



News & Notes for February 2025



From Our CHRO

Greetings Fellow Warhawks!

I hope your Spring semester is off to a great start! February may be the shortest month of the year, but it's filled with energy, purpose, and opportunities for a fresh start. It's a time to focus on wellness, growth, and preparing for the exciting months ahead. As winter begins to wane, we are reminded that brighter days are coming, and with them, new chances to learn, connect, and thrive. Let's embrace this month with enthusiasm and Warhawk spirit!

The next few months will be a flurry of activity and training as we prepare for Workday go live in July. We are holding two more "Get To Know Workday" sessions on both the Whitewater and Rock Campuses. Please join us for an informative, hands-on session on Human Resources, Purchasing, and Finance at one of the times listed in the training and development section below.

Some other notable information that you will find in this issue:

- **Benefits:** What to do if you need to make changes or corrections and how to find your Benefits summary, as well as information about Preventative Care and Preventative Medications.
- **Warhawk Wellness:** April 8th is the Wellness Fair and Biometric Screening! Mark your calendar.
- **Workday Training:** Workday implementation is just around the corner! Training assignments will be sent to employees the week of February 17th—watch for those communications in your inbox.
- **National Wear Red Day (February 7th):** Show your support for heart disease awareness by wearing red and sending us your pictures! See more information under the Warhawk Wellness section.
- **WINGO is Back!** Watch for the announcement of dates coming soon!

Thank you for all you do!

Warm Regards,
Connie Putland, CHRO

Benefits

Save the Date!

-April 8th: Wellness Fair & Biometric Screening, stay tuned for details and watch the [Worksite Wellness website](#)



[Read More](#)

403 (B) and WDC Contribution Limits

- 403(b) and WDC contribution limits increased for 2025, and a new super catch-up provision added.
- Super Catch-Up contribution is only for employees who will reach age 60 in the calendar year and ends at the end of the calendar year they turn age 63.

[Read More](#)

Income Continuation Insurance (ICI)

- Annually University Staff eligible employees are allowed an Income Continuation Insurance (ICI) deferred enrollment opportunity based on accrued sick leave hours.
- University Staff employees can enroll in ICI the first time sick leave balances reach the levels outlined below as of December B paycheck (pay period end 12/28/24).

ICI Category	Sick Leave Hours
University Staff - Category 3	Accrued at least 80 hours of unused sick leave during the calendar year*
University Staff - Category 4	Accrued 520 - 727 hours of unused sick leave
University Staff - Category 5	Accrued 728 - 1039 hours of unused sick leave
University Staff - Category 6	Accrued 1040 hours or more of unused sick leave (any year)

[Read More](#)

Did you miss Open Enrollment? Need to make a change or correction? You may be eligible for an appeal. [Annual Benefit Enrollment Appeals eForm](#)

You have until February 28, 2025 to appeal Dental, Vision and Accident elections and until April 15, 2025 to appeal State Group Health, HSA and Health Opt Out

elections. Please contact Shared Services at serviceoperations@uwss.wisconsin.edu for assistance.

Find your current Benefit Summary: [Click Here](#)

Wellness



WARHAWK
WELLNESS
... UW-WHITEWATER ...



NATIONAL WEAR RED DAY – Friday, February 7, 2025

- National Wear Red Day is a day in February when people wear red to show their support for the awareness of heart disease

- Take a picture of you and your group wearing red and send it to the Worksite Wellness Team at worksitewellness@uww.edu to be shared in the March Newsletter!

People often use these terms interchangeably, but they are not the same.

