

APRIL  
2020

# Human Resources & Payroll NEWSLETTER



## UPCOMING EVENTS

- New Employee Orientation, 4/21/20 via Zoom
- 1:1 TIAA Virtual Sessions, 4/28/20 and 4/29/20
- 1:1 WRS Virtual Sessions, 4/27/20 and 4/30/20
- Performance Evaluations due 4/30/20
- May Deep Dive, 5/14/20

### In Memory of Eric Goldenstein



We are saddened to write that Eric passed away on April 8th. Eric retired from the university November 2019 after 20 years of service, ending his career as the Associate Director of Benefits and Records. He helped countless employees with benefits and retirement needs. His door and chair were always open to anyone who needed help, or just to chat. His welcoming personality and quiet presence will be missed. Rest easy Eric.

## From the Desk of Tom Koczara, AVP

On behalf of the entire University of Wyoming Human Resources team, I am proud to introduce our first ever email newsletter. We are confident that you will find it filled with useful information, helpful hints, events, news and more. We hope you enjoy the design, format and this new way of sharing HR's information and news with you. We want this newsletter to be a valuable resource for you, so please share your feedback and suggestions to help us improve. ~ Tom Koczara

## Employee Health & Wellness Corner

I think we can all agree that we are living in an unprecedented time right now. Each day brings new developments and uncertainties. We would like to assure you that our Benefits office is here to help with your needs.

Most importantly we would like to ensure that our UW workforce is doing the things needed to make sure they are safe and healthy, mentally, physically and spiritually. As we have abundantly heard, wash your hands! I've started singing a song for at least 20 seconds each time I wash that makes me smile, 'sing me a song, of a lass who is gone.' Give it a try, either sing in your head or out loud! Be good to yourselves and those around you. Do something each day to take care of yourself, either by taking a walk, enjoying a quiet cup of tea, or eating a healthy meal. Mostly look for the good in each day. Know that there are resources that are available to you if you are struggling. Call a friend and make them laugh, I think you'll find that you will yourself laugh in the process.

If you or someone close to you is struggling, and you feel that they are a danger to themselves or others, don't hesitate to call the Laramie Police Department at 307-721-2526, or UW Campus Police at 307-766-5179 for a wellness check. Mines and Associates is the UW provider for the Employee Assistance Program. You and your family members are offered up to six free counseling sessions, among other services. More information is available on our Benefits website: <http://www.uwyo.edu/hr/employee-benefits/employee-assistance-program/>. HR and Payroll want to make sure that when the COVID-19 crisis passes that we can all come back together happy and unharmed.

Never forget that we are Wyoming Strong, and can overcome more than we know.  
**Be well Cowboys and Cowgirls!** ~ Amy Ernst

# Innovation Center

## Payroll Improvements

### *Moving Allowances Using Individual Compensation*

When departments offer newly hired employees an allowance for moving expenses, this will now be processed using Individual Compensation in HCM. This allows for efficient processing and payment to be included with the employees' paycheck.

- Moving allowances must have prior written approval from the department and may not exceed 1/12 of their annual salary.
- Employee's [supervisor](#) or area [DHR](#) should submit the allowance upon the new employee's start date to ensure prompt processing.
- Consult the [Payroll Deadlines Calendar](#), Payroll Transactions column, for the approval deadline for each pay period. Moving Allowances, like other compensation items, must be submitted and fully approved by this deadline to be included in a specific payroll period.

### *HCM Time and Labor COVID-19 Updates*

In alignment with the university's COVID-19 response, a number of updates have been made to the Time and Labor portion of HCM. This has included adding a new Emergency Leave with Pay code for employees to utilize for COVID-19 related leave as outlined in the [COVID-19 FAQs](#). This leave is available to be utilized for up to 80 hours for full time employees, and up to two weeks of regular hours for part time employees (i.e.: employees who regularly work 20 hours per week can submit for up to 40 total hours).

## Benefits Improvements

### *Employees' Group Insurance Benefits Portal*

The University of Wyoming employees are eligible to participate in the State of Wyoming health benefits. Employees' Group Insurance (EGI) manages these benefits. EGI has a web portal available to all active employees to have access to their benefits.

- Active employees can view and modify their benefits, as well as view and upload flex claims.
- All members can change their address here as well. To register for access, you must use email accounts from either Google, Microsoft, or Yahoo, and be able to authenticate some personal information. It can be accessed through Facebook and LinkedIn as well.
- UW employees cannot use their UW emails to register.

## Records Improvements

Dashboard reporting now available to the Records department, to improve data accuracy for more efficient processing of bi-weekly and monthly Payroll.

