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
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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

Be well Cowboys and Cowgirls!