



News & Notes for December 2024



**From Our CHRO**

Greetings Fellow Warhawks!

I hope this message finds you well. I cannot believe that this is the last newsletter of 2024. As I reflect back on this year, I am amazed at how much

we have all accomplished together. Thank you for all that you do for our institution and for making 2024 so great.

There is a lot of important information in this newsletter; please take a moment to read through it and let us know if you have any questions.

**Employee Holiday Celebration:** Please join Chancellor Corey King for the annual Holiday Celebration Monday, December 9th in the James R Connor University Center, Hamilton Room from 1:00pm to 3:00 pm. Hors d'oeuvres and refreshments will be provided courtesy of the UW-Whitewater Foundation Inc. A photo booth will be provided courtesy of Human Resources. Please bring nonperishable goods and toiletries for donation. These donations will be given to the UW Whitewater Campus Food Pantry.

**HR Happenings:** Thank you to those that attended the HR Happenings event in November, if you missed it you can view the slides here: [hr happenings](#)

**Open Enrollment Appeals:** If you missed open enrollment or if you find that you need to make a change or correction to what you enrolled in, see this tip sheet: [Tip Sheet](#)

**University Staff Leave Allocation Changes:** Beginning July 1, 2025, University Staff will receive their annual leave allocation on a fiscal year basis, rather than on a calendar basis. To bridge the gap from January 1, 2025 to June 30, 2025, University Staff employees will receive a half year's allotment of their annual leave accrual and then on July 1, 2025 they will receive their entire year of leave accrual. All University Staff employees received an email from Universities of Wisconsin Shared Services that explained this process. If you have questions regarding the change in leave allocation, please let us know, we are happy to assist.

**Scholarship Opportunity:** The Dorn Family scholarship is for up to \$1,000 and is awarded to a child of a UW Whitewater employee. For more information Go to: [UWW Scholarships](#)

In our fast-paced world, it's easy to get caught up in tasks and deadlines, but one simple, powerful truth remains: kindness matters.

Kindness isn't just an act; it's a connection. A small gesture—like a sincere "thank you," a compliment, asking how someone's day is going or an offer to help—can brighten someone's day in ways you might not imagine. When we show kindness, we let others know they matter, fostering a culture of trust, inclusion, and positivity.

Here's a challenge for the month of December: Take a moment each day to reach out to a colleague, a team member, or even someone you don't usually interact with. Send them a kind word, a thoughtful gesture, or simply ask

them how they are doing. This can create ripples that extend beyond the workplace.

Let's make kindness a cornerstone of our university. Because here, you matter, and together, we make a difference.

Thank you again for all that you do.

Warm Regards,

Connie Putland, CHRO

## Benefits

**Did you miss Open Enrollment? Need to make a change or correction? You may be eligible for an appeal.** Tip sheet: [uwservice.wisconsin.edu/help/benefits](https://uwservice.wisconsin.edu/help/benefits)

You have until January 31, 2025 to appeal your FSA or Dependent Day Care FSA, you have until February 28, 2025 to appeal Dental, Vision and Accident elections and until April 15, 2025 to appeal State Group Health, HSA and Health Opt Out elections. Please contact Shared Services at [serviceoperations@uwss.wisc.edu](mailto:serviceoperations@uwss.wisc.edu) for assistance.

Flexible Spending Account (FSA) Unsubstantiated Claims Process – When you receive notices from OPTUM, the FSA administrator, about unsubstantiated health care claims you will want to be sure to substantiate or repay them preferably by December 31st. Not sure what or how to do this? Please refer to [this page](#) for the process. You can also call OPTUM directly at 833-881-8158.

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-Healthcare Flexible Spending Account (FSA) Reminders

-An FSA is a **tax-free** account subject to IRS regulations

-IRS regulations require **all** healthcare FSA claims to be substantiated

-Most payment card transactions are **auto-substantiated**. When they are not, an employee must submit documentation to Optum to substantiate.

-Important Dates

-To **avoid** the payroll withholding process, employees should substantiate their claims **by 12/31/2024**

-Employees **may** substantiate their claims **1/1/2025 - 3/31/2025**, but the claims **will also** go through the payroll withholding process

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## GIB Examines Cost Effectiveness of Health Benefits

The Group Insurance Board today examined the cost effectiveness of bariatric surgery and adding coverage of weight-loss drugs in the State of Wisconsin Group Health Insurance Program. Additionally, the Board reviewed progress on strategic initiatives and completed other business.

[Read More](#)

## In-Person Group Retirement Appointments

The Department of Employee Trust Funds offers in-person group retirement appointments statewide. See the [complete schedule](#) of group retirement appointments.

