

# NOVEMBER 2020

## IMPORTANT DATES

- 11/4 - 12-16 - [Events planned for National Family Caregivers Month.](#)
- 11/11 - Veteran's Day.
- 11/16 - 11/19 - [Events planned to celebrate National Native American Heritage Month.](#)
- 11/18 - Salaried monthly payroll transactions due.
- 11/20 8:00 pm - 8:00 am 11/23 - WyoCloud system down for quarterly update.
- 11/25 - Hourly biweekly payroll transactions due.
- 11/26 and 11/27 - Thanksgiving Holiday, administrative offices closed.
- 11/30 - Open Enrollment ends.

## REMINDERS

- **Due to winter closure there will not be a bi-weekly paycheck on 1/6/21. Time worked from 12/13/20 - 1/9/21 will be paid on 1/20/21.**
- [This holiday, send stress packing!](#) Review the web-link for tips on how to stress less during the holidays.
- [Get your flu shot.](#)
- Reminder to use the two personal days that were offered for working Labor Day by the end of the calendar year.
- [Employee of the 4th Quarter Nominations](#) are now open through December 4th.
- Reminder to supervisors and DHRs to attach resignation letters to termination transaction in HCM.
- [Annual Motor Vehicle Records Check](#) due by 12/31/20.

# Human Resources & Payroll NEWSLETTER



## Open Enrollment

Reminder that Open Enrollment is ending soon! Be sure to enter your changes by November 30th at 5:00 p.m. Please review the [Benefit Press](#) for important updates for the 2021 calendar year. You can also visit the [Open Enrollment webpage](#) to find out more information on how to log into your account. Questions can be directed to Cherise Laud at [claud@uwyo.edu](mailto:claud@uwyo.edu).

## Address Changes for Paycheck Delivery

As UW transitioned to Phase 4 on Monday November 16th, and student employees leave Laramie, it is important to update the primary mailing address for correct delivery of paychecks. To review and update your address, access Personal Information under My Profile in HCM. Consult the [Updating Personal Information: Contact Info Quick Reference Guide](#) for full details.

Setting up a direct deposit is also a great idea if this option has not already been chosen. Review [Adding/Editing Direct Deposit/Payment Methods for Payroll Quick Reference Guide](#), for more information.

## Year End Tax Documentation (W-2)

It is never too early to think about tax season. The HR and Payroll office would like to remind all employees to confirm that their contact information is up to date in our employment system, HCM. It is important that the university has your current mailing, phone and other contact information.

Please review the [Updating Payroll W-2 Delivery Preferences Quick Reference Guide](#) to choose your option of an electronic or paper delivery method. Please note that you must be an active employee to receive an electronic W-2.

## Thanksgiving Holiday

Wishing everyone a Happy Thanksgiving. Reminder that administrative offices will be closed Thursday November 26th and Friday November 27th.



## DEPARTMENT SPOTLIGHT - ARMY ROTC

Thanks go out to LTC Curtis for answering our questions about the Army ROTC department!



Photo of 2020 bronze boot run. Female cadets Kaylee Haug and Giselle Girones running the ball to the border.

**Q:** *Army ROTC has a long rich history with UW. What is a historical event that you are most proud of?*

A: As a new member of the UW Army ROTC team, I was incredibly proud to take part in the Bronze Boot Run supporting the UW Football team in the historical rivalry with Colorado State. It was truly eye opening, and even within the pandemic the Cadets along with UW Athletics support was able to execute a world class event to continue on this storied tradition.

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

A: Army ROTC is successful at the University of Wyoming due to the incredible support of the University leadership. We are all on the same team, dedicated to graduating and then commissioning the future leaders of the United States Army and simultaneously developing leaders for life.

**Q:** *How many personnel do you employ? How many students enroll in any given year?*

A: The Cowboy Battalion is supported by 7 uniformed members of the United States Army, 2 Department of the Army Civilians, 1 contractor and we are also supported by our UW Senior Office Associate. In a normal year, the Cowboy Battalion will enroll 65 incoming freshmen into the program. Due to the pandemic our numbers are slightly lower; however the high quality of student, athlete, and leadership remains the same.

**Q:** *Do you feel that the pandemic has strengthened enrollment in ROTC, or have you seen a decline?*

A: While the pandemic caused a slight decrease in enrollment numbers for the freshman class, I have seen that those that are enrolled are excelling in mental resiliency and toughness. These are challenging times for everyone, and the Cadet's dedication and commitment to leadership development has increased due to the pandemic.

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

A: Due to the pandemic, the Army ROTC cadre embraced the University's initiative in terms of hybrid classrooms. The unique nature of Army ROTC includes training in a field environment and while we were able to execute this, the department was able to fully integrate hybrid virtual learning to reinforce tactical field craft training.

**Q:** *What is something that we don't know about your department?*

A: During the summer months, Army ROTC gives Cadets the opportunity to attend a myriad of Army schools to include Airborne School, Air Assault School as well as numerous internship opportunities across the Department of the Army located throughout the continental United States as well as overseas.

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

Saluting our past, present and future Veterans.

Photo taken 4/4/1909

UW military cadets outside of Old Main and Merica Hall.

