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News & Notes for March 2025

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**From Our CHRO**

Greetings Fellow Warhawks!

Welcome March!

There is so much to look forward to this month; March madness for basketball fans, Spring break, longer days and warmer temperatures! Please take a moment to review the information in this newsletter, there are many important events and dates coming up this month.



### **Lisa Feran ('05)**

First up, mark your calendars for the 2nd annual UW Whitewater Professional and Personal Enrichment Day! We have a special guest key note speaker this year, Whitewater Grad, Lisa Feran (05). Lisa is the Owner and Personal Trainer at Custom Fitness Specialists. She will kick off our conference with a key note session "On the Benefits of Exercise for Longevity." Lisa will also have a breakout session on nutrition. Please join us for this and many other exciting sessions on June 3rd in the University Center. See more information below in the Training and Development session.

Some other notable information that you will find in this issue:

- **Workers Compensation:** If you have an injury, or if you have an incident where you may have been injured but you feel fine, you should complete the incident form just in case something surfaces later and you need to be treated. Ramon Rocha in the HR Department is your contact for all things Workers Compensation related. He can be reached at [Rochar@uww.edu](mailto:Rochar@uww.edu) or you can call 262-472-1024 and ask for Ramon.
- **Warhawk Wellness:** April 8th is the Wellness Fair and Biometric Screening! Mark your calendar.
- **WINGO is Back!** Wingo Starts March 17th! See details below for all the information and this year's theme.
- **Workday Timelines:** There are some important dates coming up as it relates to the Workday implementation, please see the Talent Acquisition section below for all of the details.

• **Workday Training:** Workday implementation is just around the corner! Training assignments have been sent to employees—please check your inbox for your training assignments. If you believe something is missing please contact Gina Elmore at [elmoreg@uww.edu](mailto:elmoreg@uww.edu)

• **Mandatory Trainings:** Please note that FERPA training has been added to the mandatory trainings this year. All employees are required to take this training with the other mandatory trainings. FERPA training will be repeated every 3 years. For more information on mandatory trainings see the section below.

Thank you for all you do!

Warm Regards,

Connie Putland, CHRO

## Benefits

### Save the Date!

-April 8th: Wellness Fair & Biometric Screening, stay tuned for details and watch the [Worksite Wellness website](#)



[Read More](#)

### Social Security Retirement Benefits

Social Security is part of a WRS member's retirement plan. It's important to know how the system works and how much retirees receive from Social Security.

[View Video](#)

### Worker's Compensation - Where does it go?

To Submit Worker's Compensation: [Click Here](#)

**Questions:** Reach out to Ramon Rocha

**Phone:** 262-472-1024

**Email:** [rochar@uww.edu](mailto:rochar@uww.edu)



## America Saves Week - Webinar

Gain an understanding of your finances with an Express Credit Check-up.

During this confidential, no-cost 30-minute appointment, you will meet virtually one-on-one with a UW Credit Union financial specialist to review your credit report and discuss your financial goals. An Express Credit Check-up is tailored specifically to your needs, from understanding your credit score to exploring opportunities to save money.

The financial experts can help you:

- Learn how to improve or maintain your credit score
- Find ways to save money
- Build confidence in your finances

[Register Here](#)

## TIAA at UWW

Financial Consultants will be available for one-on-one sessions to help you create a plan for your goals. Click the link below to RSVP as space is limited.

Date	Time	Location
Thursday, Feb 27, 2025	9:00 a.m. - 4:00 p.m.	UC 262
Thursday, Mar 27, 2025	9:00 a.m. - 4:00 p.m.	UC 262
Thursday, May 1, 2025	9:00 a.m. - 4:00 p.m.	UC 262

RSVP

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Upcoming Events for Financial Health and Well-Being:

[Employee Well-Being Webinars](#)

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-Reminder: March 31st Deadline to Submit 2024 Flexible Spending Account Claims

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## Wellness



WARHAWK  
WELLNESS  
... UW-WHITEWATER ...

Wednesday Wellness Walks, every Wednesday, at URock have resumed – details can be found [HERE](#)

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Do/Observe WINGO will run from March 17th – June 30th

WINGO is the Warhawk version of Bingo!

The focus for WINGO 2025 is Do and Observe.

