CHRO**

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## Greetings, Fellow Warhawks!

It's hard to believe summer is already coming to a close and we're on the brink of a new academic year. I hope you were able to enjoy some much-needed rest and relaxation during the break.

This newsletter is full of important information to help you start the semester off strong. Please take a few moments to read through the content so you're fully informed.

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### Welcome Week: August 25–29

Our new academic year kicks off with Welcome Week from **August 25 through August 29**. Please watch for announcements containing a full calendar of events!

#### Mark your calendar:

Join us on **Tuesday, August 26 at 10:00 a.m.** for the **Chancellor's Opening Celebration** in the **James R. Connor University Center, Hamilton Room**.

A campus cookout will follow the program outside the University Center.

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### Workday Update

Workday has been “live” for nearly two months, and we continue to navigate the challenges that come with implementing a new software system. Below, you'll find helpful information related to Talent Acquisition, Payroll, and Benefits. Please take time to familiarize yourself with the tools available.

#### Returning 9-month employees:

Be sure to complete the **Employee Go-Live Checklist** to get oriented with Workday and to verify your personal information.

**Workday FAQs:** Visit [Workday\\_@\\_UW-Whitewater](#)

#### Need help?

Email: [workdaysupport@uww.edu](mailto:workdaysupport@uww.edu) Phone: **262-472-2020**

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### Time and Leave Entry Reminder

Workday requires all time worked and leave taken to be entered **during the pay period in which it occurs**. Entries cannot be made retroactively after the pay

period closes. Missing the deadline will result in payment delays, so please ensure your time and leave are recorded promptly.

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## Performance Evaluations

On **Monday, July 29**, Shared Services released an early version of a Performance Evaluation template in Workday. This will serve as the framework for future evaluations, with a **required completion date of October 31, 2025**.

We are currently reviewing the process provided by the ATP Workday team and developing training and instructional materials to support you. Training sessions will be held in September and October, with individual sessions also available. Please watch for more information and scheduled sessions.

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## Student Employment via Handshake

Starting **October 1, 2025**, all departments will be required to post student jobs in **Handshake**. Please refer to the section below for more details on the transition.

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**Thank you for your continued support during our transition to Workday.**

**Warmly,**  
*Connie Putland*  
*Chief Human Resources Officer*

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# Workday is here!

Scan the QR code to get more  
information and find training  
resources, or visit  
[wisconsin.edu/workday](https://wisconsin.edu/workday).



  
workday.

## Talent Acquisition

### Processes and systems that are staying the same:

Please continue to use the **Employee Rehire System** [E-Rehire](#) for rehiring employees with terminal contracts (non-renewable contracts).

Please continue to use the **Change of Status System** [Change of Status](#) for all Additional Pays (Instructional and Non-Instructional), Summer Session and Summer Service and Salary or Hourly Rate Changes.

**\*\*Org Code Changes** will no longer be submitted through COS, they will be submitted through Workday [Costing Allocation KB](#). For questions on Costing Allocation Changes, please contact the Budget Office at [budget@uww.edu](mailto:budget@uww.edu) with any questions.

Please continue to use the **Recruitment Approval Request** [Recruitment Approval Request](#) to start all Employment Recruitments.

Please continue to use the **Direct Hire Form** [Direct Hire Form](#) for all Emergency Hires (hires that are made outside of a recruitment).

**To Submit a hire request:** Please use this form [Request New Hire](#).

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### **Academic Contract Dates for 2025-2026**

**Fall:** 8/25/2025-1/7/2026

**Spring:** 1/8/2026-5/22/2026

\*Link with REVISED E-Rehire Instructions: [E-Rehire Instructions](#)

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### **Student Employment**

\*Student employment hire requests, and appointment changes, will continue to be submitted through the [Student Employment Tool](#). Updates regarding the hire status are being provided in the Student Employment Tool request. To see the latest details, please click the "History" button in the hire request.

Student hires who have a start of July 16, 2025 or later, will be completing an I-9 (if needed) and other steps for onboarding in Workday. Paper forms will no longer be accepted.

To align with the current hiring process, the student employment handbook and other student employment documents will be revised soon. Thank you for your patience and understanding during this transition!

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### **Student Employment through Handshake - Important Information**

One of the action items for our current strategic plan is to *Increase the Value of the Student Employment Experience* and part of that work is to ensure that students are aware of and have the opportunity to apply for all positions on campus. Handshake, a system for posting student job and internship opportunities, is used by many student employers on campus. Departments will be required to post all student jobs in Handshake starting on October 1, 2025.

When paperwork to hire a student is submitted, Human Resources and Career Services will check to make sure the position was posted on Handshake before the student will be hired. Student hire requests for positions not posted in Handshake will not be approved. If anyone has questions about Handshake,

please contact Kim Apel in Career Services. Kim is the campus contact and can answer questions about how to post student employment openings in Handshake.

