



News & Notes for November 2024



From Our CHRO

Greetings Fellow Warhawks!

I hope this message finds you well. It is hard to believe that Thanksgiving is right around the corner, especially when it feels like summer outside.

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.

Voting- Since we are in the middle of an election, I thought it important to provide information on the Universities of Wisconsin Policy on voting for employees.

Universities of Wisconsin Miscellaneous Leave Policy States:

All employees who earn sick leave are eligible for up to 3 hours of leave with pay to vote during the employee's regular working hours if the employee is unable to vote during non-working hours.

All Universities of Wisconsin employees are entitled to leave to vote during the employee's regular working hours, but only those who earn sick leave are eligible for a leave with pay to vote.

Employees and supervisors should work together to allow for voting time.

U Matter- Congratulations to the University Police Department for receiving the **U Matter Wagon!** Thank you for all you do. Well Deserved! (See the photo and write up from IT Services below).

Workday Open House- Mark your calendar for November 11th and attend the Workday Open House from 9:00 am to 12:00 pm in the University Center room 259 or at the Rock Campus from 2:00 pm to 4:30 pm in Allen Hall 03/04. This is an opportunity to get a "first look" of Workday and explore employee and manager self service features. Come with any questions you may have about the new system. We hope to see you there! (See more information below).

HR Happenings- The Human Resources Department is holding an open session to provide updates on current projects such as Workday implementation and important dates leading up to go live in addition to other changes and to answer questions that you may have. Please join us Thursday, November 21st in UC 259B or join via Webex. Additional details are listed below.

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.

Thank you for reading our newsletter! Your engagement is vital as we continue to enhance our communications. If you have any feedback or suggestions, please don't hesitate to reach out.

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. [Annual Benefit Enrollment Appeals eForm](#)

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.wisconsin.edu for assistance.

Preventive Care

Your health plan pays 100% of certain preventive care services with no out-of-pocket costs to you. Preventive care is routine health care that includes screenings, checkups, and patient counseling to help prevent illnesses, disease, or other health problems.

[More on Preventive Care Coverage](#)



Preventive Drugs Covered at 100%

The pharmacy benefit pays 100% of certain preventive drugs with no out-of-pocket costs to you. A preventive drug is used to help avoid disease and maintain health. These drugs are considered effective in preventing the development of a health conditions or disease.

[More on Preventive Care Coverage](#)

Acentra Workshop – Holiday Budgeting Workshop – November 12th at 12:30pm – click [here](#) to register

The holiday season is a time of great joy, but may lead to budgeting issues when we check our financial information in the new year. In this class, participants will learn how to prevent sticker shock from the holidays and keep our spending in check. Together, let's discuss best practices for enjoying but not overindulging and regretting our holiday decisions.

WRS Large Group Retirement Counseling Session November 7th – to register: [Click Here](#)

TIAA on campus financial counseling session November 19, 2024 – to register: [Click Here](#)

ETF Learning Opportunities and Webinars for November - [Click Here](#)

Webinar: Your Steppingstones to Retirement presented by ETF

“Your Steppingstones to Retirement,” one of our most popular webinars, will be held on **Nov. 7, 2024, Thursday, 1-4 p.m.** (Central Time).

This free and live session will feature representatives from the Department of Employee Trust Funds, the Social Security Administration, and the Wisconsin Deferred Compensation Program (WDC).

[Register Now](#)

Wellness



WARHAWK
WELLNESS
... UW-WHITEWATER ...

Next stop for the U Matter Wagon was the University Police Department!!

On Thursday, October 17th ITS presented the U Matter Wagon to the University Police Department noting:

The University Police department embodies the concept of service at UW-Whitewater. From safety drills to planning for large event management, emergency response, crime investigations, and offering friendly assistance in

many ways, the University Police are wholly focused on providing a safe, inclusive, and healthy environment for students, employees, and the community. IT Services enjoys partnering with the University Police on initiatives to improve our campuses such as selecting the next surveillance camera solution, improving our emergency notification systems, and reviewing new technology solutions that can provide better service and reap operational and financial efficiencies. Because of your commitment to the university and excellent collaboration with us and others, IT Services is honored to present the U Matter Wagon to the University Police department. We appreciate you and what you provide to our campus communities very much. THANK YOU!



Training & Professional Development

ATP:

YOU'RE INVITED!

All staff are invited to join this Workday Open House event on November 11, 2024. This is an opportunity to get a “first look” of Workday, explore employee/manager self-service features, and learn more about Workday training and go-live in 2025. Attendees will have an opportunity to get hands-on experience with laptops or in a computer lab to test out Workday and speak with ATP staff and UW-Whitewater Readiness Team members about what to expect in the coming months as we transition to Workday. This event is an Open House, drop-in as your schedule allows. We hope to see you there!

Locations:

Whitewater Campus: 9:00 a.m. – 12:00 p.m. in University Center 259

Rock Campus: 2:00 – 4:30 p.m. in Allen Hall 03/04

Once again, a huge “Thank you!” to all those that participated with the User Testing phase of this project.

Remember to check out this website “What’s Changing with Workday” to see all the ATP updates!

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

Upcoming Training and Development Events:

-HR Happenings will be held on November 21 from 10:00am-11:00 am in UC 259B, or join [via Webex](#).

-New DA/Administrative Staff resources (Job Function FAQ and Training and Resources Guide) are now available! DAs can access them on the DA Webex Group, and anyone may access them if they enroll in the New Hire Campus Orientation Canvas Course: <https://uwwtw.instructure.com/enroll/MABWM7>.

