



University of Wisconsin Whitewater

Human Resources

News & Notes for September 2024



**"Education is the key to success in life,
and teachers make a lasting impact in the
lives of their students."**

***La educación es la clave del éxito en la
vida, y los maestros tienen un impacto
duradero en la vida de sus estudiantes.**



From Our CHRO

Greetings Fellow Warhawks!

Welcome to the new Fall semester!

Please take a moment to review the many items below as there are important deadlines.

I want to highlight some things that are changing.

Telecommuting (Remote Work) Policy Update- Effective August 1, 2024. Anyone who currently has a telecommuting agreement must complete the new form by October 1, 2024. The new form can be found at your MYUW portal under Forms.

Open Enrollment- Open Enrollment begins September 30, 2024 and ends October 25th, 2024. Please see details under the benefits section so you don't miss out on this opportunity.

Training Opportunities- Please join us for Procurement Training on September 17th and on September 18th we welcome Dr. Peter Felten **Author of *Relationship Rich Education***. *Please see the Training and Development section for the details for both of these sessions.*

Workday Implementation- *In the coming months we will be discussing our go live plans and how you can help us prepare. Please go to the Training and Development section to catch up on the latest news and project timeline.*

I would like to congratulate our Warhawks in Motion Teams! **Coming in first place was Smiley Paces with over 4 million steps!** Thank you to everyone who participated this year. We had more teams and more steps than any other year. See the Wellness section of this newsletter for pictures and the leaderboard. Keep moving Warhawks!

Make this semester the best it can be. Take time to celebrate wins, big or small, with your colleagues. Give someone a note of thanks for the work they have done that impacted you. Give yourself grace if something didn't go as planned. Get outside and enjoy the great weather and sunshine and always be kind not only to others, but to yourself.

Benefits

SAVE THE DATES:

Parenting Your Teen: At Risk Behavior Acentra workshop – September 17, 2024 at 12:30pm [Learn More & Register](#)

October 11, 2024 is the Deadline to get your \$150 Wellness Incentive – find out more [here](#).

Open Enrollment September 30, 2024 – October 25, 2024

The Annual Benefits Enrollment (ABE) (Open Enrollment) period is an annual opportunity for benefits eligible employees to enroll in or make changes to most benefit plans for the upcoming calendar year. This is the only time you are eligible to

make changes unless you have a qualifying life event, such as a family or employment status change.

B.E.A.S. (Benefit Enrollment Assistance Sessions) – [Details and Sign Up English](#) - [Details and Sign Up Spanish](#)

Benefit Fair – October 2, 2024 10:00am-1:00pm – See for details [English](#) - [Spanish](#)

Biometric Screening – October 2, 2024 8:30am-11:30am – [English](#) – [Spanish](#)

Flu Shot Clinic – October 29, 2024 8:30am-10:30am – [English](#) - [Spanish](#)

EAP Webinar – [Mind Over Money](#) – Wednesday, September 11 at 12:30pm

ETF Resource: Know Your Benefits: College Students and State Group Health Insurance Benefits

If you have a child in college that you cover as a dependent on your State Group Health Insurance plan, prepare for the possibility that your child needs care while they are away.

Wellness



WARHAWK
WELLNESS
... UW-WHITEWATER ...

Congratulations Warhawk In Motion Winners! – see [Leaderboard](#) and Worksite Wellness Website for [photos](#).

- 1st place: Smiley Paces
- 2nd place: A-Team
- 3rd place: Step IT Up

Thank you to all who participated, hope you had a great time! Keep on moving!

SAVE THE DATE - Blood Drive, October 2, 2024 – watch the Worksite Wellness Website for Details! – [English](#) - [Spanish](#)



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

Training & Professional Development

ATP:

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

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

Training and Development



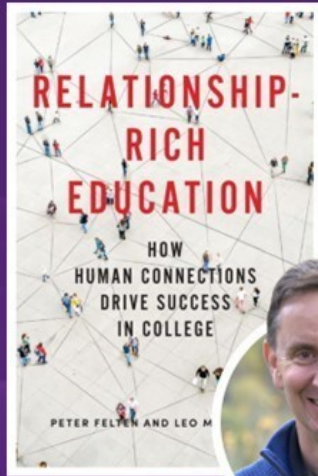
Photo by Sue Wildermuth

A warm welcome to all our new Faculty and Staff! Here's a snapshot from their first day with us.

