



University of Wisconsin
Whitewater

Human Resources

News & Notes for June 2024



From Our CHRO

Greetings Fellow Warhawks and happy summer!! I hope you are finding ways to enjoy the weather and all of the great activities that summer has to offer. Campus may seem quiet, but there is a lot going on, especially in the HR and Payroll world! Take a moment to read through the important things happening below.

The second part of Pay Plan is coming up. Eligible employees will see a 2% increase effective June 30, 2024 which will be on the paycheck dated July 25, 2024. If you have questions you can check out the Pay Plan: Frequently Asked Questions Here. <https://www.wisconsin.edu/ohrwd/payplan/>

Warhawks in Motion! It is time to get your teams together and register! Note the Kickoff Event on June 18th. See details below.

I would like to highlight the new **Paid Parental Leave Policy** that begins July 1, 2024. See details under the benefits section below.

Please join us for **Professional and Personal Enrichment Days! June 5 and 6th.** All employees are welcome! We have a great variety of sessions to offer and an opportunity for networking and to win prizes. Don't miss out on this great opportunity!

These are just some of the highlights of what is happening this month. Make sure you review the rest of the important dates and information below. Let us know if you have any questions.

Enjoy the summer!



Benefits

New Paid Parental Leave Effective July 1, 2024

The Universities of Wisconsin is implementing a new Paid Parental Leave (PPL) policy that provides eligible employees with up to 6 weeks (240 hours) of paid time off within a 12-month period (pro-rated if part-time) following a qualifying birth or adoptive event to allow time to bond with their new child, adjust to their new family situation and balance personal obligations that result from a birth or adoptive event. Complete details including how to apply can be found [HERE](#).

2024 Benefit ID Cards

Are you using the right benefit ID card when you see your doctor, pick up a prescription, visit the dentist, or get your eyes checked? Make sure you have your ID cards prior to needing them. Then, be sure to use the right ID card to save you time and prevent issues later.

[Click here](#)

GIB Sets 2025 Health Insurance Program Rates

The Group Insurance Board (GIB) has set premium rates for 2025, while taking action to stabilize the reserve of the State of Wisconsin Group Health Insurance Program. The Board also approved health plan service areas for the 2025 plan year at its meeting yesterday. [READ MORE](#)

Board Approves 2025 Health Benefit Changes

In its February meeting, the **Group Insurance Board** approved benefit changes for the Group Health Insurance Program for the 2025 plan year. Open enrollment will start in September, with more details coming to you as enrollment nears. [What are the changes?](#) | [Your current health benefits >](#)

ACCESSING HR, BENEFITS AND PAYROLL INFORMATION WILL HAVE A DIFFERENT LOOK EFFECTIVE JUNE 11, 2024

Effective June 11, 2024, Universities of Wisconsin employees will notice a different look when accessing Human Resources (HR), Benefits and Payroll information. This change does not apply to UW-Madison employees. This transition will prepare Universities of Wisconsin users for the July 1, 2025, implementation of the new Workday Human Resources System.

[Click Here](#)

Eating Right for Life Workshop-
Presented by Acentra



Eating Right for Life – Webinar by Acentra the Employee Assistance Plan

Wednesday, June 12th at 12:30pm

If donuts for breakfast, candy bars for lunch, and constantly making impulse decisions while eating on the run sound familiar, then this is the class for you! Participants in this seminar will learn the benefits of nutrition including the importance of making informed food choices to develop and maintain sound eating habits. Expect to leave this interactive session understanding what your body needs for optimal health and the key nutritional guidelines to follow. Register [HERE](#).

The Power of Listening Acentra Workshop

June 12, 2024 12:30-1:30

[Click here](#) for details and to register

In case you missed the May Acentra workshop **“Best Practices for Supporting Others”** you can watch the recording [HERE](#)

Wellness



WARHAWK WELLNESS

... UW-WHITEWATER ...

