

February
2021

Human Resources & Payroll NEWSLETTER



Oracle Recruiting & Learning Cloud (ORC/OLC)

Transition Timeline for Oracle Recruiting Cloud (ORC) and Oracle Learning Cloud (OLC)

- February 19: Last day to create a new requisition in Taleo Recruiting
- February 24: Last day to initiate benefited offer in Taleo Recruiting
- February 26: Last day to initiate non-benefited offer in Taleo Recruiting
- February 28: End hiring manager access to Taleo Recruiting; last day for candidates to apply for jobs in Taleo Recruiting

No employees may start during the transition week March 1-7

- March 3, 4:00 pm: HR will be unable to make any additional changes in Taleo Recruiting
- March 3, 4:00 pm: Last day for access and training completion in the Employee LearnCenter

Go-Live on March 8!

If a candidate has not accepted an offer for a requisition created in Taleo Recruiting, the candidate may not start work until after an offer is successfully initiated in ORC. Contact your HR Employment / Staffing partner with any questions.

Campus Wellness Resources

Did you know that UW has several resources available to assist with all your wellness needs?



Campus Recreation Wellness Center

UW has a Wellness Center here on campus! Visit the [Campus Recreation webpage](#) to learn more about programs and services.

COVID-19 Training Resources

The new [COVID-19 Training Resources webpage](#) offers training and videos to support resilience and mental health.

Deer Oaks Employee Assistance Program

- Six sessions of professional counseling.
- Legal and financial services/education assistance.
- Visit the [HR website](#) for more information.

Cigna Employee Assistance Program

- Cigna's EAP provides access to work/life resources, and licensed clinicians to help you cope with a wide variety of concerns, from family and financial issues to substance use, emotional health, and stress.
- Log into [myCigna.com](#) and click the coverage tab.
- Click the Wellness Tab to access articles on a wide range of topics to help you stay happy and healthy, including sleep, stress, weight, exercise and more.

Reminder that you can also download the Cigna mobile app on your smart phone.

Employee Health & Wellness Corner

February is Heart Health Month

February is most commonly known for candy hearts that accompany Valentine's Day, but February is also Heart Health Month. What a great time to focus on our hearts. Heart disease is the leading cause of death in both men and women. [MyCigna.com](#) has a number of useful articles to educate on early warning signs of heart disease, managing stress, healthy diets and heart healthy lifestyles.

Be well Cowboys and Cowgirls!

DEPARTMENT SPOTLIGHT BLACK STUDIES CENTER

Thanks go out to Prof. Fredrick Douglass Dixon, for taking time to answer our questions. The Black Studies Center is under the School of Culture, Gender & Social Justice.



Q: What can you tell us about the new Black Studies Center?

A: The University of Wyoming's Black Studies Center (UWBCS) uses culturally responsive teaching, rural community focused engagement, and evidence-based research to attract high-quality student to the University of Wyoming, who will actively contribute to the development of Black Studies. By engendering a more robust understanding of Black Studies, the UWBCS seeks to enhance the visibility and relevance of Black Studies and its capacity to directly impact contemporary social issues that plague America and the greater global community.

Q: February is Black History Month. Would you like to share upcoming events sponsored by your UWBCS?

Feb. 22, 5:00 pm to 6:30 pm: Film series Cinematic Realism and Racist Propaganda part three Rosewood

The final installment of the three-part film series investigates the legacy of Rosewood, Florida (1997). In 1923, like many southern towns during this era, Rosewood was pillaged by white mobs who killed several blacks and destroyed the town. This discussion will explore how the similarities of southern etiquette's social conditions align with those of the Death of Black Wall Street. Panelists include Dr. Ulrich Adelt, Dr. Tracey Patton, Dr. Darnell Duane Jackson, and Dr. Larry Muhammad.

Feb. 23, 5:00 pm to 6:30 pm: A Tale of Two Towns Black Homesteaders and The Myth of The American Dream

A Tale of Two Towns: Black Homesteaders and The Myth of The American Dream will examine the complexities, and realities of the emergence of black towns in the West, particularly Wyoming and Colorado. Panelists include WPR's Erin Rae Jones, University of Wyoming's Brigida Blasi and Dr. Karla Slocum, University of North Carolina.

Feb. 25, 5:00 pm to 6:30 pm: Challenging Police Perspectives on the Controversy Surrounding Defunding

The controversy surrounding policing in America abounds. Many critics from the far ends of the pendulum find realities that do not mesh. This conversation will discuss the complexities and layered nuances of this contentious topic. Panelist include Aaron Applehans, Albany County Sheriff, Jael Kerandi, student, University of Minnesota, Kevin Lee, Lieutenant, Chicago Water Reclamation Department, Mike Samp, University of Wyoming police Chief. Black Studies Center.

