

October 2020

Human Resources/Payroll NEWSLETTER



October Highlights

- Open Enrollment until Nov. 30th
- Oct. 17- 31 - Laramie Ghost Chase is a Halloween scavenger hunt. Join the fun through [Facebook](#)
- Full list of Laramie Halloween events can be found at [Y95 Country](#)
- Oct. 20 & Nov. 3 - New Employee Orientation
- Oct. 24 - Cowboy football season opener at Nevada
- October brings Global Diversity Awareness Month to remind us of the positive impacts a diverse workforce has on society
- October is Breast Cancer Awareness Month
- Nov. 10-12 - TIAA consultations. Set up an [online appointment](#)

Friendly Reminders

- [Employee of the 4th Quarter Nominations](#) are now open through December 4th
- Reminder to use the two personal days that were offered for working Labor Day by the end of calendar year
- DHRs or supervisors please remember to attach resignation letters to termination transactions in HCM
- Free workshops available at Innovation WYrkshop, <https://www.wyrkshop.org/>

Deer Oaks New EAP Provider

Human Resources is pleased to announce our new Employee Assistance Program (EAP) provider Deer Oaks EAP Services, effective October 1, 2020. They will provide services for all benefited employees, dependents and members of the household.

Employees currently receiving services with Mines and Associates will have continuation of care through October 31st. The University of Wyoming is committed to the health and well-being of its employees and their family members and encourages the utilization of this important benefit.

Deer Oaks is available 24 hours a day, 365 days a year. Deer Oaks will also coordinate with your medical plan for cases that are not EAP appropriate and require treatment under your medical benefit. For additional information or a referral to a provider located nearest you, please call EAP toll-free at 1-888-993-7650. Online tools are available at: www.deeroakseap.com. The login and password are: uwyo. Visit the [HR Benefit EAP webpage](#) for additional details.

UW Food Share Pantry

The campus community food share pantry has a new home in Knight Hall. Regular hours are Monday and Thursday 4:00 - 7:00 p.m., and Saturday 10:00 a.m. - 12:00 p.m. Curbside pickup is available. Food bags with items that equate to numerous meals which can be customized based on allergies, food restrictions and current needs. Orders can be placed online at www.uwyo.edu/foodsharepantry. Bookmark the website so you can always access the most current version of the request form. Orders are taken for the current week only. Only one bag per person per week. The order form will reset each week on Saturday at 1:00 p.m. to allow for orders the following week.

Contribution bins for non-perishable food items are located in the Union next to the information desk, and outside the Dean of Students Office. Non-perishable items in constant need include canned chicken or tuna, canned veggies, canned fruits, pasta sauce, noodles, boxes of cereal, packages of oatmeal, rice mixes, gluten free products and recycled grocery bags.

Department Spotlight Wyoming Public Media

Wyoming Public Media, or most commonly referred to as WPM, has been keeping UW and Laramie informed and entertained for over 60 years. Located in the basement of Knight Hall, the rumored haunted building on campus, they report to the Office of Research and Economic Development, employing 22 full-time and 5 part-time employees. In addition, WPM engages many interns and volunteers.

Thank you to Christina Kuzmych, General Manager who answered the call for a Q&A session for our October Department Spotlight!

Q: How does your department impact UW and the Laramie community?

A: WPM impacts UW through its four radio channels and one online service. WPM reaches several million listeners and viewers annually. Here's how:

- In Wyoming, WPM's radio channels are used by over 70,000 listeners on radio
- Online WPM creates over four million pageviews globally
- WPM's podcast service reaches 200,000 downloads

In Laramie, WPM covers local events, presents local music, cultural programming and provides four radio channels. WPM also provides intern opportunities for students in conjunction with courses. WPM's Wyoming Public Radio serves as the emergency information provider for Albany and continuous counties.

Q: Do you know any history about your department that you'd like to share?

A: WPM goes back over 60 years. A complete history timeline can be found on the [50 Years of Wyoming Public Radio webpage](#).

Q: You are located in the basement of Knight Hall, which is rumored to be haunted. Do you have any ghost stories? What about the rumor that bones were found several years ago outside of the building?

A: We have heard many stories about excavated bodies and unexplained phenomena. There are many strange clanging sounds that could be interpreted as "ghostly," but these actually come from the very old and clanging pipe system in the basement. Sometimes it gets so bad that we have to suspend recording because the clanging is picked up by microphones. You don't want that in a story going out nationally!

