



News & Notes for October 2025



From Our CHRO

Greetings, Fellow Warhawks!

I hope the semester is going well for everyone and you have been able to enjoy the the summer-like weather during the first few weeks of Fall!

There are many important updates this month from the busy world of HR. Please be sure to review each section.

Performance Goals in Workday

Supervisors are expected to enter the goals in Workday for their direct reports by the end of October. Kai Instefjord will hold a tutorial session via Webex on Thursday, October 9th at 2:30pm. The Webex link is listed below in the Talent Acquisition Section. If you are unable to attend, this session will be recorded and posted on the HR Website along with the slides and a one page quick guide.

Congratulations to the UW Whitewater Children's Center on receiving the U Matter Wagon! Thank you to University Housing for such a great presentation and unique gifts. See the photos and wonderful tribute below.

Benefits Open Enrollment starts October 6th!

-Please ensure your My Benefits Account is created PRIOR to open enrollment to ease the enrollment process.

-See all the details below in the Benefits section. This is the time to make any changes to your benefits.

Thank you for taking the time to read through the newsletter!

Warmly,
Connie Putland
Chief Human Resources Officer

Talent Acquisition

Performance Goals in Workday:

A tutorial session for supervisors is scheduled for Thursday, October 9th at 2:30pm via Webex. [Link here to join](#)

Please join Kai Instefjord as he walks through how to establish the employee goals that will set up future performance evaluations.

The goal is to have this completed by the end of October. We will record this session and have it available on the HR website after the session on October 9th along with the PowerPoint and a 1 page quick guide. These will be posted on our [website](#).

Processes and systems that are staying the same:

Please continue to use the **Employee Rehire System** [E-Rehire](#) for rehiring employees with terminal contracts (non-renewable contracts).

Please continue to use the **Change of Status System** [Change of Status](#) for all Additional Pays (Instructional and Non-Instructional), Summer Session and Summer Service and Salary or Hourly Rate Changes.

****Org Code Changes** will no longer be submitted through COS, they will be submitted through Workday [Costing Allocation KB](#). For questions on Costing Allocation Changes, please contact the Budget Office at budget@uww.edu with any questions.

Please continue to use the **Recruitment Approval Request** [Recruitment Approval Request](#) to start all Employment Recruitments.

Please continue to use the **Direct Hire Form** [Direct Hire Form](#) for all Emergency Hires (hires that are made outside of a recruitment).

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

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](#)

Student Employment

Student hires will be completing an I-9 (if needed) and all other onboarding documents in Workday. Paper forms are no longer accepted.

*Student employment hire requests, and appointment changes, will continue to be submitted through the [Student Employment Tool](#). Updates regarding the hire status are being provided in the Student Employment Tool request. To see the latest details, please click the "History" button in the hire request.

Student Employment through Handshake - Important Information

One of the action items for our current strategic plan is to *Increase the Value of the Student Employment Experience* and part of that work is to ensure that students are aware of and have the opportunity to apply for all positions on campus. Handshake, a system for posting student job and internship opportunities, is used by many student employers on campus. Departments will be required to post all student jobs in Handshake starting on October 1, 2025.

When paperwork to hire a student is submitted, Human Resources and Career Services will check to make sure the position was posted on Handshake before the student will be hired. Student hire requests for positions not posted in Handshake will not be approved. If anyone has questions about Handshake, please contact Kim Apel in Career Services. Kim is the campus contact and can answer questions about how to post student employment openings in Handshake.

If there are questions about the decision to require the use of Handshake for all student hiring, please contact Interim Provost Robin Fox - foxr@uww.edu.

Payroll

How to submit No Leave Taken in Workday: [Click here for Instructions](#)

Period Activity Pays (PAPs) Once known as; Lump Sum, Overloads, Add'l Pay

With the launch of Workday, Overload payments now have a new name; Period Activity Pays (PAPs). These are still requested through our Change of Status, ReHire, Camps Hiring Tool, Student Employment Tool and Miscellaneous Contract Forms. These requests will still go through the approvals needed in these systems, before these are received by Payroll for processing in Workday.

Approval Process:

When a PAP is created, it will go through a Business Process in Workday. Once Payroll creates and approves the task. It will then be routed to a Program Manager or a Costing Allocation partner to review. These folks will have a Workday Task show up and will need to look over the task. The Comment on each PAP gives directions on what the payment is for (ex: COS# is the Change of Status request number tied to the Workday PAP). The approver with this task will need to:

Look up the request number in the directed system.

