HR/Payroll Newsletter
January 2021

UW'S WEEKLY COVID-19 TESTING

All employees will be required to test each week **unless** you are designated and approved in HCM as either working remote or self-isolated. It is your responsibility to ensure that your work status is correctly reflected in HCM; changes must be completed through your Decentralized Human Resource Representative. Please keep in mind that these changes can take several days to route through management hierarchy approvals, so don't delay having your status updated. As you may know, data is pulled from HCM each Thursday to identify the employee population who will be required to test the following week.

SELF-IDENTIFYING AS HIGH RISK FOR COVID-19 VACCINE

Planning is underway for local administration of the COVID vaccine. As shared in a recent UW communication, we have been told that Phase 1C may include those who are 65 and older as well as high risk individuals. To be prepared for this possibility HR has developed a self-service HCM tool you can use to identify yourself as high risk for COVID-19, as defined by the CDC.

Completing the self-identification in HCM requires just a few simple steps. Every active employee has been assigned a Checklist Task which steps you through the process of self-identifying. To find this task you'll click on Checklist Tasks under My Profile in HCM then Current Tasks. The system will guide you through a few simple questions to identify how you fit the CDC's high risk definitions. Full instructions can be found in the Self-Identify High Risk for COVID-19 Quick Reference Guide. If an employee is not high risk, no action is required with the assigned task. Please know that information collected will only be used in relationship to COVID-19 vaccine prioritization in conjunction with the Wyoming Health Department's vaccine plan; it is not visible to your supervisor.

PAYROLL HIGHLIGHTS

W-2 FORMS NOW AVAILABLE

W-2 forms have been completed and are available in HCM!

For those employees who chose a paper delivery option, the forms were mailed on January 20, 2021.

Requests for reprinted W-2 forms that may have been sent to an incorrect address, will be processed after January 31st.

1095-C FORMS

Employers are required to provide employees with a copy of their 1095-C reporting form, as required by the ACA, by March 2, 2021. UW uses a third-party vendor to process this document so it will not be available online. Only employees who were eligible for insurance through the State of Wyoming Group Insurance Plan, at any time during 2020, will receive a Form 1095-C. Some taxpayers may not receive a Form 1095-C by the time they are ready to file their tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers should not wait for these forms and file their returns as they normally would.

(307) 766-2215

facebook.com/UWEmploymentOp

uwyo.edu/hr

UW | Human Resources

SPRING 2021 TRAINING REMINDER

All UW employees are *required* to complete a training module to learn more about COVID-19 policies and public health best practices. The ten-minute online training, located in the Employee LearnCenter under "My Learning Plans," is part of the University's 2021 Spring Campus Plan. Training was due on January 25th, if you haven't yet done so, please complete your required training as soon as possible.

PERFORMANCE EVALUATION TIPS

2020 Performance Evaluation documents for Classified Staff and Administrative personnel are now available in HCM. Evaluations should be completed no later than March 31, 2021. It is the supervisor's responsibility to initiate the evaluation in HCM. Faculty annual reviews are completed in WyoFolio. Please contact Academic Affairs if you have any questions.

Human Resources has developed a website, titled Performance Resources, that includes videos, FAQs, guides, and other support materials. In addition, HR will host several training and information sessions on a variety of topics.

Job description and competencies can be found on HR's Classification/Compensation website, and competencies are defined in the Competency Dictionary.

Finally, HR would like to remind you that the process of establishing new annual 2021 goals at the beginning of a performance year is a separate activity in HCM from the 2020 performance evaluation process. As a result, when you are ready to do so, you will establish your 2021 goals in the Performance Overview module in HCM.

INNOVATION CENTER

HCM and Employee LearnCenter issues resolved:
- The November upgrade issue that caused issues with salary extensions for Graduate Assistants has been resolved.
- Employee LearnCenter log-in issue has been dramatically improved. Although still occurring occasionally, it is very rare.

UW LINK TO THE PAST

Reminder that President's Day will be observed this year, and administrative offices will be closed on February 15th.

President Theodore Roosevelt on the steps of a patriotically decorated Old Main March 17, 1905

HIRING UPDATE

In an effort to streamline business processes, the Presidential Review process for new and modified positions is no longer required. Going forward, departments will complete the Position Initiation and Modification Form (PIM) instead of completing the Presidential Review forms previously located on the Budget Office's website. Departments should continue having robust communication within the unit to ensure all hiring occurs within current budgets. The Budget Office will, however, continue to work with the Office of the President on net new positions.

Existing positions that require no modifications, are approved to start the recruiting process by creating the requisition in Taleo Recruiting. If a new position is being created or an existing position needs modification prior to being filled, the Position Initiation and Modification Form will be used. This form is required to be completed before the requisition is created in Taleo Recruiting. We are hopeful to move the PIM form into HCM in the coming months. More information on this move will be shared in the future.

ORACLE RECRUITING & LEARNING CLOUD (ORC/OLC) COMING SOON

January
Transition plan for open requisitions available the end of January.

February
Direct communication to hiring managers with open searches.

Live demonstrations and training will be available.

February 8-12
Final round of system testing.

February 24
Required online training available.

March
March 8
Projected Go-Live!

Business Process Updates
- Workflow approvals on offers streamlined!
- Hiring Managers will receive applications upon applicant submission.
- Start dates must be finalized at the time offers are extended. Can only be edited to a future date from the date noted in the offer.