

July

2020

# Human Resources & Payroll

## NEWSLETTER



### DATES TO REMEMBER

- Due date for initiating requisitions for Fall hires with a start date between 8/18 and 8/24 is 7/24/20.
- New Employee Orientation - 7/28/20 and 8/11/20.
- Payday 7/31/20 - please note the UW/EE contribution changes to retirement and [EGI rates](#).
- First day of classes / Begin Academic Year office hours 8:00 a.m. - 5:00 p.m. - 8/24/20.
- TIAA Financial Solutions consultant Jeff Metcalfe, on campus 8/11-8/12. To schedule an appointment, go to [University of Wyoming TIAA Scheduling Link](#).

### SUGGESTED ARTICLES AND TRAINING

- [Remote Working: Setting Yourself and Your Teams Up for Success](#).
- [How to Be an Adaptable Employee during Change and Uncertainty](#).
- [EAP July Newsletter](#) has information for caregivers, returning to work and social wellbeing.

### Retirement Plan Adjustment

Periodically the State of Wyoming adjusts the rates for your state retirement program. This impacts your primary retirement plan in Wyoming Retirement System or TIAA.

The University (UW) and Employee (EE) contributions are being adjusted as of July 1, 2020. You will see this reflected in your July pay check.

- The current UW/EE contribution percentages are 14.44/3.18.
- The new UW/EE contribution percentages will be 14.69/3.43.

The next planned change to this contribution rate is slated for July 1, 2021.

### Employee Health & Wellness Corner

New Emotional and Physical Health Resources

Check out the new [Wyoming on Wellness website](#). Designed to help you make the most of your Cigna health benefits, the new site makes it easy to find information about what's most important to you – whether that's emotional wellness, physical health, or connecting with resources to manage health conditions. The new website will update frequently with new information and resources. It's a great way to discover your benefits in a whole new way.

Want to review your plan information at the touch of a button? Download [myCigna.com](#) now available as an app. By creating an account online or downloading the app via Google play, App Store, Kindle Fire, or Blackberry World, you will have access to:

- Managing and tracking claims.
- Viewing ID card information.
- Finding doctors and comparing cost and quality ratings.
- Review your coverage.
- Track your account balances and deductibles.
- Refill your prescription drugs online and check order status with Cigna Home Delivery PharmacySM.

Register on myCigna.com. Once you do, you can log in anytime, anywhere!

*Be well Cowboys and Cowgirls!*



[www.uwyo.edu/hr](http://www.uwyo.edu/hr)



307-766-2377



[facebook.com/UWEmploymentOp](https://facebook.com/UWEmploymentOp)

# Recruiting News

Fluid Recruiting is live! Several issues listed below, have been identified regarding the newly updated recruiting module. Although we are actively working to find resolutions to each issue with Oracle, please review a new [Knowledge Base article](#) for full details, including screenshots, and work arounds. Please report any additional issues, besides those listed, to [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) to create a help ticket.

- Viewing Candidates Error Message.
- Issues Approving Requisitions and/or Offers.
- Issues Duplicating Requisitions and Workflow.
- Issues Capturing the Position Number While Filling Out the Requisition.

## Changes to Work Study Workflow

Work Study workflow processes have been amended. From this point on, work study positions will only require Student Financial Aid to review and approve offers. Requisition and offer approvals will no longer include Hiring Manager and additional levels of review or approval. HR and Student Financial Aid want to ensure quick and seamless processing of these types of hires, and have removed duplicate layers of review and approval. Questions can be directed to HR at 307-766-2377.

Work Study, Graduate Assistants, Temporary Lecturers and Post Doctoral Research Associates do NOT need to go through the presidential review and approval process via the Budget Office. Please proceed with requisitions as normal to post/hire these types of employees.

## Form I-9 News

The federal government has announced continued relaxed documentation processes for the I-9 through August 19th, 2020. This means that Human Resources is allowed to accept copies, faxed and emailed documents to complete Section 2 of the I-9. Please know the following process is still in place.

- Section 1 of the I-9 must be completed on or before start date.
- Section 2 must be completed by the 3rd business day after start date, or risk termination.

If the I-9 is completed using the updated delivery method above, please note that once business resumes as normal, we are required to view actual documents in-person, given a specific timeline by the federal government.

## *UW Link To The Past*



Grace Raymond Hebard worked at the University of Wyoming beginning in 1891 until her death 45 years later. During her time at UW she served as a librarian, secretary and acting member of the Board of Trustees. In 1906, Hebard was appointed associate professor of Political Economy and later promoted to head the Department of Political Economy and Sociology. Grace was a researcher, historian, suffragette, child labor activist and writer. Some of her books are still in print today! The picture shows her standing on the left, holding an American flag. To read more of Grace's history, click the 'link' above.



**EMPLOYEE SPOTLIGHT**

### *Cheyenne Dilley, Records Office Aide*

Cheyenne joined the HR crew June of 2019 as a student worker. Her capabilities were quickly discovered, and she was moved to the Records unit and has been working as a full-fledged member of the team, while completing her senior year at UW. Cheyenne graduated in May with a BA in Political Science, and is the first member of her family to earn a college degree. Cheyenne has a passion for healthy living! Since 2015 she has cut fast food, sweets, and soda out of her diet. In 2017 she started weight lifting and learning more about fitness. She is dedicated to living a healthy balanced lifestyle, and has a passion for helping others to live a healthy lifestyle as well. She would love to build her social media platform to help and inspire others. You can follow her on Instagram [cheyenne\\_dilley](#).

Cheyenne will be leaving the HR team in August to begin UW Law School, with an interest in Corporate Law. We are sad to see her go, but at the same time so happy that her life's journey will continue at the University of Wyoming.



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OF WYOMING

Human Resources