If there are questions about the decision to require the use of Handshake for all student hiring, please contact Interim Provost Robin Fox - [foxr@uww.edu](mailto:foxr@uww.edu).

## Payroll

Accessing payroll information and help can all be done via the [UW-Shared Service help page](#).

Payroll and Absence information can be found on the page for [current and new employees](#).

### A couple Key links:

-Payment Statements - [View Pay slips](#)

-Timekeeping - [Entering time in Workday](#)

-Absence entry - [Reporting No Leave Taken](#) (For all Exempt- Faculty, Academic Staff and Limited positions)

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## Changes/What's New

### Submitting No Leave Taken Reports

No Leave Taken is a type of time off (absence) in Workday. You will submit a No Leave Taken report by following the regular time off process and choosing No Leave Taken.

Exempt employees can see their missing leave reports on the Absence tab in their Worker Profile and will get an alert in Workday and an email on the second Wednesday of every pay period if they have missing leave reports.

### Multiple Positions Require Only One No Leave Taken Report

Employees with multiple jobs will only need to report time off (other than pre-loaded Legal Holidays) or No Leave Taken for one active position in a month to meet the leave reporting requirement for all positions.

### Conversion From myUW (PeopleSoft HRS)

Completed No Leave Taken reports were converted for faculty, academic staff, and limited exempt employees for fiscal year 2025. Any needed updates or



changes can be entered in Workday for the entire fiscal year (back to July 1, 2024).

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## **Deadline for Submission**

Missing leave reports must be submitted by September 30 of each year to avoid a sick leave reduction.

All employees - [Requesting time off \(Absence\) in Workday](#).

Direct deposit and Tax information is only managed directly in Workday, by each employee. These type of transactions will not be processed by the local HR team on campus.

Direct Deposit - [Add, Remove, Edit Direct Deposit](#)

Tax withholdings – [Federal](#) & [State](#)

For Employees who are eligible to convert time to Banked Leave, please know that this process is not immediately reflected in your balances, like the regular absence entry process is in Workday. When you submit your request, you will receive a confirmation email. The updated balances will reflect after the final payroll calculation period, of the payroll period in which it is submitted. This means it may be up to three weeks for you to see the change in balances, depending on when you request the transfer. For more information, please contact [gethelpuw@support.wisconsin.edu](mailto:gethelpuw@support.wisconsin.edu)

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## **Information on Submitting Overloads and additional payments**

The process of departments submitting overloads and additional payments (summer service/session, stipends, etc.) in the Change of Status (COS) system will not change. Please continue to use the COS system as you have in the past. All overload and additional payments will be entered into the Workday system once the COS approval process has been fully completed. To enhance the post-COS approval process, when a payment is entered in Workday, the Budget Manager of the funding department will receive a Task to approve. This gives the budget manager the opportunity to assess the payment and funding, also knowing that the payment will move to the final payroll process and be paid once approved. If you are a budget manager in the department, please be sure you monitor your Tasks in Workday, daily, and address anything that needs action, as your approval is what will finalize the payment to be paid to the employee on the next available payroll.

## Absence and Timesheet Update

With the transition to Workday, reporting time worked and leave/absences has changed. Moving forward all time/leave must be entered in the pay period they were taken, PRIOR to payroll being calculated. This will ensure your leave banks are always current, and proper payments are made timely and correctly.

Moving forward, for **ALL employees** (Including Faculty, Academic Staff, Limited, and Hourly paid employees), please record your absence (Vacation, Sick, Personal Holiday, etc.) in advance or as you use them. Please do not wait until you return from your absence, or even later, to record your absences in Workday.

**All hourly paid employees**, it is vital that you **review and submit** your hours once you have recorded them on the timesheet. If you do not **review and submit** your hours, they will not be approved and paid appropriately.

Here are links to help you with Time and Absence reporting:

[Entering Time in Workday.](#)

[Requesting Time off \(Absence\) in Workday.](#)

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If you are missing a leave report for the previous fiscal year from July 1, 2024, to June 30, 2025, you may have received a missing leave notice from UW Shared Service/System.

Missing reports referenced in the email you receive are from the previous fiscal year and are housed in the previous HRS system. Logging into the new Workday system and reporting missing reports, will not resolve receiving these emails.

It is advisable to email the link included in the notice, or [gethelpuw@support.wisconsin.edu](mailto:gethelpuw@support.wisconsin.edu), letting this team know what actions are need to resolve the missing report, regardless if this is recording a No Leave Taken, or reporting leave time used. Only our partners at UW Shared Services/System will be able to make these entries into the previous system to stop the emails and complete the reporting requirements.

