



University of Wisconsin  
**Whitewater**

Human Resources

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News & Notes for July 2025

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**From Our CHRO**

**Greetings Fellow Warhawks,**

Happy July! I hope you are enjoying the summer season and have a chance to relax and celebrate Independence Day with friends and family.

We're excited to share that **Workday is officially here**, after months of preparation and collaboration, the big moment has arrived. This is a major milestone for our university, and we sincerely appreciate your patience, flexibility, and engagement throughout the transition.

Change can be challenging, but it's also an opportunity for growth. As we move forward with Workday, know that you're not alone, we will navigate this together. We're here to support each other every step of the way. Whether you're feeling confident or still have questions, we've got your back.

### **Here's what you need to know for Monday, July 7:**

**-Access to Workday begins at 10:00 a.m.**

**-Check your inbox** for a go-live email that includes a direct link to Workday. Log in using your UWW Net-ID credentials. We recommend bookmarking the link for easy access.

**-You can also access Workday via the **Workday tile** in [UWW MyApps](#).**

**-Be sure to complete the [Employee Go-live Checklist](#) to familiarize yourself with the system and verify your personal information.**

**-Visit the [Workday @ UW-Whitewater](#) site for FAQs, timelines, and additional resources.**

### **Support is Ready and Waiting**

We know you may have questions, and we're here to support you during this transition. Whether you need technical support or help with HR, Procurement, or Finance, we have dedicated resources ready to assist you.

If you need assistance here are the resources we have developed:

Call: 262-472-2020

Email: [workdaysupport@uww.edu](mailto:workdaysupport@uww.edu)

For Help with **Human Resources** related issues:

Come to the Human Resources Department for walk in support in Hyer Hall Rm 330 (use the northeast elevator entrance)

**-Monday, July 7: 1:00 – 3:00 p.m.**

**-July 8 – 11 (T-F): 9:00 – 10:30 a.m. & 1:00 – 2:00 p.m.**

-July 14 – July 25 (M-F): 9:30 – 11:00 a.m.

For help with **Procurement** you can join the Webex office hours

(click here) [Join Procurement Office Hours](#)

-Tuesdays, 2:00 – 3:00 p.m.

-Thursdays, 9:00 – 10:00 a.m.

For help from **Financial Services** you can join the Webex office hours

(click here) [Join Finance Office Hours](#)

-Fridays, 9:00 to 10:00 a.m.

**Some important things to keep in mind with the Workday implementation:**

We will continue to use the Change of Status tool to request personnel changes.

To initiate a recruitment, we will continue to use the Request to Recruit form found here [Recruitment Approval Request](#)

**To Submit a hire request:** Please use this form [Request New Hire](#).

As we embark on this important transition, please keep in mind that adapting to a new system takes time, and it is entirely normal to have questions along the way. Your continued commitment to learning are truly valued. This change represents a significant step forward for our institution, and your efforts play a critical role in its success.

Thank you for your dedication and collaboration as we move forward together with Workday.

Warmly,

Connie Putland

Chief Human Resources Officer

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# Workday is coming to the Universities of Wisconsin on July 7.

Scan the QR code to get more  
information and find training  
resources, or visit  
[wisconsin.edu/workday](https://wisconsin.edu/workday).



**Benefits**



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Employee Well-Being Webinars - [Financial Health & Well Being Webinars](#)

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### **What is a group retirement appointment?**

Group appointments can accommodate up to 12 members and their guests; therefore, wait times for group appointments are usually much shorter than for individual appointments. The ETF benefits specialist reviews the same topics covered in an individual appointment, and attendees will have the benefit of learning from other members' questions. No individual or personal information is shared with the group.

### **Topics include:**

Your retirement benefit estimates and application

Health and life insurance

Beneficiaries and death benefits

Mailings you can expect to receive from ETF after retirement

Annual annuity adjustments

Wisconsin Retirement System return to work rules

See the [complete schedule](#) of group retirement appointments.