Q: How does your department impact UW and the Laramie community?

A: The Black Studies Center spotlight historical truths that advance the accurate histories of black people in America and beyond, which directly contribute and enhance the University of Wyoming's mission of diversity and inclusion.

Q: What is the best way to access your services?

A: Please contact the UW Black Studies Center by accessing the center's website: <http://www.uwyo.edu/aads/black-studies-center/> or follow us on Facebook at the University of Wyoming Black Studies Center.

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

A: The UWBCS's Black History Month's February 15, 2021 event was ZOOM bombed with racist and pornographic images: <https://thehill.com/blogs/blog-briefing-room/news/539466-university-of-wyoming-virtual-black-history-month-event-zoom>.

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

A: The UW Black Studies Center strives to become a model that places Black Studies in rural areas at the forefront of the conceptualizations of race.

Celebrating Carrie Burton (Overton) Black History Month UW's first black female student

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Carrie was a young girl who grew up in Laramie. She entered the UW Preparatory School in 1903 at the age of 15. Carrie was an accomplished pianist, completed 4 years at UW, and transferred to Howard University in Washington D.C. earning a music diploma in 1913. To learn more about Carrie's history visit: <https://www.wyohistory.org/>



Carrie
Burton in
her UW
cadet
uniform on
the steps of
Old Main
1905

Performance Evaluations

2020 Performance Evaluation documents for Classified staff and Administrative personnel are available in HCM. **Evaluations should be completed no later than March 31, 2021.** It is the supervisor's responsibility to initiate the evaluation in HCM. Faculty annual reviews are completed in WyoFolio. Please contact Academic Affairs if you have questions.

Human Resources has developed a website, titled [2020 Performance Evaluations](#), that includes videos, FAQs, guides, and other support materials.

[Job descriptions](#) and [competencies](#) can be found on [HR's Classification/Compensation website](#), and competencies are defined in the [Competency Dictionary](#).

HR would like to remind you that the process of establishing new annual 2021 goals at the beginning of a performance year is a separate activity in HCM from the 2020 performance evaluation process. As a result, when you are ready to do so, you will establish your 2021 goals in the Performance Overview module in HCM.

TIAA Information

America Saves Week February 22 - 26

Since 2007 America Saves Week has been an annual celebration as well as a call to action for Americans to commit to saving successfully. TIAA is one of our participating retirement companies and they will send an email directly to participants on February 22. For more information click [here](#).

Security is top priority at TIAA

- Protect your confidentiality
- Defend against anticipated threats
- Protect against unauthorized access
- Adhere to all state and federal regulations

Visit <https://www.tiaa.org/public/support/security-center> for more information on how TIAA protects your accounts.

Financial Essentials Live Webinars

Register for upcoming webinars at: <https://webinars.on24.com/glw/q1>.

- March 16, 1 pm MT: Strategies for Staying on Track
- March 17, 1 pm MT: Retiring in the New Normal
- March 18, 10 am MT: Understanding Medicare
- March 18, 1 pm MT: Home-buying 101: A Financial Primer for First-time Home Buyers

Recording of sessions are available for replay on demand for 90 days following the live webinar date. The on demand webinars can be found on [TIAA.org/webinars](https://www.tiaa.org/webinars).

Payroll News

The IRS issued a new [form W-4](#), Employee's Withholding Certificate, to be used beginning January 1, 2020. This change stems from the Tax Cuts and Jobs Act, which went into effect in 2018 and eliminated personal exemptions and doubled the standard deduction when filing personal taxes. This new form and accompanying Tax Withholding Estimator are meant to ensure you have the proper amount of federal tax withheld from your paycheck.

You may want to consider completing a new form W-4 if you want to more accurately account for your annual income. A new form W-4 is encouraged, for example, if you work more than one job, if your spouse also works and you file your taxes jointly, if you claim the child tax credit or other tax credit, or if you have high incomes and more complex tax returns.

When completing a new form W-4, you must complete steps 1 and 5. Steps 2, 3 and 4 are optional, but can be helpful in ensuring your tax withholding more closely matches your tax obligations. In addition, the IRS provides a [Tax Withholding Estimator](#) to help ensure maximum accuracy. To use the IRS Tax Withholding Estimator, you will need to have your latest pay statement handy, as you will be asked to enter the federal income tax withheld from your last paycheck and the total federal income tax withheld to date.

1095-C Forms

Employers are required to provide employees with a copy of their 1095-C reporting form, as required by the ACA, by March 2, 2021. UW uses a third-party vendor to process this document so it will not be available online. Only employees who were eligible for insurance through the State of Wyoming Group Insurance Plan, at any time during 2020, will receive a Form 1095-C. Some taxpayers may not receive a Form 1095-C by the time they are ready to file their tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers should not wait for these forms and file their returns as they normally would.