Any questions about previous or current leave reporting can be sent to [gethelpuw@support.wisconsin.edu](mailto:gethelpuw@support.wisconsin.edu).

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If you need further information about the biweekly payroll process please visit here



If you have further payroll questions, please do not hesitate to reach out to the Payroll Team at Shared Services at [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

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## Summer Service/Summer Session Payroll Dates

-[Summer Session - Teaching Pay Periods](#)

-[Summer Service - Non Teaching Pay Periods](#)

If anyone has questions about summer payroll. Please contact Mike Wessely at [wesselym@uww.edu](mailto:wesselym@uww.edu)

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## Electronic Document Access

Access to electronic documents on the MyUW portal ends if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at the email below. You will be notified when tax forms are available in the Portal. Please watch for these in your email and or in the news section of the Portal. If you have additional questions or needs, please reach out to [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

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## Benefits



Learning Opportunity & August Webinars 2025

### SAVE THE DATES:

-[Biometric Screening 9/23/25](#)

-[Benefits Fair 10/14/25](#)

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-[Flu shot Clinic](#): 10/28/24 8:30am to 10:30am.

[Register Here](#)

[Additional Dates & Locations](#)

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Employee Well-Being Webinars - [Financial Health & Well Being Webinars](#)

## Wellness



### WARHAWKS IN MOTION (WIM)

Warhawks In Motion is underway! Check out the teams and the Leaderboard on the [Worksite Wellness website](#)! The UHCS Team: **Heart Throb** is posting their activity on the UHCS Facebook Page: UW-W University Health & Counseling Services – check it out!! Share with us what your team is doing, – email [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu)!

### SAVE THE DATES:

September 9th at 11:30 - Suicide Prevention Well Wisconsin Webinar – check out the flyer to [register](#)!

October 27th Red Cross Blood Drive UC275 – stay tuned to the [Worksite Wellness website](#) for details

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NEW: A [Mental Health and Substance Use Resource Guide](#) has been posted to the [Worksite Wellness website](#) and can be found under the [Helpful Tools](#) tab.

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WINGO – The winners of lunch with the Chancellor and Provost are Emma Draper and Araceli Partida, CONGRATULATIONS!



## Immigration

### **For International Faculty—Update on PERM Labor Certification Cases:**

Good news. The Department of Labor is actively adjudicating our UW-Whitewater cases. Stay tuned for more updates. For more information, contact Margaret Wheeler, International Employment and Immigration Specialist; [wheelerm@uww.edu](mailto:wheelerm@uww.edu); extension 1494.

### **Questions please reach out to our Immigration Specialist:**

Margaret Wheeler

Office of Human Resources, Hyer Hall 330

[wheelerm@uww.edu](mailto:wheelerm@uww.edu); 262-472-1494 (direct)

Complete form AR 11 for address changes within 10 days:  
<https://www.uscis.gov/>

## From The Front Office

### CCAMPIS (Child Care Access Means Parents in School)

CCAMPIS is a grant used to help make childcare more affordable for student families, covering a portion of their tuition cost for childcare as well as providing additional resources. To check eligibility, please reach out to [ccdirector@uww.edu](mailto:ccdirector@uww.edu).

[Additional Information & Resources](#)



Dear Whitewater Employees,

The Discover Whitewater Series: Half Marathon, Half Marathon Teams Race, and 5K races are just around the corner. This year, the Chancellor's Office received a limited number of complimentary tickets for those who are interested in racing. Because we have a limited amount, we are encouraging employees to contact us as soon as possible to ensure your place at the start line. Race registration is available right up until race day, which is September 21st, 2025.

If you are interested in receiving complimentary race tickets, please email Nicole Caine, Director for Chancellor's Strategic Initiatives at [cainen@uww.edu](mailto:cainen@uww.edu).

All other race related questions, please visit [runwhitewater.com](http://runwhitewater.com).

We hope to see you there!

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## Vehicle Use Authorization Update:

- Out of state requests no longer require a driving record or notarized statement of driving record. If approved, you will be approved for 1 year (max) from the date of request. A new Vehicle Use Agreement Request will need to be submitted each year.
- All approved Student Driver Authorizations are valid until May 31st, of the following year.
- All staff will need to submit a new Vehicle Use Agreement Request when their Driver's License expires.

For more information on the basic requirements for a Vehicle Use Authorization, please visit our [website](#) or contact the HR office at x1024.

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## Meet our new Warhawks!



[Click here](#)

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**Subject Matter Experts**

We all have expertise on certain subjects. Look to see who is the expert for your Human Resource questions!

Read more

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email [hr@uww.edu](mailto:hr@uww.edu) to schedule an appointment. For more information or questions on any of these subjects, please contact one of our HR Subject Experts.



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