



University of Wisconsin Whitewater

Human Resources

News & Notes for August 2024



WORK
Hard
BE
Kind
AND
Amazing
THINGS WILL
Happen



From Our CHRO

Greetings Fellow Warhawks!

Summer is quickly passing by. I hope you are finding some time to enjoy your favorite activities!

This month's newsletter contains a lot of information, so please keep it close to hand so you may refer to it as needed.

Telecommuting (Remote Work) Policy Update- Effective August 1, 2024, an update to the Universities of Wisconsin Telecommuting Policy 1228 has been implemented. We will schedule trainings for employees and supervisors in the coming weeks. Details are listed below.

Student Driver Authorization- Please see the changes to the student driver authorization process below.

Chancellor's Opening Celebration! Please join us on **Tuesday, August 27**, at 10:00 a.m. in the Young Auditorium. A campus cookout will follow the program in the James R. Connor University Center Hamilton Room.

Campus Resource Fair- August 21 from 9:00 am-noon, all employees are invited! Craig will be there from 10:00 am-noon for staff portraits.

Workday Implementation- We are beginning to work on a timeline for the Workday Implementation as well as starting some user testing and training. We will be providing details in the coming month. For more information see the section under Training and Professional Development below.

Title IX training is starting back up. See the article below.

With everything going on in the world, let's start this new semester working together, treating each other with extreme respect and dignity; offering each other compassion and understanding. See how things are going with the colleague who has been on your mind all summer. Show them how important they are and let them know they matter!

Have a great rest of your summer and thank you for all that you do.

Benefits

Wisconsin Retirement System Group Retirement Sessions to be held on Thursday, August 8th, **registration is required** click [here](#) for complete details.

Science of Goal Setting Acentra workshop – August 13, 2024 at 12:30pm [Learn More & Register](#)

SAVE THE DATES:

Stay tuned to the Worksite Wellness Website for details!

Open Enrollment September 30, 2024 – October 25, 2024 – we will once again be hosting B.E.A.S. (Benefit Enrollment Assistance Sessions)

- **Benefit Fair** – October 2, 2024 10:00 am-1:00 pm
- **Biometric Screening** – October 2, 2024 8:30 am -11:30am
- **Flu Shot clinic** – October 29, 2024 from 8:30 am -11:30am

Wellness



WARHAWK
WELLNESS
... UW-WHITEWATER ...

Warhawks in Motion



**UW-Whitewater Employee
Fitness Challenge
June 18 - August 13**



Warhawks in Motion is in full swing with some pretty stiff competition. WIM runs through August 13th. Visit the [Worksite Wellness website](#) to learn more,

Meet the Teams and check out the Leaderboard!

You can still work to finish your WINGO card for some Wellness Swag! Please turn in cards or nearly completed cards by Friday, August 30th by emailing worksitewellness@uww.edu or dropping them off in the HR Office in Hyer Ste 330.

SAVE THE DATE - Blood Drive, October 2, 2024 – watch the Worksite Wellness Website for Details!



Congratulations WINGO Winners:

Lunch with the Chancellor – Lia Caruso

Lunch with the Provost – Shirley Butler

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

Upcoming Events:

[Sign up](#) for the TAM Recruitment Training on August 6 from 10 - 11 a.m.

Save the Date: Campus Resource Fair to be held August 21 from 9am-noon, all employees are invited! Craig will be there from 10am-noon for staff portraits.

[Check out the list of booths](#) you will be able to visit!

The new Faculty, IAS and Staff New Hire Campus Orientation will be held all day August 26, 2024!

Telecommuting (Remote Work) Policy Update- Effective August 1, 2024, the Universities of Wisconsin Telecommuting Policy 1228 has been updated. Trainings for employees and supervisors will be scheduled in the next few weeks. Please watch for details.