Compare the Name, Employee ID, Costing Allocation (Funding), \$ Amount on the request to ensure it matches the PAP task.

If all looks correct you will approve, if anything looks incorrect you will send back this task with a comment indicating the error needing correction.

Any delays in completing these PAP tasks can result in an employee's payment being delayed.

Employee PAP Review:

If you are expecting a PAP, here are the steps to locating these on your Workday profile (Note: *most* employees will have an Ad-Hoc position that these PAPs will be put on)

Go to your Workday account profile

On the left-hand side under your name and position you will see arrows to switch your positions.

Once your position is switched to "Ad-Hoc" click the Compensation tab on the left-hand side.

This screen will pull up any Current Activity Pays and have an option to review historical payments that have been entered into Workday.

Under the payments column you can click on the number to see what you will receive on what payroll(s). (Please note: The scheduled date for the payment is the end date of the pay period the activity falls under). If you have received payment for this activity, this screen will also show the payment date of the paycheck.

Relocation Stipends:

Relocation Stipends are now requested through the Change of Status system. Please ensure you include documentation for these payments and Costing Allocation (funding). Once these go through approvals in the Change of Status system and make it to payroll for processing. These will be entered into Workday as One-Time Payments (OTPs) by payroll. Once created and approved by payroll, these will route to a Gift Manager, Grant Manager, Program Manager, or Project Manager for approval. A delay in approvals can lead to delays in payment.

Any questions about how to navigate this or questions about your PAPs or OTPs, please contact UWW payroll at payrollsupport@uww.edu

Vacation Balances:

Vacation Available Balance is calculated by taking the previous fiscal year vacation carryover, adding together the new fiscal year balance and deducting any current fiscal year absence hours used.

Vacation Year to Date is for calculation processing only. Currently, Workday is including the total for this calculation into the total hours for available vacation. This is being reviewed for changes to reduce confusion when viewing vacation balance totals. We don't have an ETA on this change currently. For current vacation balances, please use the "Vacation Available Balance".

Any questions about absences can be directed to UW Shared Services at gethelpuw@support@wisconsin.edu

The month of October has a "Third Payroll". This means no benefit deductions will be taken on the October B payroll (may also now be referred to as payroll #22), check dated 10/30/2025. For more information please see the [2025 payroll calendar](#) or contact serviceoperations@support.wisconsin.edu with further questions.

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.

Benefits

Benefits Open Enrollment for 2026:

What is Benefits Open Enrollment: [Click Here](#)

-**October 6 - October 31, 2025.** Changes made during Benefits Open Enrollment are effective January 1, 2026.

-Benefit Enrollment Assistant Sessions available in October at UW-Whitewater and the Rock County Campus: [English](#) - [Spanish](#)

-Make sure you set up your **My Benefits Account PRIOR to enrollment** to access the new benefits enrollment system – My Insurance Benefits.

-Creating an account is a one-time registration process that **you must complete using your personal email address, PRIOR to enrolling in your benefits for 2026.**

-For instructions on how to Set Up Account in My Benefits, [Click Here](#).

-Are you enrolled in the supplemental Accident Insurance? Have you filed any claims? This benefit is often forgotten about, you can learn more about it including how to file a claim [here](#).



SAVE THE DATES:

-[Benefits Fair 10/14/25](#) - Employer Sponsored Activity

-[Blood Drive](#) - October 27, 2025

-[Flu shot Clinic](#): 10/28/24 8:30am to 10:30am.

[Register Here](#)

[Additional Dates & Locations](#)

Wellness



SAVE THE DATES:

October 27th Red Cross Blood Drive UC275 – stay tuned to the [Worksite Wellness website](#) for details

Warhawks in Motion (WIN) is in its final stretch! The competition ends on November 10th, let's finish strong everyone!! Who will be the winning team for 2025? Check out the [Leaderboard](#).

Interested in being a Wellness Partner? Wellness Partners can be anyone on campus that would like to help promote Benefit and Wellness opportunities within their department. We are meeting on October 17th at 11am to brainstorm some new ideas, if you 'd like to join us please email worksitewellness@uww.edu

Don't leave money on the table! Be sure to complete the Health Assessment, Well-being Activity and Health Check by October 17th to get the \$150 Wellness Incentive - Deadline is October 17th! [Incentive Instructions](#).



Suicide Prevention Training: A Shared Responsibility

Mental health is a priority for our campus community. UW-System has created a Suicide Prevention Canvas course for faculty, staff, and students. All faculty and staff are strongly encouraged complete the course, which takes about an hour and provides essential tools for recognizing and responding to students in distress. [Find the course here.](#)

You can also find this on the Helpful Tools tab on the [Worksite Wellness Website](#)





Stop #6 for the U Matter Wagon!

