

# Human Resources & Payroll

## NEWSLETTER



June-July  
2021

### IMPORTANT DATES

- June - Pride month
- 6/19/21 - Juneteenth Black Independence Day
- 6/25/21 - Payroll costing corrections due for May paid salaries
- 6/29/21 - New Employee Orientation
- 7/5/21 - Offices closed for Independence Day
- 7/9/21, & 7/23/21 - Hourly biweekly Payroll transactions due
- 7/10/21 - Wyoming State Birthday
- 7/13/21 & 7/27/21 - New Employee Orientation
- 7/16/21 - Payroll costing corrections due for June paid salaries
- 7/20/21 - Salaried monthly Payroll transactions due

## Flexible Work Arrangements

UW Administration and HR are excited to announce a new Flexible Work Arrangements policy. These types of arrangements consist of a compressed work week, flexible schedules or remote work.

As we transition through the summer months, employees who would like to establish a Flexible Work Arrangement are encouraged to start the process soon. By the beginning of Fall 2021 semester (August 23rd), an approved Flexible Work Arrangement must be in place before a remote work or flexible schedule can be enacted.

It is also important to note that Flexible Work Arrangements that incorporate any element of remote work require training for both employee and supervisor. This training must be completed in WyoCloud HCM before approvals for the agreement can be collected. Information on the training modules can be found on the [Flexible Work Arrangement website](#). After the [Long-Term Flexible Work Arrangement Form](#) is completed, the employee's assignment must be updated in HCM by the area Decentralized Human Resources Representative (DHR) with the completed form attached.

Employees are encouraged to pursue these options as their jobs and schedules allow. More information, along with frequently asked questions, can be found on the [Flexible Work Arrangement website](#).

HR would like to provide a reminder that outdoor smoking is permitted in areas including University sidewalks, seating areas and grounds that are a reasonable distance from entranceways, passageways, operable windows or ventilation systems of public places. The full UW Regulation 6-6 can be viewed by clicking [here](#).

## MCD POLICY RETIRES

Due to ongoing budget challenges, the University made the difficult decision to retire the Mobile Communication Device (MCD) policy at the end of this year. This includes reimbursements for both monthly cell charges and device purchase reimbursement. All current MCD allowances will be honored through the end date of the current agreement or December 31, 2021, whichever is earlier. Additionally, effective June 30, 2021 no new agreements will be approved.

The current policy can be found the [Payroll website](#).



Human Resources



[www.uwyo.edu/hr](http://www.uwyo.edu/hr)



307-766-2377



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# Performance Corner

## [Succeeding as an LGBT Professional](#) (20 minutes)

There are nuances and complexities involved in being openly LGBT at work. In this course, best-selling business author, consultant, and educator Dorie Clark shows you how to navigate them with aplomb and build a successful and thriving career. Dorie discusses how to harness the benefits of your identity and identify and overcome any limiting beliefs you may hold. She goes over pros and cons of coming out in your job search or on the job. Dorie covers ways to handle well-meaning coworkers with grace and how to connect with other LGBT professionals. She shares strategies to overcome challenges such as a very conservative company or industry, hostile coworkers, or the complexities of coming out as transgender.

## [Approaching LGBT Issues in the Workplace](#) (19 minutes)

Attracting and maintaining a diverse workforce offers a slew of benefits to organizations. It boosts innovation and problem-solving by providing access to an array of experiences and ideas, helps ensure that more workers feel that they belong, and more. In this course, instructor Jacqui Lloyd lays out why diversity and inclusion matters for businesses, how professionals who identify as LGBT can feel more confident about coming out at work, and how allies can help create a more inclusive work environment. Using her own experiences as a visible and proud out gay woman, Jacqui explains how coming out can help you personally and professionally. Plus, learn why, regardless of your sexual orientation, it's important to be aware of the role you can play as an ally in supporting your LGBT colleagues.

# Health & Wellness Corner

## Gardening Health and Safety Tips

Gardening can be a great way to enjoy the outdoors, get physical activity, relieve stress, beautify the community, and grow nutritious fruits and vegetables. If you are a beginner or expert gardener, health and safety should always be a priority. Below are some tips to help keep you safe and healthy so that you can enjoy the beauty and bounty gardening can bring.

