



University of Wisconsin
Whitewater

Human Resources

News & Notes for April 2025



From Our CHRO

Greetings Fellow Warhawks and Happy Spring!

Spring is in the air, and with it comes a season of growth and new beginnings! As the days get longer and warmer, we're excited to share some updates that will help us blossom into an even better community.

We are getting closer to the Go Live date for Workday. There is a lot of information and training out there, please check your email and your UW Portal for trainings that you have been assigned. Watch for a weekly email with the subject line of "Workday Wednesday" with up to date information and important trainings.

We are excited to announce the 9 over 12 pay option for Full-time 9-month Academic Employees beginning in the Fall semester. Details of who is eligible and how to sign up will be coming mid to late April.

Congratulations to University Housing for being the 5th recipient of the U Matter Wagon, presented by the University Police Department. See the pictures and the wonderful write-up from Police Services about why University Housing is so deserving of this praise in the Wellness section below.

Other notable information that you will find in this issue:

- **Wellness Fair:** The employee wellness fair is April 8th in the University Center, don't miss this annual event! See details below.
- **Training and Development:** Professional and Personal Enrichment Day is Tuesday, June 3rd. Mark your calendar and RSVP today to secure your spot! See the link below in the Training and Development section.
- **Professional Reference Checks:** Professional reference checks are now automated! SkillSurvey will now be used to conduct Academic Staff and University Staff professional reference checks. See the details in the Talent Acquisition section below.

Let's make the most of this beautiful season of growth and renewal, and continue to work together to make our campus thrive!

Warm Regards,

Connie Putland, CHRO

Benefits

America Saves Week - Webinar - April 7th-11th

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

Topics for the week:

Monday, April 7, 2025 | Saving Automatically

Tuesday, April 8, 2025 | Saving for the Unexpected

Wednesday, April 9, 2025 | Saving for Major Milestones

Thursday, April 10, 2025 | Paying Down Debt is Saving

Friday, April 11, 2025 | Saving at Any Age

[Register Here](#)

Save the Date!

-April 8th: [Biometric Screening](#)

-April 16th: [Women and Investing Webinar](#) - Women continue to be at a greater risk than men in terms of not achieving a financially secure retirement. Topics include the mindset and factors women face, coming up with a plan to help reach individual financial goals, steps to success, and retirement readiness review. A local WDC retirement plan advisor will be available to answer questions and provide additional resources.

-April 24th: [Blood Drive](#)

-May 1st: Getting started or planning for retirement? - [TIAA](#)

-May 12th: [WRS Group Retirement Appointment](#)

The Wisconsin Retirement System Annual Statement of Benefits (dated January 1, 2025) will soon be delivered to active employees with WRS contribution balances as of December 31, 2024.

9-Month Summer Prepays

- Summer prepays allow eligible employees to maintain insurance coverage for the months of June, July and August
- Summer prepays insurance premiums will be deducted from the following 2025 paychecks:
 - March 6, March 20
 - April 3, April 17
 - May 1, May 15, May 29*

*Additional prepays will be withheld on the third paycheck to account for the difference of academic calendars and changes in premiums for SGL and ICI.

Eligibility:

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall OR are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Note: University Staff employees on a summer leave are not eligible for the summer prepay process. University Staff employees should be placed on a leave of absence or laid off.

Summer Prepays deducted for:

- State Group Health Insurance*
 - Dental Insurance
 - Vision Insurance
 - State Group Life Insurance
 - Individual & Family Life Insurance
 - Accidental Death & Dismemberment (AD&D) Insurance
 - Accident Insurance
 - Income Continuation Insurance (ICI)
-



Upcoming ETF Webinars

Wellness



Save the Date:

April 8th: [Employee Wellness Fair/ Espanol](#) - You will have the opportunity to talk with a variety of Wellness providers from both on and off campus!

April 8th: [Biometric Screening/ Espanol](#) - Discover your numbers at a screening event and see how to earn your \$150 Well Wisconsin incentive!

