



Employee Health & Wellness Corner

At UW, our health care insurance benefits are managed by Cigna. They are a leading U.S. insurance carrier and provide a multitude of resources. MyCigna.com and the myCigna mobile app helps you manage your health spending and offers programs that help improve your health.

MyCigna includes:

Personalized dashboard

- The information that matters most to you is right up front when you log in.

ID cards are always accessible

- View, print and send ID cards from any page on myCigna.

Search for providers and cost

- Find quality, in-network providers and compare costs based on your needs. Access virtual care with MDLIVE from anywhere, anytime.

Coverage details

- Plan details are simple, clear and easy to understand.

Additional security to protect your health information

- A primary email address is required, plus a two-step login process, to help protect your information.

Register today by going to myCigna.com or launching the myCigna app and selecting "Register Now."

Be well Cowboys and Cowgirls!

A Note from Tom Koczara, HR AVP

On behalf of the entire University of Wyoming community, welcome to all new and returning faculty, staff and student employees! We are all very excited to have you join us. This edition of the HR eNewsletter is devoted to you. We would like to ensure that your first few months on the job are as pleasant as possible, so we crafted this edition to help orient you to our great university. We hope you find the content interesting and useful.

Benefited employees should have been contacted to enroll in one of the upcoming New Employee Orientation sessions, the next is 9/22/20. We have received very positive feedback on the format and content and we are confident that you will learn a great deal. Again, we are happy to have you here and hope you enjoy it as much as we do.

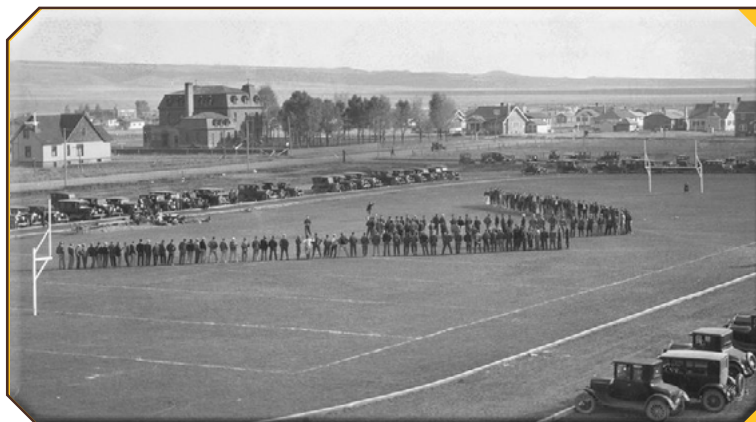
Fall Semester 2020

Human Resources and Payroll are in the full swing of Fall semester hiring! As we welcome new faculty, staff and student employees we would like to introduce our new [COVID-19 Employee Resources webpage](#). Please visit the webpage if you have questions concerning remote work, ADA accommodations/exceptions, how to request Expanded Family Medical Leave, mental health resources, and more.

We have a change to the Form I-9 completion process and ask that new employees schedule an appointment instead of dropping by the office. Please visit our [online scheduling link](#) to set up an appointment to complete a Form I-9.

New employees are reminded to complete all required training, including but not limited to: (a) Mandatory COVID Pre-return Employee Training, and (b) Leadership Series Training Program. Optional and useful training includes LinkedIn Learning's [Working From Home](#).

UW Link To The Past



UW Football
Corbett Field
1927
Click the '[link](#)' to
visit the American
Heritage Center
online photo
collection



DEPARTMENT SPOTLIGHT UW ART MUSEUM

Welcome to the first Department Spotlight.

To kick off this section Human Resources has selected the UW Art Museum. This department is integral to campus life. They are a mix of 12 full time faculty and staff, up to 6 part time staff and a number of student employees and interns, but are outside of any college. They report directly to the Provost and have a National Advisory Board from across the world.

**Question and Answer Session with
Nicole Crawford, Art Museum Director**

Q: How does the Art Museum impact UW and the Laramie Community?

A: In many, many ways! From working with disciplines across the campus in providing educational resources and support for faculty, staff and students, to partnering with local organizations for public art and community art events, and delivering K-12 arts enrichment and instruction, we support many facets of the UW and Laramie communities. Our team works together to support the creative economy in Laramie and the state of Wyoming. Our Ann Simpson Artmobile is one of the oldest programs of its kind in the country and has been touring Wyoming for 38 years.

Additionally, the University Art Museum is free and open to the public. We also provide scholarships to participants who want to attend summer camps but cannot afford the fee. Education team also provides Hear & Now art for seniors at no cost to participants. Free family workshops such as March Art Month, Family Saturdays, Free Happy Holidays event for the Laramie Community and Lunchtime Conversations with the Curators.

