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News & Notes for October 2024

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**From Our CHRO**

Greetings Fellow Warhawks and Happy Fall!

Fall is a busy time of year, first up, Benefits Open Enrollment!

**Annual Benefits Open Enrollment (ABE)** begins September 30th and goes through October 25th.

We look forward to seeing you at the **Benefits Fair on October 2nd in the University Center, Room 259** 10:00 am to 1:00 pm.

We are hosting Benefit Enrollment Assistance Sessions, see below for details of how to sign up!

**UW Employees Inc. Life Insurance and University Insurance Associate life insurance are ending.** If you currently have either of these coverages, you have received an email from Shared Services. Please check your email for details on how you can sign up for other coverage during open enrollment.

**I would like to congratulate Jim McLernon, Custodian, for his accomplishments at the Walworth County Fair! Nice job Jim!** See photos below.

**Supervisors mark your Calendar!** The annual fall supervisor training will be held October 29, 2024. Watch your email for details and a calendar invite.

**Workplace Bullying Policy and Training-** The Universities of Wisconsin has developed a Workplace Bullying Policy and a training for employees. The policy can be found [HERE](#) . The training can be found [HERE](#). All employees are responsible for knowing and following this policy.

I wish you all a wonderful and productive fall season!

Warm Regards,

Connie Putland

CHRO

## Benefits

**OPEN ENROLLMENT IS NOW! Open Enrollment runs from September 30, 2024 through October 25, 2024.** Check out the [Annual Benefits Enrollment Highlights video](#)

Have Questions? Attend the **Benefit Fair on October 2, 2024 from 10am – 1pm**, talk with vendors and get your questions answered – see flyers for details [English](#) - [Spanish](#)

Need Help with Open Enrollment? Sign up to attend a **Benefit Enrollment Assistance Session (B.E.A.S)**. A B.E.A.S. is a one on one appointment with a member of the Benefit Team to address questions and provide assistance. Registration is required, see flyer [English](#) – [Spanish](#) for details and sign up

Still need to submit your exam for the \$150 Wellness Incentive? Attend the **Biometric Screening on October 2nd from 8:30-11:30am** in the Old Main

Ballroom, UC275. Appointments required – see the flyer [English](#) - [Spanish](#) for details and registration

**Flu Shot Clinic** for employees and their spouses enrolled in the State Group Health Plan will be held on **October 29, 2024 from 8:30am-10:30am** **appointment and pre-registration required** for details see flyer [English](#) - [Spanish](#)

UW Employees Inc. Life Insurance (UWEI) and University Insurance Association (UIA) will terminate January 1, 2025- [Read More](#). All affected employees will receive direct communication from [UWSystemHR@uwss.wisconsin.edu](mailto:UWSystemHR@uwss.wisconsin.edu) with details and outlining other enrollment and/or conversion rights. Questions can be directed to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu). Or employees can sign up for a [B.E.A.S.](#)

[Life Insurance Changes FAQs](#)

Acentra Workshop – [October's Workshop](#)

WRS News Online – [September Edition](#)

ETF Learning Opportunities and Webinars - [October](#)

Lower Fidelity Participant Fees – [Read More](#)

## Wellness



WARHAWK  
WELLNESS  
... UW-WHITEWATER ...

Blood Drive – October 2, 2024 open to all staff and students, see flyer for details! [English](#) - [Spanish](#)

Don't leave money on the table!! You have until October 11, 2024 to get your \$150 Wellness Incentive – find out more [here](#).

You can sign up for a Biometric Screening toward the \$150 Wellness Incentive here: – [English](#) - [Spanish](#) The Biometric Screening will be held on October 2, 2024 from 8:30am-11:30am in the Old Main Ballroom UC275 – appointments required.

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If you have not received a U Matter at UW Whitewater T-Shirt please stop by the HR Office, in Hyer Hall Rm 330, to pick one up!

Remaining Sizes: Small, Medium & Extra Large



**Share The Good News!**





Our very own Jim McLernon received several ribbons at the Walworth County Fair for his photography – Congratulations JIM!!