### Dress to protect

Gear up to protect yourself from lawn and garden pests, harmful chemicals, sharp or motorized equipment, insects and harmful rays of too much sun.

### Know your limits in the heat

Even being out for short periods of time in high temperatures can cause serious health problems. Monitor your activities and time in the sun to lower your risk for heat-related illness.

### Enjoy the benefits of physical activity

Gardening is an excellent way to get physical activity. Active people are less likely than inactive people to be obese or have high blood pressure, type 2 diabetes, osteoporosis, heart disease, stroke, depression, colon cancer or premature death.

The full article can be found in the [Dear Oaks June Newsletter](#).

*Be Well Cowboys and Cowgirls!*

Benefited employees will notice a change in retirement contributions on their July 2021 paychecks. The employee contribution will increase from 3.43% to 3.68% and the employer contribution will increase from 14.69% to 14.94%. These increases will apply to participants in the Wyoming Retirement System and the TIAA retirement plans.

## UW Link To The Past



*The first University of Wyoming summer school session occurred in 1905, running from June 26 to August 4 with an enrollment of 27 students. There was no tuition, but a fee of \$2.50. The next summer saw 48 enrolled, and the summer school idea at Wyoming was launched, though at first no college credit was given for the work. Pictured above are summer school students outside of Merica Hall in 1922.*

# SUMMER SPOTLIGHT

## Farmer's Markets now open!

Thursday - 3-7 pm Undine Park

June 17 - September 16, 2021

Friday - 3-7 pm Downtown

parking lot north of Depot Park on South 1st Street

June 25 - September 24, 2021



Have lunch with President Seidel on July 1 from 11:30 - 1:00 at Prexy's Pasture near Simpson Plaza. The first 1,200 guests will be served a barbecue meat or vegetarian option with chips, water/soda and cookies. There will be live music by local band Wolves in Cheap Clothing.

*The [Summer Concert Series](#) & BBQ continues July 14 and July 28, 11:45 - 1:00, at Simpson Plaza, meals \$8.*

## UW Summer Theatre

The UW Dept. of Theatre and Dance's 2021 Snowy Range Summer Theatre season opens with its first public, in-person, socially distanced, live theater production since spring 2020, June 24-26 and June 30 -July 2 at 7:30 pm, and July 3 at 2 p.m. in the Buchanan Center for the Performing Arts Thrust Theatre.

Call (307) 766-6666 for tickets and information, or visit the Performing Arts box office or the Wyoming Union information desk, or go online at [www.uwyo.edu/.finearts](http://www.uwyo.edu/.finearts).



## Gem City Nights at the Griffen Theatre

[Gem City Nights](#) is a music and arts series aimed to showcase the vibrant Laramie Arts Culture. This weekly showcase will offer local music, arts, access to food trucks, and fun children's activities.

The mission is to create a safe family friendly outdoor environment providing live music and arts for the Laramie community.

Let's enjoy the beautiful Laramie summer nights and the outdoors!

## View the amazing downtown mural project, along with taking self guided tours



## Laramie Jubilee Days July 3-11

» [Click for full schedule of Downtown events.](#)

» [Parade - July 10, 9:30 am.](#)

» [Rodeo schedule available.](#)



## Campus Dining Summer Hours Monday - Friday

Rolling Mill Café: 8:00 am - 2:00 pm

Panda Express: 10:30 am - 2:00 pm

Pita Pit: 10:30 am - 2:00 pm

CJ's: 8:00 am - 2:00 pm

Einstein Bros. Bagels: 8:00 am - 2:00 pm

Rendezvous Opening Soon!

July 25th from 8:00 am - 2:00 pm



## Municipal Band Concerts at Washington Park Bandshell

July 7, 7:30 pm - "A Celebration of America"

July 14, 7:30 pm - "Bring on a Normal Summer"

July 28, 7:30 pm - "A Band Spectacular"