WHAT IS CARDIAC ARREST?	WHAT IS A HEART ATTACK?
<p>CARDIAC ARREST occurs when the heart malfunctions and stops beating unexpectedly.</p> <p>Cardiac arrest is triggered by an electrical malfunction in the heart that causes an irregular heartbeat (arrhythmia). With its pumping action disrupted, the heart cannot pump blood to the brain, lungs and other organs.</p> <p>WHAT HAPPENS</p> <p>Seconds later, a person becomes unresponsive, is not breathing or is only gasping. Death occurs quickly if the person does not receive immediate CPR.</p> <p>WHAT TO DO</p> <p>A person's chance of surviving cardiac arrest can be doubled or tripled if CPR is provided immediately. First, call your local emergency number and start CPR right away. Then, if an Automated External Defibrillator (AED) is available, use it as soon as possible. If two people are available to help, one should begin CPR immediately while the other calls your local emergency number and finds an AED—there is a 10% drop in survival each minute, which is why CPR is so important. EMS staff are also trained to revive someone whose heart has stopped.</p> <p>CARDIAC ARREST is a LEADING CAUSE OF DEATH.</p> <p>Cardiac arrest affects thousands of people annually with about 75% of them occurring in the home.</p>	<p>A HEART ATTACK occurs when blood flow to the heart is blocked.</p> <p>A blocked artery prevents oxygen-rich blood from reaching a section of the heart. If the blocked artery is not reopened quickly, the part of the heart normally nourished by that artery begins to die.</p> <p>WHAT HAPPENS</p> <p>Symptoms of a heart attack may be immediate and may include intense discomfort in the chest or other areas of the upper body, shortness of breath, cold sweats, and/or nausea/vomiting. More often, though, symptoms start slowly and persist for hours, days or weeks before a heart attack. Unlike with cardiac arrest, the heart usually does not stop beating during a heart attack. The longer the person goes without treatment, the greater the damage.</p> <p>WHAT TO DO</p> <p>Even if you're not sure it's a heart attack, call your local emergency number. Every minute matters! It's best to call your local emergency number to get to the emergency room right away. Emergency medical services (EMS) staff can begin treatment when they arrive. Patients with chest pain who arrive by ambulance usually receive faster treatment at the hospital, too.</p>

People often use these terms interchangeably, but they are not the same.

CARDIAC ARREST occurs when the heart malfunctions and stops beating unexpectedly. Cardiac arrest is an "ELECTRICAL" problem.

A HEART ATTACK occurs when blood flow to the heart is blocked. A heart attack is a "CIRCULATION" problem.

It's important to catch them early and call 9-1-1 for help. The sooner medical treatment begins, the better the chances of survival and preventing heart damage.

Take two Steps to Save a Life.

Perform Hands-Only CPR:

Call 9-1-1 and push hard and fast in the center of the chest.

For more information go to heart.org/cpr.

For more information on American Heart Association CPR training classes in your area go to heart.org/cpr.

Follow us:
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TIAA On Campus for individual counseling sessions between 9am-4pm on February 27th, March 27th and May 1st – click [HERE](#) for complete details and to register for an appointment

WINGO 2025 will be kicking off in March – Please watch the [Worksite Wellness website](#) for details and an upcoming campus announcement regarding Spring Benefit and Wellness opportunities!



Where: Fort Atkinson Hospital

No appointment necessary.

For more information: [Click Here!](#)

Save the Date!

-April 8th: Wellness Fair & Biometric Screening, stay tuned for details and watch the [Worksite Wellness website](#)

Share the Good News!



Congratulations to Stephanie Gutknecht (Berto), in First Year Experience, and her husband Amos Gutknecht on the birth of their baby girl!

Lets give a warm welcome to: Josephine May Gutknecht

Date: September 21st at 8:00 am

Weight: 7lbs 2 oz

Height: 20.5 inches long

Newly married? Adding to your family? Win an award? Write to us and let us know so we can share it in the Share the Good News section of the newsletter!! Submissions can be sent to worksitewellness@uww.edu

Training & Professional Development

ATP:

Please join us for another Workday hands-on experience

We are offering another chance for an in-person “Get to Know Workday” experience! Prepare for the transition to Workday by attending hands-on sessions to become familiar with its features and benefits. There’s no need to bring anything, and stop by anytime as Subject Matter Experts will be present to help you navigate through Workday. The sessions will be held in computer lab McGraw Hall 19C.