Upcoming Events:

September 17: [Supervisor Expectations: Procurement Training](#)

September 18: [Relationship-Rich Education presentation](#) featuring Dr. Peter Felten



Relationship-Rich Education

Featuring Dr. Peter Felten

Wednesday, September 18th

1:00-2:00 p.m.

University Center Hamilton Room

Open to all University Faculty/Staff

3:30-4:30 p.m.

University Center 259 Connor Conference Room

Faculty/Instructional Staff Session

RSVP Required

Talent Acquisition

Academic Contract Dates for 2024-2025

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

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

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

Faculty and Academic Staff returning for the academic year, your first payroll check of the academic year will be paid on 9A payroll, with payroll dates from 8/25/24 to 9/7/24, and a pay date of 9/19/24. This will be a full paycheck and not prorated. If you have further questions, please reach out to payroll@uww.edu

All payplan increases have been processed. If you have any questions about this, please contact Steve Marshall in HR Directly at marshals@uww.edu

Banked Leave

Faculty, Academic Staff and Limited Appointees (FA/AS/LI) with a 12-month appointment are eligible to bank vacation into a Banked Leave Account after they have completed 10 fiscal years of employment. The option to bank is offered immediately following the fiscal year in which an employee is eligible. The Banked Leave Account may also be referred to as ALRA or Paid Leave Bank. Effective July 1- August 30 employees will be able to view their eligibility in their portal's absence balances screen. For additional details contact 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 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:

If you need immigration documents from your past for form I-485 or other immigration benefits, and those documents are not available to you, please go to: <https://www.youtube.com/watch?v=FN7eQyJcV7M>. You will be able to file your personal request!

For more information, contact Margaret Wheeler at wheelerm@uww.edu.

Famous Immigrants—well actually famous elephant immigrants from India

These artistic, realistic elephants are a travelling exhibit---coming from Indigenous artist across India to the United States. They are now in Rhode Island and will then move to New York City. The elephants represent the ideal of unity and also to honor the quotation: "Human Race, Share Space."

[Read More](#)

Title IX

Welcome back to all of the students, faculty, and staff! Wanted to keep you up-to-date on a couple of new things happening this year!

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.

The direct number remains the same at x2143.

In addition to the new physical location for the Title IX Coordinator, our web pages have a new look! You can find the new website here:

<https://www.uww.edu/title-ix>

The Title IX Coordinator reports directly to Gabby Dralle, Chief of Staff & Senior Strategy and Compliance Officer as part of the Chancellor's Office.

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 has changed!

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!

Once again, the Title IX Coordinator has moved offices and reporting lines. The Title IX Coordinator is now located in Anderson 2130D, which is the office suite with the Dean of Students staff. The phone extension (2143) and email (titleix@uww.edu) remain unchanged. However, instead of reporting through Human Resources, this position now falls under the Office of the Chancellor and reports to the Chief of Staff & Senior Strategy and Compliance Officer, Gabby Dralle. Her office is located in the Chancellor's Office suite on the 4th floor of Hyer Hall. If you have any questions about the changes, feel free to reach out!

From The Front Office

Save The Date:

[The Discover Whitewater Series](#): Half Marathon, Half Marathon Teams Race, and 5K races are just around the corner. UW-Whitewater sponsors the event and we have received a limited amount of complimentary race entries for those who are interested in racing. The complimentary race entries are on a first come first serve bases, please contact the Office of the Chancellor at

chancellorofc@uww.edu or call us at 262-472-1918 to receive the complimentary race registration.

The race is on Sunday, September 22, 2024.

All other race related questions, please visit runwhitewater.com.

We hope to see you there!

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.



VUA 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 (VUA), please visit our [website](#) or contact the HR office at x1024.

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 September

[Poster](#)

Risk and Safety Newsletter September/October

[Newsletter](#)



Featured Recipe: Pumpkin Spice Coffee

[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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