## Training & Professional Development

### ATP:

Thank you to all those that have been asked to participate with the User Testing phase of this project! These end users have been testing processes in Workday and sharing their feedback with ATP. The next few months will include some more testing, and all staff will receive training starting in March 2025. Remember to check out this website “What’s Changing with Workday” to see all the ATP updates!

### Upcoming Training and Development Events:

October 16 - Synergy in Action Workshop (for Chairs and Department Assistants)

October 29 – Annual Fall Supervisor Training

## Talent Acquisition

Academic Contract Dates for 2024-2025

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

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

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## **Taking Part in a Faculty Recruitment this Fall?**

-Attend a FA Recruitment Kick-Off through your college!-Be on the lookout for an invite from your Dean or Dean's Assistant

## **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 Sytem mid-October. If you have any questions about sick leave or a reduction; please contact [serviceoperations@uwss.wiscosnin.edu](mailto:serviceoperations@uwss.wiscosnin.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](http://my.wisconsin.edu) or [my.wisc.edu](http://my.wisc.edu)

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

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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

### For International Faculty:

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

### Immigration Law Updates

Effective Sept. 10, 2024, U.S. Citizenship and Immigration Services automatically extended the validity of Permanent Resident Cards (also known as Green Cards) to 36 months for lawful permanent residents who file Form I-90, Application to Replace Permanent Resident Card.

Lawful permanent residents who properly file Form I-90 to renew an expiring or expired Green Card may receive this extension. Form I-90 receipt notices had previously provided a 24-month extension of the validity of a Green Card.

USCIS has updated the language on Form I-90 receipt notices to extend the validity of a Green Card for 36 months from the expiration date on the face on the face of the current Green Card for individuals with a newly filed Form I-90 renewal request. On Sept. 10, USCIS began printing amended receipt notices for individuals with a pending Form I-90.

These receipt notices can be presented with an expired Green Card as evidence of continued status and employment authorization. This extension is expected to help applicants who experience longer processing times, because they will receive proof of lawful permanent resident status as they await their renewed Green Card.

If you no longer have your Green Card and you need evidence of your lawful permanent resident status while waiting to receive your replacement Green Card, you may request an appointment at a USCIS Field Office by contacting the [USCIS Contact Center](#), and we may issue you an Alien Documentation, Identification, and Telecommunications (ADIT) stamp after you file Form I-90.

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[Read More](#)

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**Famous Immigrants** - [Read More!](#)

## Title IX

October is Domestic Violence Awareness Month!

In 2021, 1 in every 6 domestic violence deaths in the U.S. happened in Wisconsin, according to the National Coalition Against Domestic Violence. If you or someone you know who is affiliated with UW Whitewater is in a dating or domestic violent situation, please send a note to my office by filling out the Title IX report form and I will reach out to them to provide resources and support. To find the form, visit our new webpage at <https://www.uww.edu/title-ix>.

In addition, look for information and programming on campus. On Monday, October 14, between noon and 3 pm, Katrissa Hilliard, the Interpersonal



Violence Prevention Educator is sponsoring an Interpersonal Violence Prevention Education Resource Connection in UC 164. If you are teaching a course that provides credit for attending events outside of class, you may want to consider having your students stop by!

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.**

Title IX Training for students is coming due!

As of this Fall 2024, only new and transfer students will be required to take the student online Sexual Assault Prevention training. Returning students are no longer required to take this training.

The training was developed by the Universities of Wisconsin and is now available for students on CANVAS!

Holds will still be placed preventing students from registering for a future semester if the training is not completed by October 7, 2024.

Thank you for all you do for our students and we look forward to a positive and productive year!

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

Save the date for our Seasonal Celebration for campus employees on Monday,

December 9 from 2 – 4 p.m. in the James R. Connor University Center, Hamilton Room. More information to come.

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**Vehicle Use Authorization Changes:** All student Driver Authorizations are valid for 1 year and will expire on May 31st, each year. 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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## Welcome New Employees

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](#)

## Risk and Safety Tips for the month of October

Poster

## Risk and Safety Newsletter September/October

Newsletter



## Featured Recipe: Chicken Ricotta Meatballs with Spinach Alfredo Sauce

[Recipe here](#)

**"Anyone who has never made a mistake,  
has never tried anything new."**

**\*Quien nunca ha cometido un error,  
nunca ha intentado nada nuevo.**

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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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