You can register to participate anytime between March 17th – June 30th

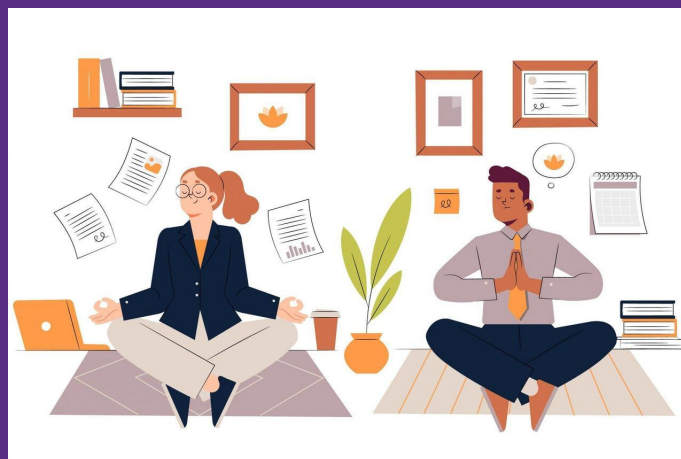
For complete details and to register click here: [English](#) - [Spanish](#)

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[Employee Wellness Fair](#) – April 8th from 10am – 1pm in UC259 Conner Conference room

You will have the opportunity to meet wellness providers from on and off campus including opportunities for Meditation, Chair Massage, [Chair Yoga](#) and

[Kindness starts with Self Care workshop](#) (registration required) please see the flyer and [Worksite Wellness Website](#) for details!!



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## Mental Health Tip of the Month – 3 tips to boost your mood

- 1. Curate a mood-boosting playlist.** Music can deeply impact your emotions, so whether you need relaxation or motivation, create a playlist that resonates with you. The right tunes can lift your spirits instantly.
- 2. Practice random acts of kindness.** Doing something kind for others (a thoughtful note, helping with a task, special treat) can have a significant positive effect on your own mood. Show yourself the same kindness you extend to others — by practicing self-care. [Check out 10 ways to practice self-care as an act of kindness.](#)
- 3. Laugh more!** “Laughter is the best medicine” isn’t just a saying — it’s [backed by science](#) as one of the most powerful natural mood boosters. Watch a funny video, read a funny book or just let yourself laugh at something that makes you smile. Sometimes, a good laugh is all it takes to change your outlook for the day.

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Thank you to everyone who participated in National Wear Red Day on February 7th!

We had several departments send photos including University Housing, Human Resources, Custodial, Budget, Economics, Management, and Occupational and Environmental Safety and Health.



## Training & Professional Development

### ATP:

Workday training is right around the corner! Check out the most recent [ATPTouchpoints](#) newsletter. [Sign up](#) for this newsletter if you would like to receive it.

If you missed this big announcement regarding upcoming training, check it out [here](#)!

[Learn More About Workday](#)

## Upcoming Training and Development Events:

**Save the Date:** “Professional and Personal Enrichment Day” is Tuesday, June 3, 2025!

To make it easy and enjoyable, everyone can use their Professional Development Funds of \$25 to join. Don't worry about the details—I'll handle everything behind the scenes. All you need to do is register! If you have any concerns about funding, rest assured that we'll work with you and available campus resources (like the University Staff Council, Academic Staff Assembly, and HR) to ensure you can participate. We can't wait to see you there!

Please email me at [elmoreg@uww.edu](mailto:elmoreg@uww.edu) or call me at (262)472-1062 regarding the below:

**Topic Suggestions:** What would you like to learn about? Share your ideas and help create a day tailored to your interests.

**Potential Presenters:** Are you interested in presenting or know someone who would be a great fit? I'd love to hear your ideas and discuss the possibilities!

Let's make this event a memorable and enriching experience for everyone. Stay tuned for more details!

If you have a disability and desire accommodations, please advise us as soon as possible. All requests will be kept confidential. UW-Whitewater is committed to providing equal opportunities in employment and programming, in compliance with Title IX and ADA requirements. For further information, please contact Gina Elmore at [elmoreg@uww.edu](mailto:elmoreg@uww.edu).

## Talent Acquisition

### Rehire Submission Timelines and Process

**Tuesday, April 1, 2025** – Spreadsheets need to be returned to [InstefjoKE08@uww.edu](mailto:InstefjoKE08@uww.edu)



**Tuesday, April 1, 2025** – E-Rehire must be submitted by this date for any employee indicated “Y” on the spreadsheet. Employee will receive notification when E-Rehire is submitted.

**Thursday, April 10, 2025** – HR sends notifications to deans/division heads for those who were indicated “Y” but have not had an E-Rehire submitted for them.