April 8th: [Kindness Starts with Self-Care Workshop](#) – Join us for an onsite presentation ‘Kindness Starts with Self-Care’ to discover how kindness goes beyond just generating positive emotions and can significantly impact our physical bodies and the environments we find ourselves in *****please register**

April 8th: [Chair Yoga](#) - Take some time to just focus on you, your breath, and gentle movements.

March 17th-June 30th: [WINGO/WINGO Espanol](#)

April 24th: [Blood Drive](#) - Spring into life. Give blood.

Stop #5 for the U Matter Wagon

On Monday, March 24, 2025 the University Police Department presented the U Matter Wagon to Housing noting:

University Housing is a close and consistent partner of the University Police Department. Our teams deal with many of the same issues, people, and concerns. We all understand the necessity for 24/7 availability and that the world doesn't start at 745, end at 430, or only rotate Monday through Friday!

The University Police value the numerous and multi-faceted relationships between us, including our residence hall officers, our collaborative work, connections serving on the care team, and being neighbors! We are just a floor away.

University Housing's willingness to collaborate with other entities not only makes us more effective as a whole but also enhances the safety of all residents by having meaningful, effective, and consistent communication. University Housing is pivotal in our students' safety, recruitment, and retention. Your unit is not just a set of apartments. You provide compassionate, personal, and focused care for the students under your charge. Your efforts encapsulate the environment UW-Whitewater strives to uphold.

The University Police Department wants you to know U MATTER, and we DONUT know what we would do without you! Please accept these small tokens of thanks, enjoy the treats, and remember you hold a special place at UW-Whitewater and are considered great friends to the UWSPD!







Managing Stress and Heart Disease

Mindfulness and relaxation: Practicing mindfulness, deep breathing, or meditation can help activate your body's relaxation response and reduce stress.

Physical activity: Regular exercise not only strengthens your heart but also helps alleviate stress and improve mood.

Time management and prioritization: Identifying and managing sources of stress through better time management and setting realistic goals.

Social support: Connecting with others, whether through family, friends, or support groups, can be vital in managing stress and improving emotional well-being.

Tips and Tricks

Start your day with deep breathing or a short mindfulness practice to set a calm tone for the day.

Find time for physical activity that you enjoy, even if it's just a short walk or a stretch break.

Prioritize rest: Ensure you're getting enough sleep, as poor sleep can contribute to stress.

Stay connected: Reach out to a friend or loved one when you're feeling stressed—it can make a big difference.

Training & Professional Development

ATP:

Check out the new [Workday@UW-Whitewater](#) site. A central hub for employees to check out UWW Employee FAQs, project date information, and more!

UW continues to add/update the library of [Workday Job Aids and How-to-Videos](#).

Examples include:

[Entering Time in Workday](#)

[Requesting Time off in Workday](#)

[Edit Time Off in Workday](#)

Additionally, if you have questions, send an email to UWW Workday Support at workdaysupport@uww.edu. You ask, we answer!

Upcoming Training and Development Events:

[“Professional and Personal Enrichment Day”](#) is **Tuesday, June 3, 2025!** Discover the exciting lineup of sessions and speakers, more will be added along the way, so stay tuned!

[RSVP](#) today to secure your spot. Morning refreshments and lunch will be provided – we can't wait to see you there!

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!

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.

Talent Acquisition

Changes to Professional Reference Check

To remain in compliance with recent recruitment policy changes to UW System Administrative Policy 1275 (formerly TC 1) UW-Whitewater is moving to the use of a centralized, automated reference checking system, SkillSurvey. SkillSurvey will now be used to conduct **Academic Staff** and **University Staff** professional reference checks (UW-Whitewater institution has selected to not utilize the automated reference checking system for faculty appointments, or in other limited circumstances as determined by the institutional Human Resources department). This system will replace the step of search committees creating and conducting their own reference checks via phone/email. Moving forward, once "finalists" have been approved for on-campus interviews your Human Resources Business Partner will input your candidates into SkillSurvey. While on-campus interviews are taking place we will submit and receive reference checks in SkillSurvey. Once on-campus interviews conclude HR will send reference check results to the hiring manager to review with strengths and weaknesses. From here a recommendation for hire and offer amount will be drafted, confirmed by your dean/division head, and sent to HR for final approval.