Topics:

-Human Resources: Time entry, absence requests, benefit elections, direct deposit, paystubs, time approval, timesheet edits

-Procurement: Catalog requisition

-Finance: Foundation Data Model (FDM), new funding structure, expense reports, running reports

Schedule:

Tuesday, February 11 in McGraw 19C

-Human Resources: 9:00 -11:00 AM

-Finance and Procurement: 2:00-4:00 PM

Wednesday, February 12 in McGraw 19C

-Finance and Procurement: 9:00 -11:00 AM

-Human Resources: 2:00-4:00 PM

"What Workday Means for You"

Upcoming Training and Development Events:

Exciting News! Professional and Personal Enrichment Days is Back for One Day Only!

Save the Date: Tuesday, June 3, 2025

Make sure to mark your calendars for a day filled with inspiring sessions tailored to enhance both your professional and personal growth.

Call for Presenters

Are you a dynamic conference speaker who is eager to share your expertise and experiences by leading a 50-minute breakout session? This conference is dedicated to delivering interactive sessions that aim to inspire and motivate our attendees. If you're enthusiastic about engaging with a motivated audience and showcasing your knowledge and talents, we encourage you to [submit a session proposal](#). Submission deadline is February 28, 2025.

Topic Ideas: change management, engagement and inclusion, wellbeing, personal development, leadership, and any other topics that would benefit the campus!

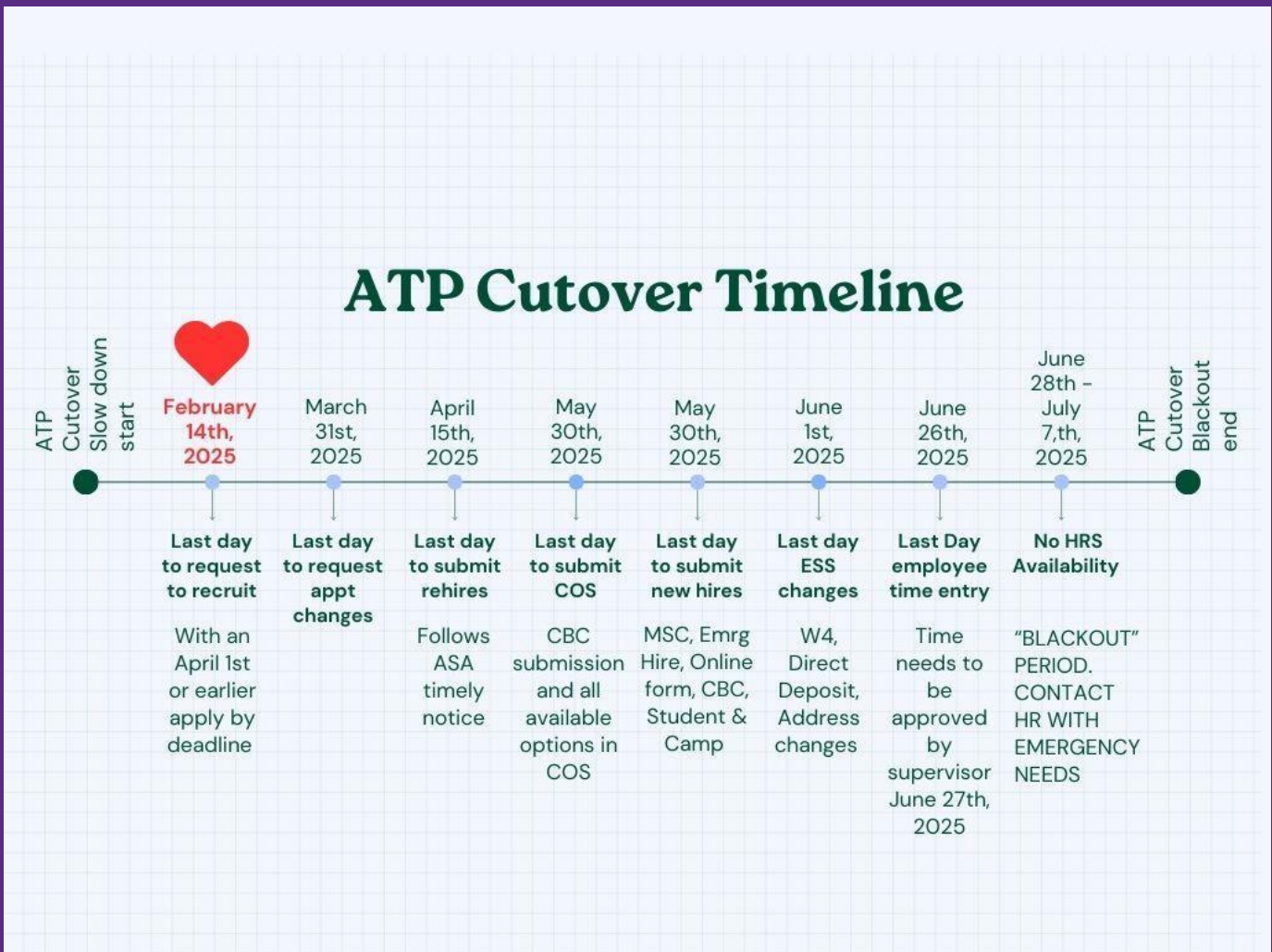
Suggestions, questions, or comments? Please contact Gina Elmore at elmoreg@uww.edu, or call (262)472-1062.

