



Please see below the following end of calendar year and business process updates

### Work-Study Employment Dates

As we approach the end of one semester and the beginning of another, please note these important dates for Work-Study employees set by Student Financial Aid:

- December 20th, 2019: Last working day for students graduating/leaving in the fall semester.
- December 28th, 2019: Last working day of the fall semester for continuing Work-Study student employees.
- January 12th, 2020: First day continuing students enrolled for spring semester can resume working.
- January 27th, 2020: First eligible day an incoming student or those with a spring-only award can start working.

### Tax Form W-2 and Address Updates

As 2019 comes to a close, tax season is right around the corner. Please confirm that your home address is correct in HCM by reviewing your personal information. Your home address listed in HCM is the address your Form W-2 will be mailed to. See the [Updating Personal Information](#) quick reference guide.

### Manager Changes Submitted with Termination

In an effort to continuously improve business processes and the accuracy of the HCM system, a change is being made to managing direct reports submitted with the termination transaction. When a manager leaves employment with UW, it is critical that their direct reports are reassigned prior to the manager's departure. Going forward, when a Decentralized Human Resources Representative (DHR) submits the termination, we request that you complete the manager changes through Manage Direct Reports, *prior* to starting the termination process. We've had numerous issues when the manager changes are submitted with the termination, so we need to have these completed and approved before the termination transaction is started. We have updated the [Employee Termination by a DHR](#) quick reference guide as well as created a new [Manager Change using Direct Reports](#) quick reference guide.

### 2019 Performance Evaluations

Performance Evaluation documents for classified and administrative staff will be available for supervisors in HCM January 2, 2020. Training sessions to address questions and assistance with completing evaluations will be available January 3<sup>rd</sup> – March 27<sup>th</sup>. You can sign up for individual work sessions in the Employee LearnCenter's Course Catalog. There will also be a live demonstration on Performance Evaluations at the Finance/HR Deep Dive on January 16<sup>th</sup> (more information to come). As always, 2019 Performance evaluations have a completion date of March 31<sup>st</sup>.

•	
---	--