



News & Notes for January 2025



From Our CHRO

Happy New Year, Fellow Warhawks!

Welcome to the first edition of our HR Newsletter for 2025! As we step into the new year, we hope you had a restful and joyful holiday season. January is a time for fresh starts and new beginnings, and we're excited to share some updates and initiatives to kick off the year.

Here is just some of what you will find in this issue:

- Information about 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: Start the year on a healthy note! Take advantage of all the information and resources to make this a year of you! U Matter!
- Training and Professional Development: Workday implementation is just around the corner, make sure you keep up to date on what training you will need. Make sure to mark your calendars for other upcoming January workshops!
- Driver Authorization: Make sure you renew your driver authorization when your driver's license expires!

Let's make 2025 a year of growth, collaboration, and success. We're here to support you every step of the way!

Thank you for all you do!

Warm Regards,

Connie Putland, CHRO

Benefits

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 January 31, 2025 to appeal your FSA or Dependent Day Care FSA, 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.wisc.edu for assistance.

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

Preventive Care

Your health plan pays 100% of certain preventive care services with no out-of-pocket costs to you. Preventive care is routine health care that includes screenings, checkups, and patient counseling to help prevent illnesses, disease, or other health problems.

[More on Preventive Care Coverage](#)

Preventive Drugs Covered at 100%

The pharmacy benefit pays 100% of certain preventive drugs with no out-of-pocket costs to you. A preventive drug is used to help avoid disease and maintain health. These drugs are considered effective in preventing the development of a health conditions or disease.



[More on Preventive Drug Coverage](#)

ETF Learning Opportunity & January Webinars 2025



[Read More](#)

ETF Learning Opportunities: [Click Here!](#)

Winter Weather Reminders

Winter Safety Tips: [Click Here](#)

Worker's Compensation: [Click Here](#)

Reminder: If you have “Accident Insurance” make sure you are submitting claims using this [link](#).



Wellness



We wanted to take this time to remind you of the Wellness programs and resources available to employees.

All employees and their families are eligible for benefits under the Employee Assistance Program administered by [Acentra](#).

In addition, there are several other wellness resources on campus like a Blood Pressure Kiosk, Lactation Rooms, Counseling Services, Reflection Space, Yoga just to name a few. For more information, please visit the [Worksite Wellness website](#) and explore! The main page has current opportunities with additional resources on the Helpful Tools and Emergency Resources Tab. It is important to take care of YOU! **U Matter!!**

Share the Good News!

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:

[Get ready for Workday training with new finance topics](#)

If you work with budgets or forecasts, learn how Workday and Adaptive Planning will give you the data and tools you need to view timely data and create focused reports. Plus, discover how the system will standardize the way the Universities of Wisconsin invoice foundations for gifts.

[Workday wordplay: Helpful terms for managers](#)

If you manage employees, get to know the Workday terms related to the My Team Management dashboard, which lets you view worker information and complete supervisory tasks all in one place.

[Start preparing for Workday training today.](#)

See what's included in Workday training and what you can do now to be ready when training starts in March 2025.

"What's Changing with Workday"

Upcoming Training and Development Events:

JANUARY WORKSHOPS

BASED ON SURVEY RESULTS FROM THE PROFESSIONAL AND PERSONAL ENRICHMENT DAYS, WE'RE EXCITED TO BRING BACK POPULAR PRESENTATIONS AND PRESENTERS, ALONG WITH NEW ADDITIONS!

JANUARY 7
10-11 A.M. IN UC 259
**ENGAGE, CONNECT,
REWARD, REPEAT:
POSITIVE LEADERSHIP
IN HIGHER EDUCATION**
SUE WILDERMUTH

JANUARY 9
10-11 A.M. IN UC 261
**I'M CONCERNED ABOUT
MY STUDENT EMPLOYEE:
WHAT SHOULD I DO?**
*MALAYNA OSWALD &
KATRISA HAAGENSEN*

JANUARY 14
11 A.M. - NOON IN UC 259
**NEURODIVERGENCE IN THE
WORKPLACE**
*CONNIE PUTLAND, REBECCA
HARRIS, LENNOX SEATON,
MOLLY GRODEY*

JANUARY 16
2-3 P.M. IN UC 259
**EVERYDAY WAYS
TO USE AI**
DANA WAGNER

JANUARY 16
10-11 A.M. IN UC 259
**LGBTQ+
WORKPLACE
INCLUSION**
SAM BLAKE

[Learn More](#)

Talent Acquisition

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. 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

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 on line. Please reach out hr@uww.edu with any questions or concerns.

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

Immigration Law for International Faculty

<https://www.uscis.gov/i-485>

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

Happy New Year!

The Title IX team at UWW is looking for assistance from faculty and staff across campus to serve as Advisors for our students in reported incidents as well as faculty or staff willing 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.

For those interested, we have set up two training dates. We ask that you attend one of the two dates. We will plan to have the training in person, but if you need to meet virtually, let me know. Please let me know if you are interested in the training and can attend one or the other dates/times.

The dates/times are:

January 16, 2025 from 2:00pm-3:00pm

January 17, 2025 from 11:00am-12:00pm

[Title IX Training Request Form](#). – please complete this form if you would like the Title IX Coordinator or a Deputy Coordinator to attend a department meeting to provide information and/or training

For more information, please contact our Title IX Coordinator:

Vicki Schreiber, Ph.D.

Anderson 2130

262-472-2143

[Book time with Schreiber, Vicki](#)

titleix@uww.edu

<http://www.uww.edu/title-ix>.

From The Front Office

Thank you to everyone who donated to the food drive for the Warhawk Pantry, we collected 167.9 pounds of food!



Vehicle Use Authorization Update:

- 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.

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: Creamy Chicken Fajita Enchiladas

[Recipe here](#)

**"Don't cry over the past, it's gone.
Don't stress about the future, it hasn't arrived.
Live in the present and make it beautiful."**

**-No llores por el pasado, ya pasó.
No te estreses por el futuro, aún no ha llegado.
Vive el presente y hazlo hermoso.**



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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