*This will be implemented moving forward for qualifying recruitments with application deadlines that have not yet passed effective April 1st, 2025.

Rehire Submission Timelines and Process

Tuesday, April 1, 2025 – Spreadsheets need to be returned to 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.

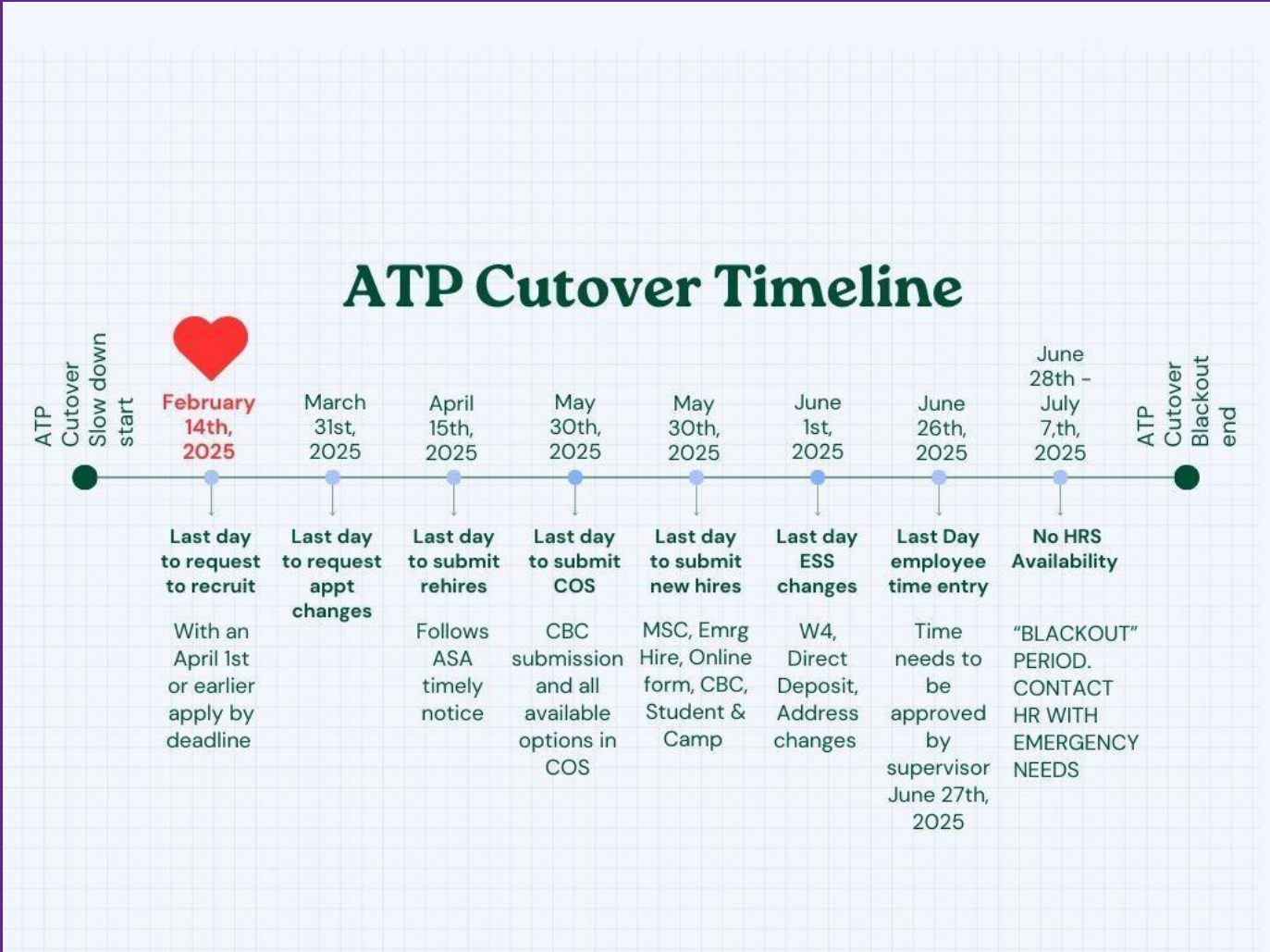
Tuesday, April 15, 2025 – Deadline for colleges to notify employees who are not intended to return.

