



## Human Resources Update

There have been a few things that have changed in HR recently, and as summer proceeds and the school year begins, HR wants you to know about a few updates to forms and processes.

### Employment

- A new question has been added to the Disclosure Statement form, so please be sure you are using the most recent document, as we will not be able to accept old versions. Check out our [Forms](#) page to ensure you have the most recent version of all of HR's forms. The Disclosure Statements must be completed for all new hires, rehires after a break in service or rehires with a different department.
- I-9 Forms are now electronic. For those working on campus – please see our [New Employees](#) page for helpful tips to complete the electronic I-9 Form, which include [Requesting a Username](#) and the [List of Acceptable Documents](#). We also provide many different hiring tools, such as hiring checklists, guides and FAQs – located in our [Manager's Toolkit](#). Any questions related to I-9s can be directed to Amanda Schneider (6-5604).
- Has a hourly non-benefited employee recently terminated in your area? Please complete a termination form with the applicable separation date and email it to [records@uwyo.edu](mailto:records@uwyo.edu). No signatures are needed on **non-benefited term forms only** – it's that easy! You can contact Deborah Marutzky (6-5612) for a list of current hourly employees in your area if you are unsure.
- Did you know that Graduate Assistant hires and rehires are being completed in HRMS? This process was introduced in November of 2015 and is an ongoing collaboration between HR, Academic Affairs, Student Financial Aid and IT. You can initiate a hire or rehire of a GA in HRMS by navigating: Main Menu>Recruiting>GA Hires, and on the Add a New Value tab input the W# (including the W). A user guide can be found on our website under HRMS Guides: [http://www.uwyo.edu/hr/additional-information/hrms\\_guides.html](http://www.uwyo.edu/hr/additional-information/hrms_guides.html) if you were unable to attend the most recent trainings held. Questions regarding GA Hires can be directed to Deborah Marutzky (6-5612) or Michele Peck (6-6478).
- The [Employee Handbook](#) was recently updated to provide additional information on comp-time. Background check steps and retrenchment information were updated to keep up with current processes. For questions regarding background checks, you can contact Deborah Marutzky (6-5612). For questions regarding retrenchment, you can contact Taimi Kuiva (6-2258).
- Please see our [Remote Hire Form](#) as our procedures for hiring those that work off-campus (remotely) have been updated. Questions regarding this form may be directed to Amanda Schneider (6-5604).

### Training

- Have you taken the mandatory training regarding Sexual Misconduct and the Duty to Report? If not, please contact the Employment Practices Office (EPO) to arrange to take this training. If you are a supervisor of employees, then you are additionally required to take the Advanced Sexual Harassment Prevention training. Please contact Janean Forsyth-Lefevre (6-5608) with any questions.

### Class/Comp

- The Fair Labor Standards Act has been updated by the Department of Labor. Effective December 1, 2016, the salary threshold will be raised from \$23,660 annually to \$47,476. This amount is one of the determining factors for an employee to be exempt from over-time. Meetings are being held with executives, deans and directors to discuss these changes, those effected and to develop a plan. More information will be provided as it becomes available. For questions or concerns, please contact Mark Bercheni (6-5606).

### Benefits

- Did you know that you don't have to wait for a Health Fair to come to town for your blood draw? Ongoing blood screenings are done by [Wyoming Health Fairs](#), available 3 days a week in Laramie. You can also visit their website and click "[Find an Event Near You](#)", if you are not located in Laramie. Weekly and monthly blood draws are scheduled in cities throughout Wyoming: Casper, Cheyenne, Torrington, Cody, Gillette and Powell (even Scottsbluff, NE).

### Personnel

- Nell Russell, AVP of HR & Diversity is retiring Friday, July 29<sup>th</sup>. She came back to lead HR through some trying times and has done so with great thoughtfulness and integrity. Her love for UW and its people will be missed. Please feel free to [email](#) her and wish her all the best!