



News & Notes for June 2025



From Our CHRO

Greetings fellow Warhawks!

Welcome to the June edition of News and Notes!

The official start of summer is right around the corner. I hope you all find time to slow down and enjoy some time away to recharge.

As you know, the **Workday** software implementation is just a few weeks away. As we continue with the final preparations I want to share some resources with you.

To assist with the transition, **Workday Walk-in hours** have been established. Please stop by anytime during these hours to get further assistance with questions:

-June 19, 2025: Greenhill Center of the Arts Room 2048, 9:00am-10:00am

-June 24, 2025: McGraw Hall Room 115, 1:30pm–2:30pm

-June 30, 2025: McGraw Hall Room 115, 11:00am–12:00pm

-July 1, 2025: Hyland Hall Room 3106, 1:00pm–2:00pm

In addition to the Workday Walk-ins, please send questions via email to workdaysupport@uww.edu or call Workday Support at 262.472.2020. **Be sure to check out [Workday @ UW-Whitewater](#) for UWW Employee FAQs, important project dates, and more.**

Thank you to those who attended our second annual **Professional and Personal Enrichment Day!** It was a great success and I hope you came away with some valuable information and enjoyed time away from your normal workday to connect with colleagues to prioritize your personal and professional growth. Plans for next year's event are already underway. If you have any suggestions for topics or speakers, please let us know!

There is still time to sign up for **Warhawks In Motion!** Get your team together and start counting your steps! See information on how to register in the Wellness section below.

Thank you for everything you do. I hope you have made plans this summer to put yourself first and do something relaxing and fun.

Warm regards,
Connie Putland
Chief Human Resources Officer

Benefits



In-Person Group Retirement Appointments

ETF offers in-person group retirement appointments statewide. ETF benefits specialists will be in your area at one of the cities listed below.

Requirement: Before scheduling an appointment, you must have received a [Retirement Benefit Estimates and Application \(ET-4301\)](#). You may request an estimate if you are within 12 months of your minimum retirement age.

[Register Here](#)

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](#)

Wellness



Warhawks In Motion 2025

[Warhawks in Motion](#) 2025 will run from June 10, 2025 – November 11, 2025

We received feedback after last year's event that participants would like it to run a little longer to allow them to record Fall activities, not just Summer.

Warhawks in Motion is an Employer Sponsored activity toward the \$150 [Wellness Incentive](#) follow this link for instructions [How To Report Employer-Sponsored Activity Completion](#)

Visit the [Worksite Wellness Website](#) for complete details

[YOU First, U Matter!](#)

Invest in YOU!

You deserve to have a cheerleader. We all do.

You deserve someone in your life who believes in you, sees the best in you, and has your back.

You deserve someone who thinks of you and smiles. We all want this.
And we can all have this!

Because that person is YOU!

You don't have to wait for someone else to build you up. You have the power to be the one who speaks life into your own heart. Notice the effort you're putting in, remind yourself of your worth, offer grace when things feel messy.

WINGO is wrapping up!

Please turn in your completed (or mostly completed) cards by June 30th to receive your SWAG! They can be dropped off at the HR Front Desk in Hyer 330 or emailed to worksitewellness@uww.edu!

Thank you for participating!

We'd love to hear from you if you have ideas for next year's card!

Share the Good News



Congratulations to Jacob Baldrige with IT Services and his wife Sarah who is a Middle School Teacher at ALCS in Madison on the birth of daughter Faith. Faith was born on May 9, 2025 at 3:08pm. This is a picture of big sister, Ameila, holding her new sister Faith.

Training & Professional Development



A Heartfelt Thank You for a Wonderful Enrichment Day!

Thank you to everyone who participated in Professional and Personal Enrichment Day — and thank yourself for prioritizing time for you! It was truly a fantastic opportunity to connect with colleagues, make new friendships, and invest in both professional and personal growth.

A special appreciation goes to our incredible presenters, whose expertise and insights enriched our campus community!

Thank you to the Chancellor for kicking us off! We also want to acknowledge the University Staff Council for generously providing morning refreshments, helping to start the day on a bright note. I couldn't have done it without you!

Thank you to all for making the day such a success!

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.

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](#)

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 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 serviceoperations@uwss.wisconsin.edu

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.

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.

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

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@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 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@support.wisconsin.edu

Immigration

Famous Immigrants

Central Park in New York City was co-designed by architect and immigrant Calvert Vaux, and Fredrick Law Olmsted. Vaux came to the US from England to work with Andrew Jackson Downing, a foremost landscape gardener (the 19th-century term for a landscape architect) and proponent of the plan for a world-class park in New York City, described by Olmsted as a democratic space for people of all backgrounds, rich and poor.