*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.

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.

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

Payroll

Please submit all COS payments for Overload/Stipend/ Summer Service/Summer Session, with an effective date of June 30 or before, prior to May 30, 2025. Anything with an effective date of July 1, 2025, or later, will be processed after the new Workday system is live.

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

Additional Tax Resources

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



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

[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

Immigration

International Faculty (includes all types of statuses, including H-1Bs and permanent residence):

Federal Updates website has a new page that provides resources to our international students, faculty & staff.

You can access the website at the following link: [Government Relations.](#)

Famous Immigrants –[Basketball in Honor of March Madness](#)

Nikola Jokic, Serbian basketball prodigy, is a testament to his country's rich basketball tradition. A two-time NBA Most Valuable Player (MVP) awardee, he led the Denver Nuggets to their long-awaited NBA title in 2023. Jokic's journey as an immigrant athlete began with humble roots, nurtured by his brothers, who introduced him to the sport; drafted by the Denver Nuggets in 2014.

Title IX

April is Sexual Assault Awareness Month



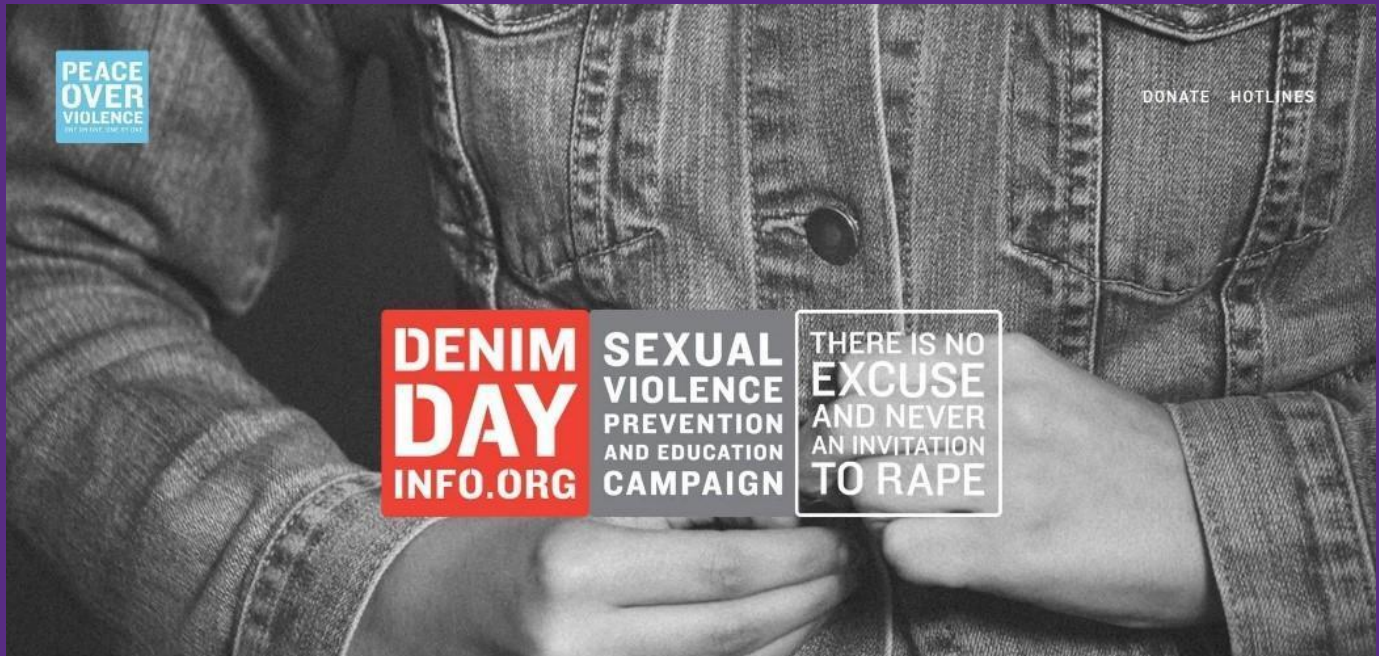
The month of April is dedicated to raising awareness and preventing sexual violence. Ways to get involved:

