

December
2020

Human Resources & Payroll NEWSLETTER

End of Year Communication

- * 12/23/20 - December payroll for hourly bi-weekly and salaried monthly employees.
- * Hourly non-benefited employee hours worked from 12/13/20 - 1/9/21 will be paid on January 20, 2021.
- * UW offices closed for winter break from December 24th to January 1st, reopening January 4th.
- * Mobile communication device (MCD) allowances must be renewed annually using the UW Mobile Communication Device Allowance form available on the [Payroll website](#). All forms must be received by the Payroll office by January 14th. Any form received after this date will be effective the following month and will not be retroactive.
- * Reminder to terminate end of year employees in HCM who are no longer working at UW.
- * Save paper! [Elect W-2 electronic delivery](#) for quickest access once available in January.

UW [Link](#) to the Past

Take a peak inside McWhinnie Hall decked out for Christmas circa 1920, by clicking the 'link' above. McWhinnie Hall was UW's male dormitory as well as the athletic dorm. Anyone who has visited UW Postal Services, or the UniWyo Credit Union branch, is sure to have envisioned this view.



Happy Holidays

Dear UW employees,

Please allow me to extend my personal and genuine appreciation to each and every one of you for your valuable contributions to the University during 2020, an unprecedented year dominated by a global pandemic.

I'm immensely proud of the work that you and your teams are doing to deliver on UW's educational mission. Your dedication, loyalty and commitment are critical for the success and well-being of our institution. We've come through a year that was filled with challenges, and it's been reassuring to know that UW can count on all of you regardless of what faces us. Most members of the community will never know how hard you and your colleagues are working to make UW great, but they will appreciate the depth of care and effort behind educating our future leaders.

People love UW, which means they love the work you do. The knowledge that you're doing great work for others is a powerful reward - one which I hope you feel during the holiday season and throughout the year. Enjoy the holidays with your friends and loved ones.

I could not be more excited about what's in store for UW next year, and for the opportunity to work with all of you to make it happen.

Sincerely,

Tom Koczara

Health & Wellness Corner

Be well Cowboys and Cowgirls!

As part of the Wyoming on Wellness program, Cigna would like to give benefited employees one-year free access to the Daily Burn. The Daily Burn is an online on-demand workout platform that offers thousands of virtual workout classes. You will be able to access the Daily Burn from your phone, iOS device, or computer, from anywhere you have internet access. You can even download workout videos and take them with you for times you don't have internet access.

If you are interested in the free one-year subscription to the Daily Burn, go to the WyomingonWellness.org website to find out more, and how to register to get your unique code with instructions. It might take a few days to respond because of volume, so please be patient. Happy workouts to you!

Alice, and your Wyoming on Wellness team

DEPARTMENT SPOTLIGHT

ROLLING MILLS BAKERY

Thanks go out to Keefe Fillerup, Executive Pastry Chef at Rolling Mills Bakery, for taking time out of a busy baking season to answer our questions for this month's Department Spotlight!

Q: Please give us a brief overview of your department and the services/products you provide for the UW campus community.

A: The Rolling Mill Bakery provides fresh baked goods to Washakie Dining Center, the High Altitude Dining Center, UW Catering, seven cafes around campus and the Campus Carryout online order portal. The Bakery prides itself on being a scratch bakery, all the cookies, cakes, bars, breads and so much more are all made here in house.

Q: Where does your department fall under the UW organizational chart? How many personnel does your department have?

A: Our department is under Resident Life and Dining Services, and Student Affairs. The Bakery employs six benefited bakers and four student bakers, though we have had up to twelve student bakers during a normal school year.

Q: What are some of your most popular menu items?

A: The most popular item on the menu are the dipped sugar cookies; they are constantly being made year round. The raised donuts are also very popular. When I tried to have them made every other day we had a massive revolt amongst the University staff. We now make sure the raised donuts are served at the cafes on a daily basis.

Q: How many frosted sugar cookies do you bake for Christmas?

A: We make upward to 5,000 Christmas sugar cookies every year, but the bakery is expecting to exceed this number this year due to UW departments and businesses choosing to give their employees a dozen cookies in lieu of a Christmas party. One department placed an order for 100 dozen cookies!

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

A: With COVID, the bakery had to start individually packaging items for the dining centers, and with that we had to alter how many of the items were baked or portioned. For instance, all cakes were converted into cupcakes and all warm desserts had to be converted from a hotel pan to a single serving container. We also had the trial of finding containers that could be baked in and hoping the company could supply enough of it. In the end we found a great company that is U.S. based and all the containers are biodegradable and plant based.

Q: As we approach the end of the semester and winter break, what are your hours of operation?

A: Rolling Mill Café will be open 8 a.m. to 2 p.m. weekdays from now until December 23rd. (subject to change)

Q: Tell us something fun or interesting about your department that most people don't know?

A: To start, most people at the University do not even know the Bakery exists, *surprise!* I am always astonished that people do not know about it, it is one of the University's best kept secrets. Another fun fact is we make wedding cakes as well. During my time at the Ritz Carlton Charlotte I made all their wedding cakes (about 3 wedding cakes every weekend with an average cost of \$2,000 a cake).

