

May
2020

Human Resources & Payroll NEWSLETTER



UPCOMING EVENTS

- 5/25/20 Memorial Day, UW offices closed.
- 6/2/20 and 6/16/20, New Employee Orientation.
- 6/9/20, 6/10/20 and 6/11/20, TIAA appointments available.

IMPORTANT ALERTS

FRAUD ALERT

HR has been informed that a criminal organization is filing fraudulent unemployment claims using stolen personal information.

If you receive a letter from Wyoming Department of Workforce Services about a claim in your name, but you are still working, please contact wyomingworkforce.org.

CARES ACT, CORONAVIRUS RELATED DISTRIBUTIONS

TIAA Money Purchase Plans enabled for TIAA accounts under the CARES Act, Coronavirus Related Distributions. More information can be found [here](#)



End of Semester Announcements

- All student employees should update their address by reviewing their personal information in HCM. If employment has ended, email records@uwyo.edu to update if needed. This is important for accurate tax reporting.
- Departments should review currently active employees to complete terminations or end of assignments as needed. Supervisors can review their active direct reports in HCM on the My Team page. Both supervisors and DHRs can also run a report of active employees as well.

HR and Payroll Welcome New Employees

Mimi Kruezer joined us May 18th as our new Records Specialist. She previously worked for the Psychology Department as a Project Coordinator, and we are thrilled to fill this vacancy in our Records Unit.

Tiffany Kautzsch joined HR Talent Acquisition on May 18th as an Employment and Staffing Partner. She is coming from Denver, CO, where she finished her Master's Degree in International Human Rights and has been working as an Independent Contractor in Denver over the past year. Tiffany previously worked for UW's HR team from 2011 – 2015 while completing her undergraduate degree, focused in Political Science and International Relations.

Brianna Ricker will join the Payroll team on May 26th as our front line Payroll Specialist. She is coming to us from UW's Electrical & Computer Engineering team where she previously served as an Office Associate, Senior.

Cherise Laud will join the HR Benefit team on June 1st as the Benefits and Retirement Specialist. She is coming from Illinois where she previously served as the Benefits Manager for the City of Rock Island.

To view previous Newsletters visit the [HR website](#)

UW [Link To The Past](#)

Wyoming's Story

~excerpt taken from 1957 WYO annual

The story of the University of Wyoming is one of progress. As the only four-year institution in the state, its purpose is complex. The campus is more than Prexy's Pasture, it is the entire State of Wyoming. Students from forty-five states and several foreign nations gather here to pursue their educations. The University has grown from one building and thirteen students in 1887 to a thirteen million dollar plant with an enrollment of over three thousand in 1957. The school has won nationwide recognition in many fields: research, athletics, leadership, to name but a few. With the junior colleges in the state, the University is providing an opportunity for higher education for all. Progress can be seen throughout the campus. The building program is continuing as the new library's steel structure so graphically portrays. However, the story of Wyoming University is more than one of the buildings. Through the pages of the WYO, you will see the students and faculty at their work and their play; you will see the many extras that make college life; you will see Progress in action...the University of Wyoming.

Click 'link' above for extra pictures.

**Annual
Freshman -
Sophomore
Tug of War at
Peanut Pond
formally
located along
Iverson Avenue**



Health & Wellness Corner

Finding Balance

By definition, balance often implies that all parts are proportional or of equal strength in order to create stability. In life, finding balance is about learning how to take all of the elements that make up your life, and piecing them together so that they work in unison to support your personal goals. When you have achieved this, you'll spend more time enriching your life with positive experiences, and less time trying to overcome obstacles you have laid out for yourself.

Below are some tips to get you on the right track and help you find balance in your life.

- Separate your priorities from your wants.
- See the big picture and how your actions can affect that outcome.
- Learn to keep your work and personal lives from conflicting.
- Use private time and recreational activities to recharge your emotional batteries.
- Cast off negativity and embrace a positive outlook, even in the face of tough times.
- Use effective communication techniques with friends, family, and coworkers to strengthen relationships.
- Combine long-term and short-term planning to organize your goals.
- Cultivate a strong sense of organization.
- Shift gears when needed to keep up with the various roles you play in your life.

Be well Cowboys and Cowgirls!

INNOVATION CENTER

Get to know LinkedIn Learning

An online library of 15,000 instructional courses and videos, taught by accomplished instructors and recognized industry experts that cover the latest software, creative, and business skills. LinkedIn Learning is available to all UW employees and students at no additional cost. Access LinkedIn Learning today from WyoWeb or the [UW LinkedIn Learning page](#).

Quarterly System Update

As part of the quarterly system update applied to Financial Management and HCM the weekend of May 15-17, HCM received a few updates. [Absences](#) received an update on how dates are entered, making requesting single day leave easier. In addition, supervisors now have greater insight into the [compensation details](#) for members of their team with multiple assignments.

Coming Soon! Costing Module for Continuing GA Costing and Corrections

Final testing underway on a new payroll costing module. The initial pilot of this module will be limited to changing costing for currently hired GAs and expenditure corrections on previously paid GA stipends, tuition and fees, health insurance, etc. The target go-live for this GA pilot is June 15, 2020. Individuals in academic units who will have access as part of the GA pilot will receive additional information as well as training in early June. Similar functionality for all employee types is in progress, with a goal of being available in the fall, depending on the outcome of the GA pilot.

SUGGESTED EVERFI ARTICLES/TRAINING

- [Promoting Workplace Mental Health In The Age of COVID-19](#)
- [Creating a Workplace Culture Continuity Plan](#)
- [Master In-Demand Professional Soft Skills](#)
- [Developing Resilience and Grit](#)
- [Thriving @ Work: Leveraging the Connection between Well-Being and Productivity](#)
- [Psychology of Returning to Work](#)