Look for programs on campus during the month of April

Wear Teal: show your support for survivors by wearing teal the first Tuesday of April

Participate in Denim Day: Show your support by wearing denim on Wednesday, April 30, 2025. Denim Day developed out of a 1998 Italian Supreme Court decision that overturned a rape conviction because the victim wore tight jeans. An 18 year old girl is raped by her 45 year old, married

driving instructor. He was convicted of rape and sentenced to jail. The case was overturned by the Supreme Court because according to the Chief Judge, he argued, "because the victim wore very, very tight jeans, she had to help him remove them, and by removing the jeans it was no longer rape but consensual sex."



Mandatory Employee Training

March is the month in which most employees were notified about taking their Mandatory Employee Training. This includes 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 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. If you were notified on March 1, that means you have until March 31 to complete the training to be in compliance.

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.

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

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

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.



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.

Meet our new Warhawks!



[Click here](#)



Subject Matter Experts

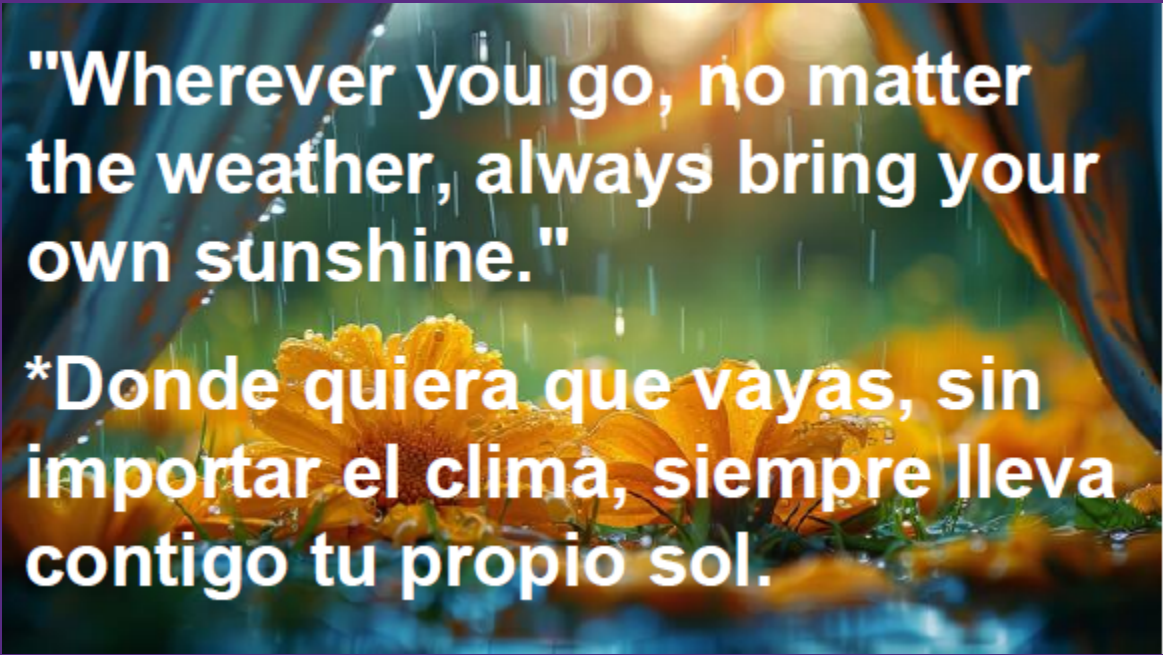
We all have expertise on certain subjects. Look to see who is the expert for your Human Resource questions!

[Read more](#)



Featured Recipe: Chocolate Easter Bird's Nest Cookies

[Recipe here](#)



**"Wherever you go, no matter
the weather, always bring your
own sunshine."**

***Donde quiera que vayas, sin
importar el clima, siempre lleva
contigo tu propio sol.**

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

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