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

A: We love to build up our recipe box and introduce new items constantly, it keeps the bakers from getting in a rut and our customers can feel there is always something new to try. I love to hear from our staff and students, and if you have comments or suggestions always feel free to drop a line. In addition, if you have a hankering for a treat we do not serve let us know, and we will put it on the menu or order it special through catering. There is nothing we cannot make.



Prepping raspberry almond opera tortes for a 500 person catered event

Q: What is the deadline to order bakery items for Christmas? What is the best way to order?

A: The last day to place a Christmas bakery order is Monday, December 21st for pickup on Wednesday, December 23rd.

The best way to place your order is through our mobile app UWYO Eats! <http://www.uwyo.edu/reslife-dining/dining/uwyoeats.html>

1. Download the Transact Mobile Ordering app from the Google Play Store or App Store
2. Launch the Transact Mobile Ordering and select "UWyoEats"
3. Place your order:
 - » Select "Rolling Mill Bakery"
 - » Select "Holiday Cookies, cakes, brownies, cupcakes, and/or donuts"
 - » Add to cart
 - » Checkout

Performance Evaluations

The closing of another year is right around the corner – and with a new year comes performance evaluations for staff and administrative personnel. The 2020 performance cycle closes December 31st, 2020 with evaluations available in HCM January 4th 2021 through March 31st 2021. Look for info training sessions at the beginning of the new year. Here are a few things that should be done to help ensure the entire process is smooth.

Reporting Structure

Supervisors are required to complete performance evaluations for their employees. Human Resources uses the reporting structure in HCM to determine supervisors and which employees they are obligated to evaluate. Supervisors need to review HCM to ensure that all reporting structures are correct and employees pending termination are finalized. Quick References Guides are located on the [HCM Supervisor/Manager Knowledge Base](#) that provide step by step procedures for supervisors to update their employee's information.

Goals

50 percent of UW's evaluation is based on completion of an employee's goals. Supervisors should review their employee's goals for completion. Adding 2020 goals to the employee goal plan before evaluation launch in January is the best way to ensure goals are captured. Supervisors can add employee goals using the [Add Goals for A Direct Report or Team Quick Reference Guide](#).

Courses

[Performance Management: Setting Goals and Managing Performance](#)

As a manager, you want to set your employees up for success by helping them create smart goals that align with the needs of your organization, and the skills the employee has and needs to develop. In this short course, the first installment in the Performance Management series, Dr. Todd Dewett digs into the manager's role in managing performance, helping you master both goal setting and performance management. Learn how to create an environment that is data driven and ensures support and accountability, as well as help your direct reports define and align smart goals.

[Performance Management: Conducting Performance Reviews](#)

Performance reviews can have a huge impact on your employee's future. In this short course, the second installment in the Performance Management series, learn how to prepare for and conduct fair, productive, and impactful performance reviews. Dr. Todd Dewett shows managers how to write and deliver effective performance reviews, explaining how to gather feedback, write the formal review, and conduct effective meetings with employees. He also goes over employee performance improvement plans, explaining why they can be necessary, how they differ from an employee review, and how to administer them effectively. Upon wrapping up this course, you'll grasp how to make performance reviews more useful and motivating and less stressful for both you and your employees.

[How to Develop, Motivate, and Retain Employees](#)

Supporting the development of your employees' skills and abilities is integral with the success of your organization. In this learning path you are given the tools to identify the developmental needs of others and help them thrive at work. Learn how to provide timely guidance and feedback, and learn how to motivate and direct people as they work—all while achieving your organization's objectives.

Holiday Winter Break Time Entry

Holidays

- All salaried non-exempt employees should always enter holiday hours on designated UW holidays. Full time employees will enter 8 hours.
- If you should work on the holiday, enter the hours worked as regular hours.

Winter Break

- **Due to a HCM glitch, do not enter your winter break hours until your return in January.**
- On days normally scheduled to work during winter break, enter Time Off Winter Break. For full time employees, 8 hours should be entered.
- If you physically work during winter break, enter hours worked using Winter Break Hours Worked in addition to the Time Off Winter Break hours.
- Note: Winter Break in 2020 is December 28-30. December 24, 25, 31 and January 1 are holidays.

Innovation Center

HR, in collaboration with UWIT and CastleBridge Consulting, is currently in the process of implementing Oracle Cloud's Recruiting Module and Oracle Cloud's Learning Module. These are the last two modules UW has to implement to complete our full transition to HCM. These modules will replace Taleo Recruiting and Taleo Learn (EmployeeLearn Center) as our hiring, onboarding and learning systems. The team is just over a month into implementation and we are really excited about the possibilities of this move.

Benefits of the transition will include streamlined application to hire processes; more robust information gathered and stored in our HCM system; opportunities for business process improvement; ability to assign specific trainings based on key elements; improved supervisor tools to monitor and assign trainings to direct reports; and increased options to record and track other trainings.

As part of our implementation, a handful of campus users have been contacted to start the testing process with the team to obtain feedback. We have requested this collaboration from select hiring managers, and hiring manager assistants fairly early on in our implementation as they are critical players in the process.

Expected go-live for both modules is March 8th, 2021. Please keep an eye out for additional communications, deep-dives, demonstrations and trainings in the upcoming months.

Season's Greetings from our HR and Payroll family to yours!