[Read More](#)

For International Faculty:

Questions please reach out to our Immigration Specialist:

Margaret Wheeler

Office of Human Resources, Hyer Hall 330

wheelerm@uww.edu; 262-472-1494 (direct)

Complete form AR 11 for address changes within 10 days:

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

Title IX

Title IX Coordinator Update

Thomas Lisowski has been appointed Interim Title IX Coordinator for UW-Whitewater. In this role, Thomas will oversee the university's response to reports of sexual harassment and related misconduct, and support campus-wide efforts to maintain compliance with Title IX regulations. He looks forward to partnering with departments across campus to promote a safe and respectful environment for all employees and students.

Training your Department or Staff

If you are interested in having the Interim Title IX Coordinator 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 contact Thomas Lisowski at lisowskt@uww.edu.

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 Thomas Lisowski at lisowskt@uww.edu.

For more information, please contact our Interim Title IX Coordinator:

Thomas Lisowski

Anderson 2130E

262-472-1772

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.

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

We hope to see you there!



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!



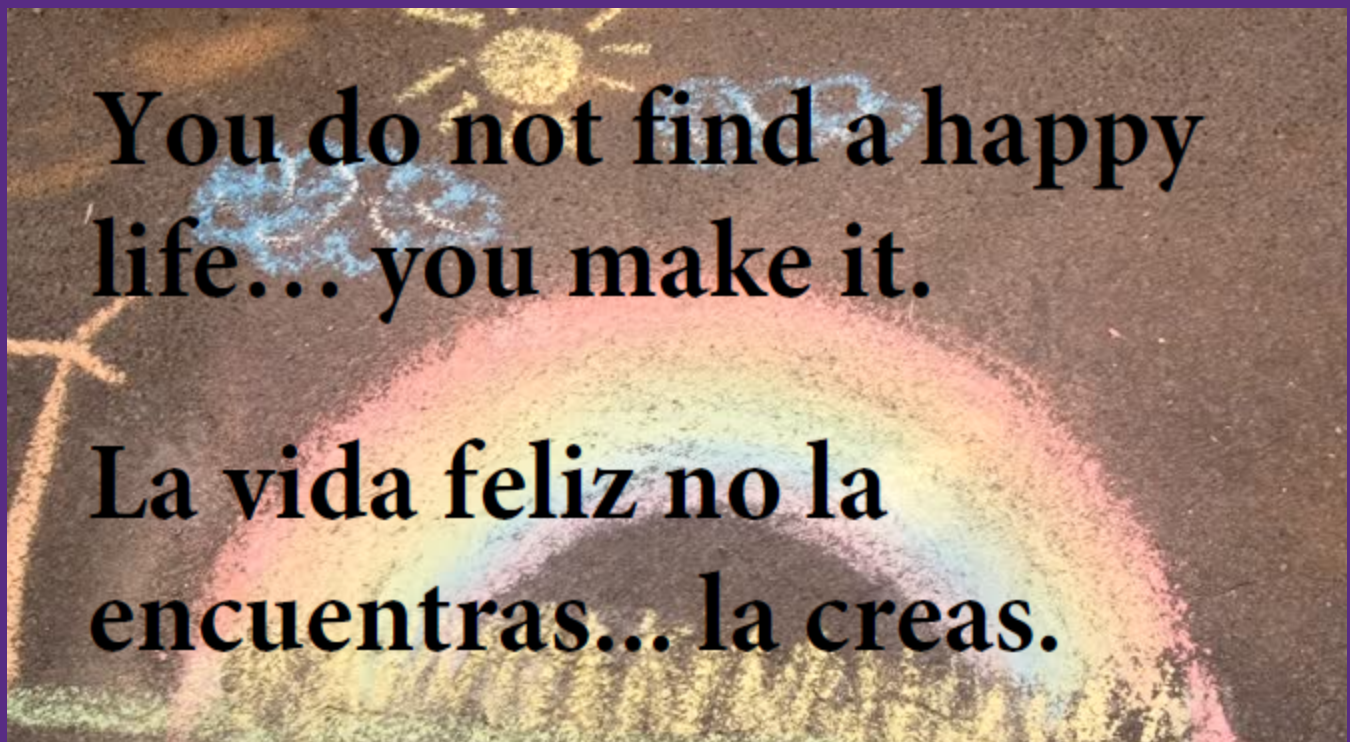
[Click here](#)



Subject Matter Experts

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

[Read more](#)



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.



University of Wisconsin
Whitewater

Human Resources

Hyer Hall 330 | 262-472-1024 | hr@uww.edu | uww.edu/hr

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