Warhawks in Motion



UW-Whitewater Employee
Fitness Challenge
June 18 - August 13



Join us on June 18th at 12pm at the Campus Food Trailer to kick off Warhawks in Motion by walking/rolling with the Chancellor

See the [Worksite Wellness Website](#) for details and to register your team!

[Flyer](#)

Move with the Mascot



Join the UW-Whitewater Wellness Team and WebMD on June 18th for a kick off event for Warhawks in Motion with a Walk with Willie and Chancellor King! Meet at 11:45 near the water feature by the Food Trailer – full details can be found [HERE](#)



U Matter **WINGO 2021**

U Matter WINGO wraps ups June 28th.

Be sure to turn in your completed card to enter a chance to win lunch with Chancellor King or lunch with Provost Chenoweth! All completed cards that get turned in will receive some U Matter swag!!



WebMD Health Coaches Support Your Whole-Person Well-Being
WebMD Vice President Kara

Williams explains seven ways that set apart their health coaching from other platforms. Employees and their spouses enrolled in the Group Health Insurance Program, excluding Medicare Advantage subscribers, can access WebMD's health coaching through the Well Wisconsin Program. [Read more >](#) | [Well Wisconsin activities >](#)

Training & Professional Development

ATP:

Remember to check out "What's Changing with Workday" to see all the ATP updates!

["What's Changing with Workday"](#)

Training and Development



Make sure to join the Professional and Personal Enrichment Days: Valuing Administrative Staff June 5 & 6. All employees are invited!

The session titles are below:

Leading For Every Position – Morgan Anderson and Hannah Scorsone

We're In This Together: Student Success – Jessica Stein and Manda Krier-Jenkins

Sick Leave and Beyond – Connie Putland and Stephanie Hartmann

True Colors – Where Does Your Leadership Style Fall On This Spectrum? – Vicki Schreiber

Overcoming Miscommunication – Morgan Anderson, Ben Smith, Alan Hoesly

Managing the Many Stressors of Your Life – Tracy Travis

Bullying in the Workplace – Grace Dargiewicz

Fear Factor: Public Speaking Edition – Brian Schanen

Neurodivergence in the Workplace – Rebecca Harris (She/Her/Hers), Molly Grody-Morin (She/Her/Hers), and Lennox Seaton (They/Them/Theirs)

Planning for Your Financial Future – Courtney O’Brien-Manders (UW Credit Union)

How to Handle a CrazyMaker: Conflict Management at Work and Home – Sue Wildermuth

Moving Into Leadership – Matt Vick

I’m Concerned About My Student Employee: What Should I Do? – Malayna Oswald and Katrisa Hilliard

Advance Directives and Will Preparation – Martia T Barrera Gutierrez (Acentra)

Sustainability and Whitewater Campus Landscape – Wes Enterline

AI For Everyone and Everywhere: Bridging Human and Technology Potential – Dana Wagner and Ted Witt

Check out [the session descriptions and find out more about the presenters.](#)

For any accommodations, please contact elmoreg@uww.edu or call 262-472-1062.

Talent Acquisition

Academic Contract Dates for 2024-2025

Fall: 8/26/2024-1/8/2025

Spring: 1/9/2025-5/23/2025

Summer Session/Service Dates

Summer Session Courses -- 5/20/2024 to 8/10/2024

Summer Services -- 5/18/2024 to 8/25/2024

Please refer to the Summer Change of Status (COS) Information announcement

Payroll

For annual exempt staff (Leave eligible Faculty, Academic Staff, and Limited appointments) working all year (excludes academic year contracts),

Please review your Legal Holiday balance after the Memorial Day Holiday processes, after June 7th, 2024. If you have any remaining hours in your Legal holiday bank, they are the past years floating holiday hours and must be used by June 30, 2024, or they will be forfeit as we roll into the next fiscal year on July 1, 2024. In addition, all Personal Holiday and vacation carryover hours must be used by June 30, 2024. Only the hours you accrued in FY 23-24 will roll over to the new 24-25 fiscal year. If you have further questions, please reach out to serviceoperations@uwss.wisconsin.edu . Here is also a link to the news and notes section from the Portal:

<https://uwservice.wisconsin.edu/news/article.php?a=903>

2024 Update in Benefit Deductions

In 2024, due to the change in moving benefit deductions being taken from a month ahead to current, regular benefit deductions may be taken on "C" payrolls and not deducted on other payrolls. Here is the schedule for 2024:

2024 Pay Schedules

Biweekly Pay Schedule All Employees

Pay Period	Pay Period Dates	Pay Date	Deduction Groups	Deduction Split Schedule
DEC C 2023	12/17/2023 - 12/30/2023	01/11/2024	1 split 2, 3	JAN First
JAN A	12/31/2023 - 01/13/2024	01/25/2024	1 split 2, 3, 4	JAN Second
JAN B	01/14/2024 - 01/27/2024	02/08/2024	1 split 2, 3	FEB First
FEB A	01/28/2024 - 02/10/2024	02/22/2024	1 split 2, 3	FEB Second
FEB B	02/11/2024 - 02/24/2024	03/07/2024	1 split 2, 3	MAR First
MAR A	02/25/2024 - 03/09/2024	03/21/2024	1 split 2, 3	MAR Second
MAR B	03/10/2024 - 03/23/2024	04/04/2024	1 split 2, 3	APR First
APR A	03/24/2024 - 04/06/2024	04/18/2024	1 split 2, 3	APR Second
APR B	04/07/2024 - 04/20/2024	05/02/2024	1 split 2, 3	MAY First
MAY A	04/21/2024 - 05/04/2024	05/16/2024	1 split 2, 3	MAY Second
MAY B	05/05/2024 - 05/18/2024	05/30/2024	3	MAY Third
JUN A	05/19/2024 - 06/01/2024	06/13/2024	1 split 2, 3	JUN First
JUN B	06/02/2024 - 06/15/2024	06/27/2024	1 split 2, 3	JUN Second
JUN C	06/16/2024 - 06/29/2024	07/11/2024	1 split 2, 3	JUL First
JUL A	06/30/2024 - 07/13/2024	07/25/2024	1 split 2, 3	JUL Second
JUL B	07/14/2024 - 07/27/2024	08/08/2024	1 split 2, 3	AUG First
AUG A	07/28/2024 - 08/10/2024	08/22/2024	1 split 2, 3	AUG Second
AUG B	08/11/2024 - 08/24/2024	09/05/2024	1 split 2, 3	SEP First
SEP A	08/25/2024 - 09/07/2024	09/19/2024	1 split 2, 3	SEP Second
SEP B	09/08/2024 - 09/21/2024	10/03/2024	1 split 2, 3	OCT First
OCT A	09/22/2024 - 10/05/2024	10/17/2024	1 split 2, 3	OCT Second
OCT B	10/06/2024 - 10/19/2024	10/31/2024	3	OCT Third
NOV A	10/20/2024 - 11/02/2024	11/14/2024	1 split 2, 3	NOV First
NOV B	11/03/2024 - 11/16/2024	11/27/2024	split 2, 3	NOV Second
NOV C	11/17/2024 - 11/30/2024	12/12/2024	split 2, 3	DEC First
DEC A	12/01/2024 - 12/14/2024	12/26/2024	split 2, 3	DEC Second
DEC B	12/15/2024 - 12/28/2024	01/09/2025	1 split 2, 3	JAN First
JAN A	12/29/2024 - 01/11/2025	01/23/2025	1 split 2, 3	JAN Second

Deduction Groups and Frequency

Split: Benefit premium deductions for Group 1 are split evenly over the first two paid biweekly paychecks each month. Previously, they were split over the first two earned paychecks each month.
Note: Additional institution specific deductions may also be taken (example: parking).