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

A: Our team has created digital environments to experience the galleries while the Art Museum is closed. While these experiences will never compare to the real moment of being in front of a work of art, they are exciting ways to engage using new technology and embracing all aspects of creativity. Through this we are currently offering virtual programs, tours of our galleries, virtual class visits, videos and tutorials from our faculty, launched museum from home website to stay connected with our audience and provided free zoom backgrounds of our gallery, building and pieces from our permanent collection.

Q: Do you have any history on your department that you'd like to share?

A: Did you know the Art Museum started on burlap-covered boards in the basement of what is now the Buchanan Center? After almost fifty years (established in 1972), we now pride ourselves on the collection and world-class exhibitions we bring to Wyoming, unique architecture of our building (shared but not to be confused with the American Heritage Center) and high-quality programs that serve audiences of all ages.

Today the University of Wyoming Art Museum presents and collects world-class art and objects by regional, national and international artists, and art from the American West. As an academic museum and a leader in the arts, the University Art Museum concentrates on expanding programs that engage students and visitors in discussions that broaden an understanding of diverse perspectives, viewpoints, and cultures. Through the Museum as Classroom approach, the University Wyoming Art Museum places art at the center of learning for all ages, supports the academic mission of the University, assists in preparing our future workforce with essential skills, and enhances the cultural life of Wyoming's citizens and visitors.

Q: Are there any statistics that you can provide? For example how many customers come through in a year?

A: Our Ann Simpson Artmobile reaches over 7000 youth and adults out in the state. We see close to 1500 university students during an academic year, and over 2400 PK - 12 students annually. General audience numbers fluctuate with exhibitions, but averages about 10,000 patrons per year. Last year we exhibited artwork from 93 living artists, including 42 University of Wyoming students in the 45th Annual Student Juried exhibition.



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

A: Did you know, the Art Museum was instrumental in the Laramie Mural Project, now replicated in many places across Wyoming? Or that the Art Museum collection contains almost 9,000 objects from all over the world (not just traditional artwork) and the oldest object is a small bronze from the 11 century BCE from the Eurasian Steppes? Or that the art museum has faculty that teach in many interdisciplinary areas such as; Honors, Art, Education and is leading conversations on the intersection of criminal law and culture as well as repatriation. Or that you can still take advantage of art museum memberships during COVID-19 visit our website to view our exciting new membership benefits?

Be sure to make plans to take advantage of this campus treasure!

Dates to Remember

Payroll Deadlines:

- 9/16/20 - Hourly bi-weekly payday.
- 9/18/20 - Payroll transactions due for bi-weekly payroll and salaried monthly payroll.
- 9/22/20 - Next deadline for employee to enter hours for bi-weekly payroll.
- 9/23/20 - Next deadline for supervisor approval for bi-weekly payroll.
- 9/30/20 - Monthly payday and hourly bi-weekly payday.

New Employee Orientation:

- 9/22/20
- 10/6/20
- 10/20/20
- 11/3/20
- 11/17/20



Work Study Hours During Pause

If a Work Study employee cannot complete their work remotely, and are not designated a Critical Pause Employee they should not enter any hours in HCM. The Emergency Leave with Pay should NOT be used. Student Financial Aid is working to identify if federal funds can be used to pay Work Study employees who are unable to work during the pause.

However Work Study employees CAN enter their remotely worked hours, or if they are working on campus as a Critical Pause Employee.

Reminders to New Employees

1. [Complete Form I-9.](#)
2. [Access email account.](#)
3. Complete all needed training to gain access to HCM.
4. Set up direct deposit in HCM.
5. [Update your address in HCM.](#)
6. Benefited employees attend New Employee Orientation and enroll within 30 days on the [EGI portal.](#)
7. Review [Employee Handbook.](#)
8. Get your WyoOne ID card.
9. Review the [HR New Employee webpage.](#)
10. Review your [Summary of Benefits.](#)



Great Reasons To Live and Work in Laramie and UW

- Amazing sunrises and sunsets!
- Quick access to gorgeous mountains, offering fishing, hunting, hiking, skiing, biking and more.
- If you love snow... well that goes without saying.
- Laramie is listed #1 in the [50 Best Small College Towns in America.](#)
- Dedicated Performing Arts and Visual Arts Departments, that bring many cultural events.
- SPORTS! Plus we have the cutest mascot Cowboy Joe. Check out his [YouTube video.](#)