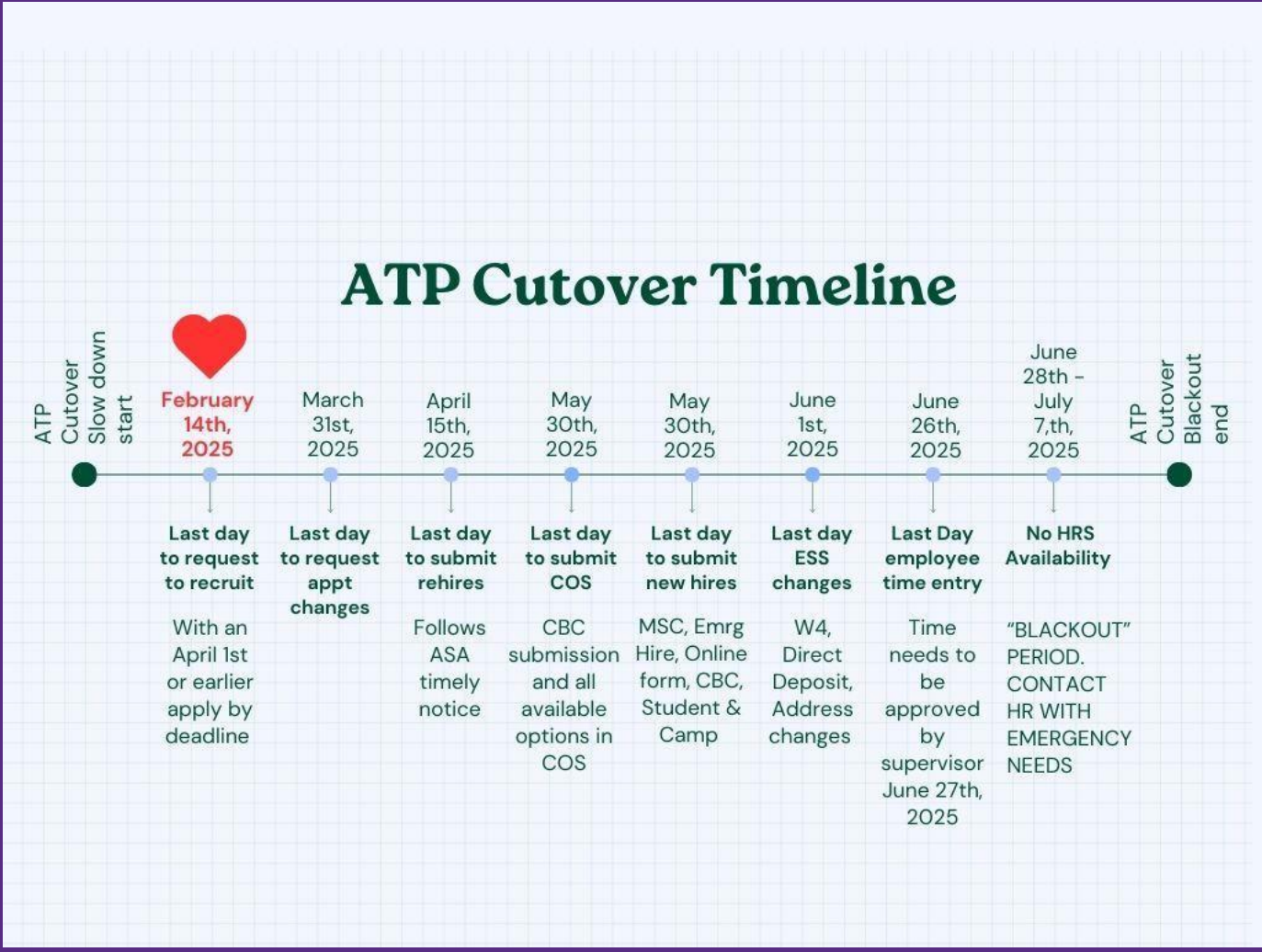
**Tuesday, April 15, 2025** – Deadline for colleges to notify employees who are not intended to return.

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

**Academic Contract Dates for 2025-2026**

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

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



- **Feb 14th** - Last day to request recruitment
- **March 31st** - Last day to request Appt Changes

- **April 15th** - Last day to submit Rehires
  - **May 30th** - Last day to submit COS/new hires
    - **June 1st** - Last day ESS Changes
  - **June 26th** - Last day employee time entry
  - **June 28th** - July 7th - No HRS Availability
- 

## 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. Inter Institutional 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

## Filing Taxes

Employees should use their W-2 Form, not their final 2024 earnings statement, to file taxes. If you have additional questions or needs, please reach out to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

## Additional Tax Resources

Instructions to view/print tax forms (when available) can be found on the Tax Statements tab on the [Payroll Help page](#).

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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

[2025 Bi-Weekly Pay Calendar](#)

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

## Immigration

### For International Faculty, Chairs and Deans; Updates about Trump Administration Policies:

If you plan to travel internationally in H-1B status, please contact Margaret Wheeler; [wheelerm@uww.edu](mailto:wheelerm@uww.edu). Some people are choosing not to travel due to rapid changes in the law.

Please call/email Margaret Wheeler; [wheelerm@uww.edu](mailto:wheelerm@uww.edu); 1494, if you are contacted about an "H-1B Site Visit". Margaret's new office in Hyer Hall is #339.

### Know your Federal Agencies:

## **USCIS:**

[U.S. Citizenship and Immigration Services \(USCIS\)](#) processes immigration benefits (H-1Bs, green cards). Conducts the I-485 interviews, the last step in the application process for lawful permanent residence status (also known as green card).