Let's make this event a memorable and enriching experience for everyone. Stay tuned for more details!

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 elmereg@uww.edu.

Talent Acquisition



- 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

Academic Contract Dates for 2024-2025

Fall: 8/26/2024-1/8/2025

Spring: 1/9/2025-5/23/2025

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

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

New Present/Administration and Immigration Changes as of January 20, 2025

Every month in this newsletter you will find an update on immigration changes. We expect the new Trump Administration to issue Executive Orders beginning soon into his presidency. We will keep you posted.

Delays in H-1B cases. H-1Bs are not being adjudicated as quickly as several months ago.

We expect more H-1B site visits as USCIS. The officers will contact the Immigration Specialist, in most cases. If you are contacted, please email or call: extension 1494; wheelerm@uww.edu asap.

Changes in forms: If you are planning to complete immigration forms for your family members, please make sure to go to uscis.gov to ensure the form edition, fee and filing locations are correct.

Immigration Law for International Faculty

ALERT: On Dec. 10, 2024, we published a new edition of Form I-485, which included updated questions and instructions. Starting Feb 10, 2025, we will only accept the 10/24/24 edition of Form I-485 and will reject any older editions of Form I-485 postmarked on or after Feb 10, 2025.

Effective Dec. 2, 2024, if you are required to submit Form I-693, or a partial Form I-693 (such as the Vaccination Record), you must submit it with your Form I-485. Otherwise, we may reject your Form I-485.

Reminder to International Faculty: Please check each newsletter each month for updates regarding the new Trump Administration

[Read More](#)

Title IX

Title IX – Looking 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.

We had a training session in January but will set up another session depending on interest and availability.

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](#).

For more information, please contact our Title IX Coordinator:

Vicki Schreiber, Ph.D.

Anderson 2130

262-472-2143

From The Front Office

Human Resources - Office Remodel - Feb 3rd

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, will only be approved for 1 year from the date of request.
- All student Driver Authorizations are valid for 1 year and will expire on May 31st, each 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.



A CONVERSATION WITH AUTHOR REBEKAH TAUSSIG

35 YEARS

of the

AMERICANS WITH DISABILITIES ACT



University of Wisconsin
Whitewater

School of Graduate Studies
and Continuing Education



TOMMY G. THOMPSON
CENTER ON PUBLIC LEADERSHIP
UNIVERSITIES OF WISCONSIN

Join us for an

Evening with Rebekah Taussig

Tuesday, March 11, 2025 at 6:00pm

35 Years of the Americans with Disabilities Act:

What it accomplishes and how it could and should be improved.

[Read More](#)

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: Crème Brûlée Cheesecake

[Recipe here](#)

"Rivers never go in reverse. So, try to live like a river. Forget the past and focus on the future. Always think positive."

***Los ríos nunca van a la inversa. Así que trata vivir como un río. Olvida tu pasado y concéntrate en el futuro. ¡Siempre sé positivo!**

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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