A special shout-out to Heather Rasmussen, Madeline Rasmussen, and Stephanie Church for spearheading this initiative and creating the majority of the content. I also want to extend a heartfelt thanks to Elizabeth Lamb, Jill Gerber, Julie Ridgeman, and Sue Roberts for their valuable feedback and contributions. Please note that these documents will continue to be updated, so please send suggestions to elmoreg@uww.edu.

Talent Acquisition

Academic Contract Dates for 2024-2025

Fall: 8/26/2024-1/8/2025
Spring: 1/9/2025-5/23/2025

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.

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.

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

Payroll

Final sick leave reduction process for all Faculty, Academic Staff, and Limited appointments

The sick leave reduction process for the previous fiscal year (July 2023 to June 2024) will be finalized by UW-System the beginning of October. If your sick leave is reduced you will be notified by UW System mid-October. If you have any questions about sick leave or a reduction; please contact serviceoperations@uwss.wisconsin.edu or reply directly to the email you receive from system.

Exempt Faculty, Academic Staff, and Limited Appointees (FA/AS/LI) are required to submit a leave report on all leave eligible appointments each month. This is required whether leave was taken or not taken.

Non-exempt Academic Staff submit biweekly timesheets to be paid, which meets their leave reporting obligation.

For FA/AS/LI the leave year is a fiscal year.

All summer pay basis jobs are reported together and considered part of the new fiscal year. Example: All Summer 2023 appointments are considered FY 2024

Employees can submit leave or check on the status of their reports at any time through the Time and Absence tile at my.wisconsin.edu or my.wisc.edu.

Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors.

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 online. Please reach out hr@uww.edu with any questions or concerns.

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

For International Faculty:

“Friendsgiving” on Tuesday, November 26! This will be the first “Friendsgiving” gathering (food, refreshments, and friendship) that UW-W has had. Sue Wildermuth, some of our newest International Faculty, and Margaret Wheeler are working together to plan this event. In the future, this group plans to have a cultural society for faculty and staff to connect, network, and create more family-friendly events. For more information about the November 26 gathering and future events, please contact Margaret Wheeler at wheelerm@uww.edu. Or call 262-472-1494.

Margaret Wheeler, Immigration Specialist, has her office in Hyer Hall 330E, in the Human Resource department. Please call or email before you drop in—in case she has stepped out. In addition to regular immigration cases, she is available to provide general advice and practical assistance for form I-485 and supporting documents!

Email: wheelerm@uww.edu; Phone: 262-472-1494

Immigration Law Updates

If you are filing your form I-485 and requesting a travel document, please note this important change! <https://www.uscis.gov/i-131>

Alert: On Oct. 11, we published a new Form I-131 (06/17/24 edition). The new form is named “Application for Travel Documents, Parole Documents, and Arrival/Departure Records.” This 06/17/24 edition of Form I-131 replaces the 04/01/24 edition of the Form I-131 (Application for Travel Document). There is no grace period for the 06/17/24 edition of Form I-131. Effective Oct. 11, we will reject applications on the 04/01/24 edition of Form I-131. If you file Form I-131 on or after Oct. 11, you must use the 06/17/24 edition of Form I-131.

Honoring Indigenous Peoples— First Immigrants

Indigenous People's Day was October 14. “We recognize Indigenous peoples’ resilience and strength as well as the immeasurable positive impact that they have made on every aspect of American society. We also recommit to supporting a new, brighter future of promise and equity for Tribal Nations — a future grounded in Tribal sovereignty and respect for the human rights of Indigenous people in the Americas and around the world.” - [Read More](#)

European settlers were not the first residents of our country. Native peoples have existed here since the beginning of time, according to our cosmologies. As white colonists moved West to stake their claim on tribal territories, they forced out Native populations. - [Read More](#)

Note the UW-Whitewater has a wonderful, active Native American Organization: Native American Cultural Awareness Association (NACAA)
Office: UC-Warhawk Connection Center Rm. 136
Email: wcc@uww.edu

"Honoring the past, serving the present and changing the future"

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 has changed to <http://www.uww.edu/title-ix>.
4. As of October 29, 2024 we have worked with or in the process of working with:
 - a. 105 Training Exemption Requests.
 - b. 3042 new students to online Sexual Violence and Awareness Prevention training and are at 90% completion with the goal to 100%.
 - c. 4 requests for supportive measures for students who are pregnant, expecting, or are navigating a pregnancy related condition.
 - d. 38 incidents involving 41 complainants and 24 respondents. This is down from 114 incidents in 2023 and 65 incidents in 2022 at this time.
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](#).

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. Individuals can also now book at time to meet with me by clicking on the following link: [Book time with Schreiber, Vicki](#)

From The Front Office

SAVE THE DATE

-Employee Holiday Celebration

When: December 9, 2024

1:00pm – 3:00 pm

Where: James R. Connor University Center - Hamilton Room

There will be a short program at 2 p.m.

The UW-Whitewater Campus Food Pantry will accept nonperishable goods and toiletries if you wish to donate.

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.

As a reminder, if you'd like the Chancellor to attend or speak at an event, please fill out our event request form which can be found on the Chancellor's website at uww.edu/chancellor.



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](#)



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: Cranberry, Orange & Pecan Muffins

[Recipe here](#)

**"You are braver than you believe,
stronger than you seem and smarter
than you think."**

**-Eres más valiente de lo que crees,
más fuerte de lo que pareces y más
inteligente de lo que piensas.**

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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Whitewater

Human Resources

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