## **CBP:**

[Customs and Border Protection \(CBP\)](#) facilitates international travel and trade by enforcing U.S. laws, particularly immigration and drug laws. CBP personnel are stationed at U.S. ports of entry.

## **ICE:**

[Immigration and Customs Enforcement \(ICE\)](#): primary investigative and enforcement branch of federal immigration. ICE conducts investigations into alleged immigration violations ranging from [I-9 non-compliance](#) to the trafficking of human beings; initiates removal proceedings and manages detention facilities holding immigrants for trial or removal.

## **Events:**

Enjoy a variety of international dishes and performances and get to know UW-Whitewater's international students at the annual International Dinner on Friday, March 7, at 5:30 p.m. in the University Center Hamilton Room. Tickets can be purchased at the Goodhue Hall first-floor desk. Cost is \$5 for students and \$10 for faculty, staff and other guests.

# **Title IX**

## **Mandatory Employee Training**

March is the month in which most of the mandatory employee trainings are due. This includes faculty, staff, and student employees. Please check your my.wisconsin.edu portal in the Mandatory Employee Training section to see if you have a training due or check your email for a note from System.

Thomas Lisowski, Compliance Coordinator will be working with system and Human Resources to ensure compliance of the training. We will continue to use the [mandatorytraining@uww.edu](mailto:mandatorytraining@uww.edu) email address for inquiries about your required trainings. If you have any questions about your training, feel free to contact us at [mandatorytraining@uww.edu](mailto:mandatorytraining@uww.edu).

## **Training your Department or Staff**

If you are interested in having the Title IX Coordinator, or a member of our team, come to your staff meeting, or department meeting to talk more about our University's response to Sexual Misconduct and/or Pregnant and Expecting Parents, please follow this link to fill out a training request form: [Title IX Training Request Form.](#)

## **Title IX – Ongoing Call for Volunteers to be Advisors and/or Informal Resolution Facilitators**

The Title IX team at UWW is looking for assistance from faculty and staff across campus to serve as Advisors for our students involved in sexual misconduct cases. We are also looking for faculty and staff 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).

We have a second training session scheduled for Monday, February 24 but will set up another session depending on interest and availability.

For more information, please contact our Title IX Coordinator:

Vicki Schreiber, Ph.D.

Anderson 2130

262-472-2143

[Book time with Schreiber, Vicki](#)

[titleix@uww.edu](mailto:titleix@uww.edu)

[http://www.uww.edu/title-ix.](http://www.uww.edu/title-ix)

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## **From The Front Office**

### **Human Resources - Office Remodel Reminder**

Human Resources is still located in Hyer Hall, Room 330. However, the door has moved down the hall. Please look for the Human Resources Banner in the hallway to find our new entry door.

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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.

## *Save the Date: State of the University Address*

Chancellor Corey A. King invites you to the  
annual State of the University Address.

Where: James R. Connor University Center,  
Hamilton Room  
When: Tuesday, March 18th at 10:00 am

Join us in celebrating our people as we recognize the recipients of the Diversity and Inclusivity Awards and honor colleagues marking milestone anniversaries (five or more years of service).



A CONVERSATION WITH AUTHOR REBEKAH TAUSSIG

# 35 YEARS *of the* AMERICANS WITH DISABILITIES ACT



University of Wisconsin  
**Whitewater**

School of Graduate Studies  
and Continuing Education



**TOMMY G. THOMPSON**  
CENTER ON PUBLIC LEADERSHIP  
UNIVERSITIES OF WISCONSIN

Join us for an

**Evening with Rebekah Taussig**  
**Tuesday, March 11, 2025 at 6:00pm**

35 Years of the Americans with Disabilities Act:  
What it accomplishes and how it could and should be improved.

[Read More](#)

# MARCH 2025

# Mindful

# Moments

## Winther Hall 3005

De-stress and find  
your focus

brief, helpful guided imagery  
meditation sessions

join when it's convenient for  
you - you can just drop in!

Mon	Tues	Wed	Thurs	Fri
3	4 3:30-4:00pm	5 12:30-1:00pm	6 3:30-4:00pm	7
10	11 3:30-4:00pm	12 12:30-1:00pm	13 3:30-4:00pm	14
17	18 3:30-4:00pm	19 12:30-1:00pm	20 3:30-4:00pm	21
24	25 SPRING BREAK	26 SPRING BREAK	27 SPRING BREAK	28

## Meet our new Warhawks!



[Click here](#)



## 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:** Green Chilaquiles

[Recipe here](#)

**"Don't compare your life to others.  
There's no comparison between  
the sun and the moon. They each  
shine when it's their turn."**

**\*No compares tu vida con la de los  
demás. No hay comparación entre  
el sol y la luna. Cada uno brilla  
cuando es su momento.**

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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