[Register Now](#)

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## **Wellness**



**Warhawks in Motion** officially kicked off on Tuesday, June 10th with a walk with Chancellor King and Willie! Thank you to everyone who participated in the walk. Julie from Well Wisconsin was also there handing out pedometers and sunglasses. If you need a pedometer for the challenge we have some extras in the HR office, please mail [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu).

Participation in the kick off and Warhawks In Motion (WIM) is an employer sponsored event and will count as a well-being activity toward the \$150 Wellness Incentive, this is a [link](#) for instructions on how to report the activity.

It was a beautiful day for the kick off, here are some pictures from the event.







There is still plenty of time to register a team, details can be found on the [Worksite Wellness Website](#) including the [flyer](#), [instructions](#) and sign up – all are posted in both English and Spanish. Watch for regular updates of the leader board and future movement opportunities!

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Regular physical activity and movement offer numerous benefits for overall health and well-being, including improving mood, reducing stress, enhancing brain function, and lowering the risk of chronic diseases like heart disease, stroke, and diabetes. Movement also strengthens bones and muscles, promotes better sleep, and boosts energy levels. Take some time to invest in YOU and put YOU First because U Matter!

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If you haven't turned in your WINGO card you can still do so! We understand that now with Summer here and colleagues off campus it may be harder to fill every square. If you signed up and have attempted to completed, turn in what you have for some Wellness Swag!

You can turn in your card by emailing it to [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu) or dropping it off at the Human Resources office in Hyer Hall Suite 330.

Thank you for participating in WINGO 2025! We hope you had fun!

## 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.

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### **Academic Contract Dates for 2025-2026**

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

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

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

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## **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.

**Miscellaneous Service Contracts vs. Inter Institutional Employment Overload**

## **Student Employment**

As we move into Workday, student employment hire requests and appointment changes will still be submitted through the Student Employment Tool. The business process in Workday will continue to evolve and future changes to streamline these tasks may be possible. Any hire requests or appointment changes that have been denied will need to be resubmitted through the SET on or after 7/7/2025 if you still wish for them to take effect.

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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.

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## Payroll

For those eligible to bank leave in the month of July, you will receive information from UW System Shared Services regarding eligibility and how to enter. If you have further questions please reach out to [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

Please review the information below to understand how this transition may impact you. As the Universities of Wisconsin prepare for the transition to Workday, we want to ensure all employees are aware of important time and absence activities.

### **Timesheet Entry**

For employees who enter their shift in and out times, all entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Employees will continue to use their current timesheet in HRS for hours worked from June 29, 2025, to July 5, 2025. The current HRS timesheet will become view only at 11:59pm on July 5, 2025, and time entry from this point will be entered in Workday after go-live on Monday July 7, 2025. If you have an absence to enter between June 29, 2025, and July 7, 2025, please hold that for Workday entry. Only punch In/Out entries can be made in HRS between June 29, 2025 and July 5, 2025.

For employees who enter their total hours per day, all entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Entries with an effective date of June 29, 2025, or later must be held and entered in Workday with shift in and out times.

### **Web Clock Entry**

Employees who punch in and out will continue to utilize their current web clock through 11:59 pm on July 5, 2025.

### **Absence Entry**

For all leave eligible employees, all absence, and No Leave Taken entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Entries with an effective date of June 29, 2025, or later must be held and entered in Workday. This includes the July 4, 2025, Holiday, if you

have a manual entry.

If you have any questions or need further assistance, please contact us at [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

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## **Information on Submitting Overloads and additional payments**

The process of departments submitting overloads and additional payments (summer service/session, stipends, etc.) in the Change of Status (COS) system will not change. Please continue to use the COS system as you have in the past. All overload and additional payments will be entered into the Workday system once the COS approval process has been fully completed. To enhance the post-COS approval process, when a payment is entered in Workday, the Budget Manager of the funding department will receive a Task to approve. This gives the budget manager the opportunity to assess the payment and funding, also knowing that the payment will move to the final payroll process and be paid once approved. If you are a budget manager in the department, please be sure you monitor your Tasks in Workday, daily, and address anything that needs action, as your approval is what will finalize the payment to be paid to the employee on the next available payroll.