Group 1 - see pay schedules

- State Group Health Insurance
- Dental Insurance
- Vision Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment Insurance
- Accident Insurance
- Income Continuation Insurance
- State Group Life Insurance

Group 2 - see pay schedules

- Flexible Spending Accounts, including commuter benefit enrollments
- Health Savings Account
- UW 403(b) Supplemental Retirement Program
- Wisconsin Deferred Compensation 457 Program

Group 3 - deducted every pay period

- Wisconsin Retirement System

Group 4 - deducted annually

- University Insurance Association Life Insurance

You will see that regular benefit deductions are now **NOT TAKEN on the 5B-24 and the 10B-24.**

This is a change to how we previously understood these deductions and may vary from year to year. The updated calendars can be accessed from this link to the System website: <https://uwservice.wisconsin.edu/help/payroll/>

If you have further questions, please contact UW Shared Services at serviceoperations@uwss.wisconsin.edu

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 serviceoperations@uwss.wisconsin.edu.

Direct Deposit and W4 Online Forms

Reminder - Direct Deposit and W4 forms must be completed Online, through MyUW portal, for all student employees and staff. Direct Deposit Hard Copies will no longer be accepted and must be completed on line.

Please reach out

hr@uww.edu with any questions or concerns.

Summer Session/Summer Service Payroll Calendars

Access the following PDFs to view and print the pay calendars for 2024 Summer Session/Service:

[Summer Session 2024 Pay Calendar](#)

[Summer Service 2024 Pay Calendar](#)

If you need further information about the biweekly payroll process please visit [here](#)

[2024 Bi-Weekly Pay Calendar](#)

If you have further payroll questions, please do not hesitate to reach out to us at

serviceoperations@uwss.wisconsin.edu

Immigration

IMPORTANT: Immigration Information for International Faculty and Sponsoring Departments: Post 9-11 Security Checks/Administrative Processing

Note that any time an international faculty member applies for an H-1B travel visa abroad at a US Consulate, they risk being placed in “administrative processing” by the Department of State. These checks are also known as national security checks. The delays can be extensive (months) and there is no option to expedite the security checks which are in place for national security reasons. <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/administrative-processing-information.html>. One of our faculty members is currently experiencing this. Faculty are also required to respond to specific, detailed questions from the Consulate regarding their area of expertise, especially if the area is related to CS or IT. In some cases, the department Chairs will need to assist with this process. For more information, contact Margaret Wheeler at wheelerm@uww.edu.

Honoring Memorial Day and Foreign-Born Soldiers in World War I

As the American military mobilized to enter World War I in 1917, its ranks filled with a diverse cross-section of American society, including immigrants from around the world...

[Read more](#)

Title IX

The Title IX Coordinator has a new office!

As of June 3, 2024, the Title IX Coordinator location and reporting structure has changed. The office for the Title IX Coordinator is now located in Anderson 2130 D in the suite with the Dean of Students Office. Although, the office location has changed, the direct number remains the same at x2143. Also new, the Title IX Coordinator reports directly to Gabby Dralle, Chief of Staff & Senior Strategy and Compliance Officer as part of the Chancellor’s Office. Gabby joined the UW Whitewater team at the end of May 2024. As we make changes to the Title IX procedures to be in compliance with the new Federal Regulations, we will continue to update the campus community. Looking forward to these positive changes and stay tuned!

From The Front Office

Welcome New Employees

Meet our new Warhawks!



[Click here](#)



University of Wisconsin
Whitewater

Human Resources

Subject Matter Experts

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

[Read more](#)

Risk and Safety Tips for the month of June

[Poster](#)

Risk and Safety Newsletter May/June

[Newsletter](#)



Featured Recipe: Creamy Green Enchiladas

[Recipe here](#)

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 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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Human Resources

Hyer Hall 330 | 262-472-1024 | hr@uww.edu | uww.edu/hr

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