**Requirement:** Before scheduling an appointment, you must have received a [Retirement Benefit Estimates and Application \(ET-4301\)](#). You may request an estimate if you are within 12 months of your minimum retirement age.

[Register Now](#)

Acentra Workshop - Campus to Career: Transitioning into the Workplace workshop – December 18, 2024 from 12:30pm-1:30pm – [click here to register](#)

For most graduates, it can be challenging to make the transition from being a college student to a working professional. Trading the campus life and study sessions for a full-time office job is a big change that not everyone is prepared for. “Campus to Career” is the perfect seminar for anyone seeking to effectively acclimate to this exciting transition in their lives.

[Click Here To Register](#)

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## Wellness



# WARHAWK WELLNESS

... UW-WHITEWATER ...

As we transition into the winter season, it's important to acknowledge how this time of year can impact mental wellbeing. Shorter days, less sunlight and the approach of the holiday season can bring up feelings of sadness, anxiety and loneliness for many people. As Mental Health First Aiders, it's key to be extra attuned to these changes in yourself and those around you.

## **Self-care tips for you:**

Taking care of your own mental health is essential in order to be there for others.

**Set boundaries:** It's important to know your limits. It's OK to say, "no" or ask for help when you feel overwhelmed.

**Seek support:** Don't hesitate to lean on other colleagues, friends or professionals when you need to debrief or talk through difficult situations.

**Engage in activities that recharge you:** Whether it's spending time outdoors, reading or meditating, find activities that help you feel grounded.

## **Tips for supporting others:**

**Acknowledge the seasonal shift:** Be aware of how reduced daylight may affect mood or energy levels. Encourage regular breaks and exposure to natural light when possible.

**Create a safe space to talk:** With the holidays approaching, some people may feel more stressed or isolated. Offer a listening ear without judgment.

**Promote self-care:** Remind those you support of the importance of small, daily activities that can have a big impact on mental wellbeing. Exercise, mindfulness and proper rest are especially important during this time.

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## Employee Well-Being Webinars Flyer

[Read More](#)

# Training & Professional Development

## ATP:

It was great to see so many people attend the Workday Open House!

Keep up to date with “What’s Changing with Workday” to see all the ATP updates!

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

## Upcoming Training and Development Events:

**Save the Dates!** There are many January workshops coming up and will be shared on the [“Events”](#) webpage.

Thanks to the incredible feedback and high demand from our June 2024 Professional and Personal Enrichment Days, we're excited to bring back some of those sessions!!

**-I’m Concerned About My Student Employee: What Should I Do?** – The CARE Team and Violence Prevention Specialist join together to present on this important and powerful topic.

**-Neurodivergence in the Workplace** – The Center for Students with Disabilities and HR join together to help increase your knowledge about neurodivergent behavior in the workplace.

-Same amazing presenter from **How to Handle a Crazy Maker**, but a different topic: **Engage, Connect, Reward, Repeat: Positive Leadership in Higher Education.**

**-Everyday Ways to Use AI** – Joined us last June? Come back to uncover new insights, and using AI wisely and responsibly.

**-New workshop: LGBTQ+ Workplace Inclusion** – hear from our LGBTQ+ Coordinator to learn more about great inclusive practices!

## Talent Acquisition

**Rehire and Intent to Return – Timely Notification of Fixed Terminal Appointment Employees**

**December 8** – Deadline to notify Fixed Terminal Academic Staff with fall term only contracts (appointment ending 1/8/2025) of their status for subsequent spring semester. Departments are responsible for submitting E Rehires for those employees that are intended to return.

### **What to do if the intent to return of an employee is changed:**

From “Yes” to “No” – Department to notify employee by sending “No” letter to them. Notify HR via email of the change.

From “Maybe” to “No” – Notify HR via email of the change.

From “No” to “Yes” – Submit E Rehire request for employee

### **Academic Contract Dates for 2024-2025**

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

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

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### **Recruitment**

You can find all of our recruitment policies and best practices on our website.

\*If you are in need of filling a vacancy with an emergency hire appointment please view our Emergency Hire Policy.

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### **Criminal Background Check Charges**

Each hiring department pays for the cost of the CBC for their employees. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form, you are required to include the department funding string.

**Miscellaneous Service Contracts vs. Interinstitutional Employment Overload**

The 2025 Student Employee ACA Calendar is now available!!! Please visit our [website](#) for details.

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\*NOTE: All Student Employees should be paid through Student Employment Tool, regardless of home institution.

## **Payroll**

University Staff should use any "Carryover Vacation" Paid Leave Before Year-End. Plan ahead and schedule paid leave now to avoid losing hours that are not eligible for carry over into 2024. Personal and Legal Holidays should be used by December 31, 2024. Personal, Legal Holidays and Floating Holidays granted for 2024 must be used by December 31, 2024, or they will be lost. If you have further questions about how to enter time, please contact Shared Services at [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

\*Note for Faculty, Academic Staff, and Limited Appointees, paid leave is granted on a fiscal year basis (July 1 – June 30) so the calendar year usage outlined above does not apply to those positions.