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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.

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## **Summer Service/Summer Session Payroll Dates**

-[Summer Session - Teaching Pay Periods](#)

-[Summer Service - Non Teaching Pay Periods](#)

If anyone has questions about summer payroll. Please contact Mike Wessely at [wesselym@uww.edu](mailto:wesselym@uww.edu)

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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 [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.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](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 [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

# Immigration

## Famous Immigrants

In honor of the 4th of July, the Statue of Liberty and Ellis Island:

For those old enough or who honor history, do you remember Bob Hope? He is famous for entertaining our U.S. Troops wherever they were located.

Bob Hope was born Leslie Townes Hope, the son of stonemason William Henry Hope and Avis Townes Hope. The family emigrated from England to Cleveland, Ohio in 1908, when Leslie, the fifth of seven children, was not yet five years old. - [Click Here to Learn More.](#)

They emigrated for a better life in the United States. He and his family entered through Ellis Island. - [Click Here to Learn More.](#)

For more than 50 years, Bob Hope entertained men and women of the U.S. Air Force and the other services at home and overseas, in peace and in war. At least 10,000,000 G.I.s benefited from his efforts.

During World War II: Already a popular comedian and movie star in the 1930s, Hope started his long service of entertaining American military personnel just

before America entered World War II. It began in May 1941, when he and other performers broadcast a live National Broadcasting Company (NBC) radio show before an audience of Army Air Corps personnel at March Field in Riverside, California. All through the war, he performed radio shows at military installations around the United States. Usually, he opened the radio show with the same familiar phrase: "This is Bob -- the name of the installation -- Hope." - [Click Here to Learn More.](#)

### **For International Faculty:**

### **Questions please reach out to our Immigration Specialist:**

Margaret Wheeler

Office of Human Resources, Hyer Hall 330

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

Complete form AR 11 for address changes within 10 days:

<https://www.uscis.gov/>

## **From The Front Office**

### **Federal Updates**

The Universities of Wisconsin Federal Updates [website](#) provides regular updates on key federal actions impacting higher education. Each Friday, a new Federal Friday Update summarizes the latest developments. Visit the website to access these updates and find information organized by topic.

Dear Whitewater Employees,

The Discover Whitewater Series: Half Marathon, Half Marathon Teams Race, and 5K races are just around the corner. This year, the Chancellor's Office received a limited number of complimentary tickets for those who are interested in racing. Because we have a limited amount, we are encouraging employees to contact us as soon as possible to ensure your place at the start line. Race registration is available right up until race day, which is September 21st, 2025.

If you are interested in receiving complimentary race tickets, please email Nicole Caine, Director for Chancellor's Strategic Initiatives at [cainen@uww.edu](mailto:cainen@uww.edu).

All other race related questions, please visit [runwhitewater.com](http://runwhitewater.com).

We hope to see you there!

# Food Trailer Tuesdays!

July & August

11:00am-1:00pm

7/1 - Backyard BBQ  
7/8 - Gourmet Hot Dogs  
7/15 - Street Tacos  
7/22 - Burgers  
7/29 - Backyard BBQ  
8/5 - Gourmet Hot Dogs  
8/12 - Street Tacos  
8/19 - Burgers

In cases of inclement weather, Food Trailer Tuesday menus will be served in Ike Schaffer Commons



For menus and updates visit:  
[dineoncampus.com/uww](http://dineoncampus.com/uww)

**WARHAWK**  
*Dining*



@WarhawkDining



**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.

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## Meet our new Warhawks!



[Click here](#)

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## Subject Matter Experts

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

[Read more](#)

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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.



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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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