WPM is made up of four radio channels and an online service.

- 91.9 Wyoming Public Radio - main channel - mostly news and information
- 88.5 Classical Wyoming - 24 hour classical music
- 90.1 Jazz Wyoming - 24 hour jazz music
- 103.5 Wyoming Sounds - 24 hour popular pop, rock, and blues music
- Online at www.wyomingpublicmedia.org - global streaming, articles, news stories, podcasts, events calendar, public service information

As you travel statewide WPM is available on over 48 signals from 88fm to 104fm.



Q: What are some creative changes that you've implemented in response to COVID-19?

A: On-air hourly updates on Wyoming's stats in cases, deaths, etc. Moving some of our topical programs to virtual. Providing a virtual events option for musicians at <http://wyomingsounds.com>. Reporting on personal stories from people affected by COVID. Providing discount opportunities for businesses to run underwriting spots. Providing additional opportunities for non-profits to run their sponsorship messages.

Q: What is something that we don't know about your department?

A: WPM relies on trucks, a snow vehicle, ski lifts, skis, snowshoes, and sometimes horses to access its high mountain sites. Only four General Managers have been employed in fifty years. Three of them were Indiana University graduates.

WPM covers the 3rd largest geographic area in the country, but has the lowest population of all public radio networks in the U.S. The WPM engineering department is housed in the first UW band room, complete with terraced flooring.

Q: Is there anything else that you'd like to tell us about?

A: Listen to our award-winning podcasts. [The Modern West](#) and [HumaNature](#).

Supplemental Retirement

Tax Sheltered Annuities 403(b) and Deferred Compensation 457(b) are excellent tax deferred supplemental retirement plans. UW will match \$20 towards either plan and enrollment can be done at any time.

- [Supplemental Retirement Agreement](#)
- [How to borrow or withdraw from your 403\(b\) account](#)
- [Supplemental Retirement STOP contribution form](#)

For more information, visit the [Payroll website](#).

Please note that Supplemental Retirement Agreement forms and Supplemental Retirement STOP Contribution forms must be turned into the Payroll Office at least 30 days prior to the pay date on which you want the change to go into effect.



Talent Acquisition Update

Due to ongoing issues with candidate application email notifications, this functionality has been turned off by HR and the Talent Acquisition team. Unfortunately, these notifications were resulting in unforeseen issues with candidates that may not have fully completed the application process. We apologize for any inconvenience this may cause, we know many Hiring Managers and Hiring Manager Assistants found these notifications useful. As a work-around, we kindly request that Hiring Managers and Hiring Manager Assistants continue to check their requisitions and applicant pools for new candidates as needed. If questions arise regarding requisition or applicant pools, please reach out to your Staffing/Employment Partner.

Health and Wellness Corner

Open Enrollment is available until Monday November 30th, to make insurance and benefit changes for the 2021 calendar/benefits year. This may include medical, dental, vision plan changes for yourself and/or dependents. You may also make changes to your flexible benefits plan.

Do you want to add optional dental insurance to cover restorative or corrective dental work? If it has been at least 3 years since you waived or dropped this option, you are eligible to enroll. You may also enroll in vision coverage, or add dependents if it has been at least 2 years since you waived this option. All enrollments can be done via the [EGI Portal](#). Be sure to provide copies of supporting documentation (marriage or birth certificates) to prove your dependents' eligibility.

The three main changes to the EGI Program will be (i) discontinuation of the \$500 deductible plan, (ii) introduction of a \$4000 deductible plan and (iii) introduction of copayments for physician services, for all plans except the \$1500/\$3000 deductible.

We invite you to visit the [Open Enrollment webpage](#) for more information. Be sure to read the [Benefit Press](#) for important information and updates.

UW Link to the Past

HAPPY HALLOWEEN
FROM CASPER COLLEGE CIRCA 1907



Sheffner-McFadden Collection, Casper College Western History Center



307-766-2215



www.uwyo.edu/hr



facebook.com/UWEmpOp

Lastly but certainly not least, we would like to extend our sincere appreciation to anyone within our UW community who may have assisted with the fire fighting efforts on the Mullen Fire. It takes a special person to volunteer their time, and self sacrifice to a higher calling. You exemplify what truly embodies the Cowboy Spirit, and Code of the West philosophy. Thank You! Our hearts go out to those who have lost structures due to the fire.