On Friday, September 26th University Housing presented the U Matter Wagon to the Children's Center.

Terry Tumbarello shared:

It is my honor to present the U Matter Wagon to the UW–Whitewater Children's Center. The Center is far more than childcare, it is a vital part of our campus community. It supports our students who are parents, allowing them to focus on

their academics while knowing their children are cared for in a safe, fun, learning environment. It provides meaningful employment and learning opportunities for student staff, many of whom go on to careers in education and other important fields. It enriches our academic mission by serving as a living learning experience for students studying early childhood education and related fields. And perhaps most importantly, it reminds us daily of the joy, energy, and perspective that young children bring to our community. One of my favorite things to see as I walk campus is the children walking around or being pushed in their strollers.

The Children's Center plays an essential role in helping UW–Whitewater live out its mission of access, support, and success for all. For these reasons, it is a true privilege to recognize the Center and its staff with this U Matter Award.

University Housing wants you to know U MATTER! Please accept these small tokens of thanks, enjoy the treats, and remember you hold a special place at UW-Whitewater.

To demonstrate the vast reach that the Children's Center has I have asked two UWW Housing staff, who are also Children Center Parents, to say a few short words.....

Kayla Switalksi and Maria Glorioso shared:

Today, we want to pause the busy rhythm of our days to focus on a single truth: **you matter.**

You matter to the children who step into your center every morning with bright eyes and curious minds. They may not have the words yet, but each giggle, each hug, each new skill learned is their way of saying, *“Thank you for helping me grow.”* Your patience and creativity build the foundation for their future. The songs you sing, the stories you tell, and the gentle guidance you give shape not just their days, but the people they will become.

You matter to the parents who trust you with their most precious gift. Every time you greet a child with a warm smile or take a moment to share an update at pick-up, you give families peace of mind. You make it possible for parents to work, study, or care for others knowing their little ones are safe, loved, and learning. Your support lets parents breathe a little easier and dream a little bigger.

You matter to our community. The work you do—often behind the scenes, often without fanfare—strengthens families, fuels early education, and plants seeds that will bear fruit for years to come. Because of you, the Children's Center is not just a place of care; it is a place of possibility.

We know this work can be demanding. The days can be long, and the needs never stop. But please remember: your efforts are noticed, your dedication is valued, and your impact is immeasurable.

So, from the bottom of our hearts and on behalf of every child, every parent, and every future you help shape—thank you.

You are educators. You are nurturers. You are builders of tomorrow.

And above all, **you matter.**

To formally pass the wagon from Housing to the Children's Center, I have asked Jeff Olson, a former UW-Whitewater RA and now an Associate Professor on campus to once again represent University Housing. While Jeff is a former Housing staff member, more importantly, he is also an alum of the children's center and use to crawl around these halls and floors.



Share the Good News



Margaret Wheeler is a Hometown Hero

Margaret Wheeler is a WUL Hometown Hero, and was nominated by Tom Ganser for “Donating her time each week to bring joy, laughter and dance to people of all abilities at Studio 84 and with Whitewater’s Parks and Recreation Program.” [Read More](#)

Immigration



Famous Immigrants

"A new mural painted by artist Adam Cvijanovic, the south and west panels seen here, was unveiled at St. Patrick's Cathedral on Wednesday, Sept. 17, 2025, in New York. The mural, which is the largest permanent artwork commissioned for the cathedral in its 146-year history, celebrates the 1879 Apparition at Knock, Ireland, the faith of generations of immigrants to New York, and the service of New York City's first responders." [Read More](#)

HONORING IMMIGRANTS WHO DIED IN 9-11

"A 26-year-old Irish American firefighter's death in the 9/11 terror attacks inspired a memorial in his father's hometown. Sean Tallon was a marine and a probationary firefighter at Ten House - the station directly across from the World Trade Center - and was among the first to respond to the attacks." [Read More](#)

For International Faculty:

Please contact Margaret Wheeler, International Employment and Immigration Specialist, for information about pending cases as well as other potential immigration options. She is still available for assistance with form I-485 as well.

Contact information: (wheelerm@uww.edu) and extension 1494.

Remember: Late office hours are available, however, the main HR office closes at 4:30pm, so please request an appointment to meet after that time.

From The Front Office



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](#)



University of Wisconsin

Whitewater

Human Resources

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
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Human Resources

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

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