## Employment Improvements

Updated Hiring Toolkit pages available on website including:

- [Where does HR post our jobs?](#)
- [Determining Non-Benefited Position Numbers.](#)
- [Matrix Information and Help.](#)

Update to the Checklist for Hiring Managers will be coming soon!

## Training Improvements

Employee LearnCenter trainings from Everfi are receiving an overhaul. These updates will provide an improved look and feel to future Onboarding and Annual Compliance trainings when assigned.

## DHR Improvements

We are excited to launch a renewed partnership with our Decentralized Human Resources Representatives (DHR). In the first of what will be routine meetings, we trained DHRs on a set of new reports that will aide in maintaining the accuracy of our active employee count in HCM. Ensuring all types of employees are terminated at the conclusion of their employment at UW, or when they have not worked for 110 days or more, is critical. Failing to terminate employees in HCM in a timely manner allows former employees to retain access to the university's systems and data, posing a significant security risk.

# Successfully Working From Home

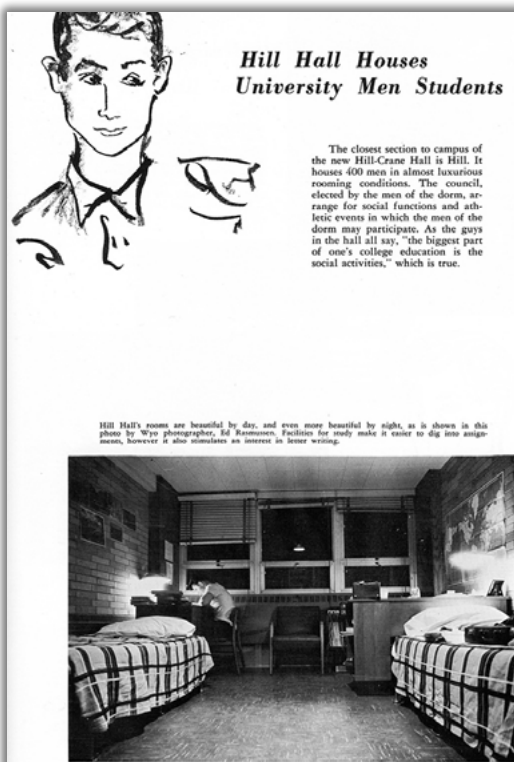
- [Video Series: Working From Home tips from the A-Team.](#)
- [9 Guidelines for Working Remotely as Coronavirus Disruptions Continue.](#)
- [Tips for Remaking Your Space While You're Homebound.](#)
- [Remote Work: Making a Good Option Even Better](#), by Danielle Nieznanski.
- [Supporting Remote Employees: A Management How-To](#), by Freya Cooper.
- [The Growing Benefits of a Remote Workforce](#), by Amy Haft
- [Remote Working: Setting Yourself and Your Teams Up for Success.](#) (sign in required)
- [Digital Transformation in Practice: Virtual Collaboration Tools.](#) (sign in required)

## UW [Link](#) To The Past

HR and Payroll employees say goodbye to Wyo Hall and hello to Hill Hall.

Fun comments taken 1968 yearbook from original Hill Hall residents:

- Hill Hall is on the windiest corner of campus.
- At least we're near Orr.
- It's great, I'll never forget the falling tiles and the under-sized bed sheets.
- Does the mail ever get delivered to Hill?
- I get a kick out of the guys when they come home drunk.
- The rooms are constantly cold, but the space is nice.
- We're in the same fix as Crane, though. There just aren't any girls in the cafeteria.



*"You know something? I'm beginning to appreciate my mom."*

## EMPLOYEE SPOTLIGHT



Amy Ernst, Business Manager

Amy is a Wyoming native and has worked for UW since 1998, and has been with HR since 2011. She is the current Business Manager for HR, helps design and maintain the website, pays bills, manages budgets, works with HR Core, and is generally the go-to gal for general questions.

Hobbies include photography, hiking, running, race-cations, snowshoeing, reading and spending time with friends and family.

Amy has received interesting feedback on this picture used for emails and IM. People have said it looks like she is holding up a book or her personal favorite, that she is hiding from the Coronavirus. To set the record straight, this was taken on a race-cation to Liverpool England, where her and her family traveled to attend the Rock n Roll 5K and Marathon. Prosecco Ice Popsicles were located and enjoyed by her and her daughters. Maybe we can find some in the U.S. one day.

Amy is always happy to provide helpful customer service. She hopes that everyone is doing well during these unique times.



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



307-766-2377



[facebook.com/UW Employment Opportunities](https://facebook.com/UW-Employment-Opportunities)



UNIVERSITY  
OF WYOMING

Human Resources