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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 [serviceoperations@uwss.wisconsin.edu](mailto: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](mailto:hr@uww.edu) with any questions or concerns.

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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](mailto:serviceoperations@uwss.wisconsin.edu)

## Immigration

### Federal Immigration Law Changes and Updates for International Faculty-



**-2025**

Due to the new Administration starting in January 2025, this section will appear in each newsletter. Right now, there is no news to report because we are still in November. Please stay tuned and be sure to read our newsletter. If you have any questions now or in the future, please contact Margaret Wheeler; [wheelerm@uww.edu](mailto:wheelerm@uww.edu); extension 1494; Hyer Hall 330E.

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## **Famous Immigrants**

Did you know that Whitewater Lake, in our town of Whitewater, became the home of Norwegian pioneers as far back as 1857. They built the Heart Prairie Lutheran Church, which includes a cemetery and is still standing. Up until 1902, Norwegian was spoken exclusively in the church. If you would like to experience this rich history and culture, services are still offered in the summer months.

[Read More](#)

## **Title IX**

### **Did you know?**

1. The Office of the Title IX Coordinator is located in Anderson 2130 (Dean of Students Office space) as of July 1, 2024.
2. Title IX and Compliance now report to the Office of the Chancellor.
3. The Title IX website for UWW is now <http://www.uww.edu/title-ix>.
4. As of October 29, 2024 we have worked with or in the process of working with:
  - a. 3042 new students to online Sexual Violence and Awareness Prevention training and are at 96% completion with the goal to 100%.
  - b. As of November 25, we had 32 people in 9 unique cases followed by 24 people with 14 cases thus far in November. This brings us to 115 people in 54 unique cases. Of those numbers, we have 57 complainants and 30 respondents in those 54 cases. The cases range from sexual assault, and sexual harassment to dating and domestic violence and stalking.

5. If you would like the Title IX Coordinator or a Deputy Coordinator to attend a department meeting to provide information and/or training, you can fill out this [Title IX Training Request Form](#).

6. We will also be looking for assistance from faculty and staff across campus to serve as Advisors or Advocates for our students in reported incidents as well as faculty or staff willing to facilitate informal resolutions. If this is something you would like to do for some professional development, please contact Vicki Schreiber at [schreibv@uww.edu](mailto:schreibv@uww.edu).

As a reminder, the UW System schools will continue to use the Title IX Regulations from 2020.

Due to the federal injunction in *Kansas v. United States Department of Education*, the Universities of Wisconsin have suspended permanent and emergency rulemaking regarding Title IX.

The UWs remain ready to publish the rule and policies should the injunction be lifted.

Our current rules and the 2020 Title IX federal regulations remain in effect.

We remain in consultation with our colleagues at the Wisconsin Department of Justice as to next steps in the litigation, and will be ready to move quickly to publish the emergency rules and re-start training should the injunction be lifted.

If you have any questions, you can contact me at 262-472-2143 or by email at [titleix@uww.edu](mailto:titleix@uww.edu). Individuals can also now book at time to meet with me by clicking on the following link: [Book time with Schreiber, Vicki](#)

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## From The Front Office

**Be sure to attend the Chancellor's Seasonal Celebration on Monday, December 9th!**

**At the event we will be collecting nonperishable goods, toiletries and monetary donations for the UW-Whitewater Campus Food Pantry and HR will once again be sponsoring a Photo Booth.**

**SAVE THE DATE**

**– Chancellor's Seasonal Celebration!**

**When: December 9, 2024**

**1:00pm-3:00pm** – time change to be inclusive to more employees! Supervisors please encourage your staff to attend!

**Where: University Center Hamilton Room UC164**



**Vehicle Use Authorization Update:**

- All student Driver Authorizations are valid for 1 year and will expire on May 31st, each 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.

**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](#)



**Featured Recipe: Upside-Down Bananas French Toast Bake**

[Recipe here](#)

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**"When the leaves fall from the tree, they can no longer return to it. The same thing happens with life, every day that passes does not come back. So today, smile, kiss, love and be happy."**

**-Cuando las hojas caen del árbol ya no pueden volver a él. Con la vida pasa lo mismo, cada día que pasa no vuelve. Así que hoy, sonríe, besa, ama y sé feliz.**

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.



University of Wisconsin  
**Whitewater**

Human Resources

Hyer Hall 330 | 262-472-1024 | [hr@uww.edu](mailto:hr@uww.edu) | [uww.edu/hr](http://uww.edu/hr)

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