The updated policy changes & guidelines further clarify:

- The definitions in types of remote work and when an associated agreement is required.
- Telecommuting (remote work) agreements are to be renewed and approved annually.
- Out of state and international remote work requires additional levels of approvals beyond the campus.
- Travel reimbursement to headquarter locations can only be approved when the employee is *assigned* to work remotely.
- Updated forms prescribe that supervisors attest to the type of remote work (hybrid, fully remote, or assigned fully remote) and that they understand the associated situations in which travel reimbursement to the headquarter location is allowed.
- All telecommuting agreements for the FY 2025 will need to be update by September 16., 2024.

You can read the complete policy here [Telecommuting \(Remote Work\) | UW Policies \(wisconsin.edu\)](#)

Talent Acquisition

Fall: 8/26/2024-1/8/2025
Spring: 1/9/2025-5/23/2025

TAM Recruitment Training – August 6,2024.

A comprehensive overview of the full recruitment process. Register [here](#)

Summer Session/Service Dates

Summer Session Courses -- 5/20/2024 to 8/10/2024

Summer Services -- 5/18/2024 to 8/25/2024

Please refer to the Summer Change of Status (COS) Information announcement

Payroll

Payplan update

Employees on a nine month contract (Faculty and Academic Staff), payplan letters will be going out in early August. Upon return for the academic year, all pay rates will be updated and letters issued. If you have further questions, please reach out to Steve Marshall 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 on line. Please reach out hr@uww.edu with any questions or concerns.

Summer Session/Summer Service Payroll Calendars

Access the following PDFs to view and print the pay calendars for 2024 Summer Session/Service:

[Summer Session 2024 Pay Calendar](#)

[Summer Service 2024 Pay Calendar](#)

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.

Immigration- Honoring the Refugees and Immigrants of the Olympics

[See their photos and read about the 2024 Olympics Refugee Olympic Team.](#)
The first team was started in 2016.

This year's team includes athletes from Syria, Iran, Afghanistan, Cameroon, Congo, Ethiopia, Cuba, Sudan, Venezuela, Eritrea, South Sudan, etc. Competitive sports include: Swimming, Cycling Road, Badminton, Boxing, Wrestling, Canoe Slalom, Canoe Sprint, Judo, Weightlifting.

Immigrants and children of immigrants strengthen [Team USA](#). John B. Kelly, the son of Irish immigrants, became a three-time gold medal winner in rowing at the 1920 & 1924 (uscis.gov).

Title IX

Title IX Regulations Implementation Update

We hoped to have more information about the 2024 changes to the Title IX regulations. However, 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 Employees

The US Department of Education released the final version of its updated regulations governing the enforcement of Title IX which were due take effect on August 1, 2024. These new regulations required updates to our Preventing Sexual Harassment Training and that all employees receive this updated training. To prevent redundant training for new employees, we suspended

enforcement of the requirement that employees complete the Preventing Sexual Harassment Training within 30-days of employment for any employee with a training deadline on or after July 2, 2024, until the updated training became available. The updated version of the training was expected to be available as of August 26, 2024.

However, due to the federal injunction in *Kansas v. United States Department of Education*, the Universities of Wisconsin has suspended implementation of these Title IX changes. As a result, notices will be issued to all recently hired employees who have not yet completed the required training and new hires will receive notice to complete this training upon hire.

Action Steps for this Training

1. Effective July 1, 2024, notification from UW-Shared Services to complete the Preventing Sexual Harassment Training, as required by UW System Admin Policy 1293, for new employees, was suspended.
2. Effective August 1, 2024, notification to recent and new hires to complete the Preventing Sexual Harassment Training will resume.
3. All employees will have 30 days to complete the updated training from the date they receive notice to complete the training.
4. We will continue to monitor the impact of any on-going litigation regarding the implementation of Title IX regulations and modify accordingly.

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



Please welcome our newest member of the HR team: "My name is Rebecca Busch and I am excited to join the Warhawk family as the new HR Coordinator! I have been married to my husband Kyle for three years. We have a daughter, Christina and two dogs Diesel and Maverick. We love to go camping and spend time with family and friends."



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

Welcome New Employees

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](#)

Risk and Safety Tips for the month of August

[Poster](#)

Risk and Safety Newsletter July/August

[Newsletter](#)



Featured Recipe: Air Fryer Cherry Cheesecake Egg Rolls

[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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