



Staff Newsletter

June 2020

Q&A WITH AVP OF HUMAN RESOURCES TOM KOCZARA

Tom Koczara joined the UW community as the new AVP of Human Resources earlier this year. Before accepting this opportunity, Koczara served for a decade as a senior human resources director with Roche Tissue Diagnostics in Tuscon, AZ. He has also held several roles with Microsoft Corp. in Redmond, WA, and Toyota Financial Services in Chandler, AZ and Cedar Rapids, IA. Staff Senate has invited him to share some insight on his vision for human resources at the University of Wyoming:

What are your goals for HR in your first year on the job?

Longer term?

My initial areas of focus for the HR Department are:

- 1) Stabilize Payroll and HCM
- 2) Drive improvements in recruiting processes
- 3) Improve communication from HR to campus
- 4) Train the HR team in continuous improvement and then launch projects within the department
- 5) Foster a strong customer mindset

Our longer term goals, although not finalized, will center on optimizing the 'customer experience' for the numerous HR processes that impact our customers.

Do you foresee any major changes to processes or procedures in HR that staff should be aware of?

Our processes will continue to evolve as we move down the continuous improvement path I have described. You will begin to experience minor and major enhancements to HR processes in the near future.

What would you like staff to know when it comes to working with you and your office?

The HR Department recognizes that we are currently wrestling with several significant challenges that have adversely impacted our campus community. Please rest assured that we will tirelessly work to address these challenges and ensure that everyone's interactions with HR are positive ones.

Anything else you'd like to share?

My wife and I have relocated to Wyoming and we are both extremely appreciative of the friendly Wyoming welcome we have received. Go Pokes!

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HUMAN RESOURCES UPDATES

Below are important updates from Human Resources that pertain to staff:

- All new employees are encouraged to use the Wyoming Employees' Group Insurance (EGI) online portal to enroll in insurance benefits. Current employees can also use the portal to update their contact information or to change their enrollment choices during open enrollments.

A special open enrollment is occurring in June to allow employees to select a different deductible prior to the premium increases going into effect in August.

- The New Employee Orientation program is being re-structured based on feedback from recent attendees. Instead of doing a half- or whole-day sessions, HR will offer several shorter sessions that will be held over several months. HR will continue to review and adjust this process in response to participant experiences and suggestions. Expect more to come on this!
- The HR Records Team has developed a dashboard to identify and resolve employee data errors before running payroll. This step should significantly reduce payroll issues and concerns. Oracle is a supervisor/DHR processing-focused system, so data integrity depends on user input quality.
- The Hiring Toolkit and Talent Acquisition web pages have been updated to include more targeted information for hiring managers and hiring manager assistants. This includes where the position will be posted by HR (in addition to the UW job board) and instructions on how to secure an hourly non-benefited position number. More updates are on the way.
- HR is preparing for an interface change regarding our current recruiting system. As you know, Recruiting currently utilizes Flash, which will be going away soon. HR is working on reviewing and updating all recruiting related Quick Reference Guides, and will soon be scheduling deep-dives and demonstrations prior to the release of this updated interface to our current Recruiting product. If you're involved in the hiring process, be on the lookout for these communications!

UPCOMING EVENTS

● July Staff Senate Meeting

Wednesday, July 1st at 1:15 PM
Virtual meeting via Zoom

KNOW YOUR SENATOR



Jody Sullivan
*Charter Bus Driver,
Transit & Parking Services
and upcoming Staff Senate
Parliamentarian*

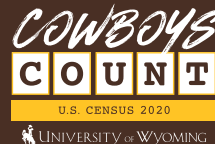
Jody Sullivan is a Laramie native who grew up on a ranch just southwest of town. He has been with the University for over 5 years. He started in the recycling department and was there for over a year before he transferred to Transit & Parking. He is a full time driver as well as one of two charter drivers for the A&S department.

Sullivan joined Staff Senate because he feels that UW staff should have a strong voice. Staff Senate gives him the opportunity to be the voice for fellow staff and to make a difference.

When he is not working, he likes to work on motorcycles, spend time with family and friends, and is focused on raising his 2 year old son.

DID YOU KNOW?

Only 55% of Wyoming residents have responded to the census so far this year. There is still time to submit your response! The data collected by the U.S. Census helps determine how federal funds are distributed annually to public services. Responding to the Census only takes a few minutes, but it will impact our community long-term.



Learn how the 2020 Census affects the UW community at:
uwyo.edu/cowboyscount

RETURN TO CAMPUS THIS FALL

On June 10th, it was announced that the Board of Trustees approved the [implementation plan](#) for returning to campus in August. Although this is just the beginning of the overall transition, it is recommended that staff begin to prepare now – staff specific regulations can be found in section 7 of the plan. Additionally, a new web page has been created to communicate important information relevant to UW students, faculty and staff in regards to the fall plan. This important resource will be updated regularly throughout the process. **We encourage you to review the information at uwyo.edu/campus-return.** If you have questions or concerns, contact your direct supervisor for more information. You may also email COVID19@uwyo.edu or call 307-766-2683 with questions not already addressed on the site.