



## Vaccine News for Veteran Employees

COVID-19 vaccinations are available at local vaccination clinic sites and are also available at the Cheyenne VA Medical Center for UW veteran employees. In some cases, veterans may be able to obtain a vaccination sooner at the VA Medical Center than will be the case locally. Effective March 8, 2021, the VA Center began making vaccination appointments for all veterans in their system regardless of age. For more information on this option, please visit the Cheyenne VA Medical Center COVID-19 web site: <https://www.cheyenne.va.gov/services/covid-19-vaccines.asp>.

## Reporting Your Vaccine Status in HCM

As additional COVID-19 vaccines become available, UW encourages all employees to self-report if they've received the vaccine. This is a critical step that will allow the university to track overall vaccination numbers that will impact plans for fall semester.

To report receiving the COVID-19 vaccine, employees will click on Career and Performance under My Profile in HCM. From the Career and Performance page click Skills and Qualifications. The section of this page containing the opt into COVID-19 testing has been updated to include the ability to report receiving the vaccine. Under COVID-19 Testing and Vaccine Status, click Add then select the vaccine provider received as well as date(s) received. Employees can edit this section multiple times, allowing for entering of an initial dose then returning to enter date of second dose.

For more information about the COVID-19 vaccine, see the [COVID-19 Vaccination Information for the UW Community website](#). If you have any issues submitting your vaccine information in HCM, please create a ticket by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

## Vaccine Reaction?

Should you experience a reaction from the COVID-19 vaccination, all employees are eligible to use Emergency Sick Leave with Pay, as described under the COVID-19 Leave Policy: <https://www.uwyo.edu/hr/files/docs/employee-benefits/covid-19-leave-policy.pdf>.

## HEALTH & WELLNESS

Have you forgotten about that New Year's Resolution to stay active in 2021? If so, I'd like to remind you about the Wyoming on Wellness, Daily Burn free access.

As part of the Wyoming on Wellness program, Cigna would like to give benefited employees one-year free access to the Daily Burn. This is an online on-demand workout platform that offers thousands of virtual workout classes. You will be able to access the Daily Burn from your phone, iOS device, or computer, from anywhere you have internet access. You can even download workout videos and take them with you for times you don't have internet access.

If you are interested in the free one-year subscription to the Daily Burn, go to: <https://wyomingonwellness.org/daily-burn/> to find out more, and how to register to get your unique code with instructions. It might take a few days to respond because of volume, so please be patient.

## PERFORMANCE EVALUATION DEADLINE

Performance evaluations are due 3/31/21. Visit the [Performance Resources website](#) for details.



# Have you heard about Green Dot?

Over the course of the past year, the Dean of Students Office has been coordinating the implementation of a bystander intervention program called Green Dot. This nationally recognized program aims to give participants the tools and resources to measurably reduce rates of interpersonal violence on our campus. It's been found that most people will intervene or prevent an act of violence from occurring if they have the proper resources and skills to do so.

Why is it called Green Dot? This program uses the concept of Red Dots and Green Dots on our campus map – Red Dots represent a moment when someone uses their words or actions to cause another person harm. Green Dots are when someone uses the “3 Ds” (direct, distract, and delegate) to make it less likely that a Red Dot occurs. Overall, this program aims to communicate that at the University of Wyoming: 1. violence is not tolerated and, 2. everyone is expected to do their part.

Faculty and staff all over campus play a critical role in this effort and are invited to attend a 60-75 minute overview training. To date, over 500 staff, faculty, and administrators at UW have participated so far. Overview trainings are currently scheduled and will occur via Zoom until business resumes on campus. Find a schedule of future trainings (there are two each month) and reserve your spot at [www.uwyo.edu/greendot](http://www.uwyo.edu/greendot). Participants will receive a Green Dot gear package to their on-campus mailing address. Questions? Reach the Green Dot Team at [greendot@uwyo.edu](mailto:greendot@uwyo.edu).

## Innovation Center

Oracle HCM Recruiting Cloud and Oracle Learning Cloud have been live for 2 weeks! During this time, users have completed over 1030 individual training courses in HCM Learning and have initiated 89 job requisitions. Conversion efforts are still in-progress, however, most information for open requisitions have been converted and are available for hiring managers/assistants to continue active searches. Please consult with your Recruiter if you find missing and/or inaccurate information. Human Resources recommends that all supervisors, approvers and those involved in the hiring process complete the HCM Recruiting Cloud Access training at your earliest convenience. Those who have not yet completed HCM Recruiting Cloud Access training will not have access to Hiring in WyoCloud. The training can be accessed by using this [link](#) or navigating in HCM to Learning under My Profile then searching HCM Recruiting Cloud. In addition to online trainings, coordinating [Quick Reference Guides](#) are available on the WyoCloud Knowledge Base. The [Hiring Toolkit](#) has been updated. All previous Career Site links have been combined into one new [external career site](#). Internal candidates should locate and apply for jobs within HCM under My Profile then Current Jobs. As we work toward stabilization of the system, we ask that you email [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) if you experience any issues with HCM Learning and/or HCM Recruiting.

### Current Employees – Update your Skills and Qualifications in WyoCloud

Now that HCM Recruiting Cloud is live, you may find it valuable to update your Skills and Qualifications in WyoCloud. This will be necessary if you are an internal employee applying for any UW employment now or in the future, but will also be helpful as HR starts to utilize the Talent Management module to its full capacity. To build your talent profile, see the [Update Skills and Qualifications QRG](#). Within this section, you can add in Work History, Degrees, Licenses and Certifications, Competencies, Skills, and attachments that support any previously mentioned skills and qualifications. Having this information in WyoCloud will help make any job application process quicker, as well as initiate your talent profile in WyoCloud. HR hopes to utilize functionality of this talent-area in the near future for career ladders, talent management and succession planning. We encourage employees to review this section and keep it updated as you progress through your career at the University of Wyoming. If you have any questions about updating this section, please review the [Update Skills and Qualifications QRG](#), or reach out to HR at 307-766-5612.

## PAYROLL REMINDER

Payroll would like to remind International employees who have not received a Social Security Number (SSN), to please visit: <https://www.uwyo.edu/iss/current-students/social-security.html>, or email [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu), for directions on how to apply for a SSN. If you are paid in the U.S., you must have a SSN to file a U.S. income tax return. **Human Resources requires a copy of the SS card.** Please call 766-2377 to make arrangements to provide a copy.

## Work Study News

Student Financial Aid would like to know the number of work study students who will continue to work either in person or remotely, after Spring Break. They would like to encourage both the supervisor and student to work together to determine what will be in the best interest for all parties.

Please email [rjacks24@uwyo.edu](mailto:rjacks24@uwyo.edu) and indicate if your Work-Study student will or will not continue to work after Spring Break.

Remember to submit a termination or end assignment once your employee is no longer working.

## UW Link To The Past

### Women's History Month Honoring June Etta Downey

Ms. Downey was one of the original psychologists to study personality scientifically. Her research on handwriting and other motor functions led to the development of the Downey Individual Will-Temperament Test, an early personality inventory. She headed the combined Department of Psychology and Philosophy at the University of Wyoming, the first woman to hold such a position at a state university. From 1923 to 1925 she served on the Council of the American Psychological Association, a rare appointment for a woman at that time. Although her contributions have become obscure, her work was influential in creating a basis for the study of personality and personality testing.

