

# Human Resources & Payroll NEWSLETTER



May  
2021

*Congratulations go out to all University of Wyoming graduating students!*

## End of Semester Announcements

### Student Employees

All student employees are reminded to update their addresses in HCM. Should you have questions on how to update this along with your personal information, please review the Quick Reference Guide, [Updating Personal Information](#). If employment has ended and access to HCM has been removed, email [records@uwyo.edu](mailto:records@uwyo.edu) and our Records office will update your address. Retaining accurate address information is important for end of year tax reporting.

### International Employees

International employees who have not received a Social Security Number (SSN), 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 United States 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.

### End of Semester Terminations

Springtime in Wyoming always signals a change in UW personnel. Student employees move away, Faculty and/or Staff may move or retire. This time of year coincides with an increase in terminations that our HR and Payroll offices manage. **Timely processing of benefited terms is critical for accurate calculation of final paychecks.** Terming student employees who will not return to UW in the Fall, is important to ensure those no longer working do not continue to have access to the University's employee systems, including HCM. Maintaining access when a person is no longer employed poses a security and financial risk to the University. Supervisors are encouraged to review the Quick Reference Guide, [Employee Termination](#). Our amazing DHR crew are already well versed in terminations, but should you need a refresh review the Quick Reference Guide, [Employee Termination](#).

### Summer Hours

- 5/17/21 - Summer hours begin.
- 5/16/21 - 8/21/21 - Voluntary reduction in summer hours available. For more information, click [here](#).
- 5/31/21 - UW offices closed for Memorial Day.

### Employee Contribution to Retirement Plan

Beginning July 1, 2021 employee contributions to retirement plans 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, and will be reflected on the July 2021 paycheck.

### Direct Deposit Reminder

Have you set up direct deposit for your paycheck? Has your bank account information changed? Be sure to add/update your bank information in HCM. Review the [Quick Reference Guide](#) for instructions. You may also contact the Payroll office at 766-2217.

*UW classes first began in the fall of 1887 with an attendance of five college rank students and 62 high school Preparatory School students, at a cost of \$250 to \$300. "The faculty, officials, and the whole Territory are to be congratulated upon a bright prospect which spreads out before the institution." Excerpt from 1923 Wyo annual.*



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307-766-2215



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The first graduation of University students occurred June 7th 1891 when two men, William H. Bramel of Laramie and Frank V. Quinn of Evanston received their degrees.

## FORM I-9 PILOT & START DATE COMPLIANCE

On June 1, UW Human Resources will begin piloting a new process to gather federally-mandated authorization to work information from new employees. UW is subject to fines of \$2,000+ for each employee for whom it does not have this information on-file. Given that UW hires about 1,500-2,000 new employees each year, the financial risk of inadequate data gathering is significant.

- New employees will be required to meet with HR on their first day of employment. They should be prepared to present all necessary documentation to complete a form I-9. If documentation is not provided, new employees will be sent home and not allowed to work until this can be provided.
- HR staff will welcome the new employee, gather all required information, ensure the new employee has taken the Basic System Access Training, as well as introduce them to the new Onboarding module in HCM.
- Employees sent to HR who do not have an active offer/hire in the system will be sent home and directed to not work until the hiring process is complete.

*No one may begin working at UW until they complete this required process.*

This process will be adjusted based on feedback/experiences with a goal of implementing in August 2021. It is recommended that departments complete the hiring process and provide the employee and HR accurate start dates for new employees with as much lead time as possible.

## Health and Wellness

Consider the following available trainings for both managers and employees to assist with work/life balance.

### How to Support Your Employees' Well-Being 34 min

Managers face sometimes daunting tasks. When your employees are struggling with burnout, stress, work-life imbalance, and other life challenges that may impact their performance, how can you support them? In this course, UK-based instructor Amy Brann provides tools based on brain science to help you be a source of strength and support for your employees. She discusses your role in your employees' well-being and how you can positively impact your employees' experience at work. Amy explains how to recognize, address, and prevent employee burnout. She points out questions you can ask a struggling employee to create honest discussions and practical, science-based tools to support struggling employees.

### Thriving @ Work: Leveraging the Connection Between Well-Being and Productivity 41 min

Live a life filled with less stress, greater well-being, and enhanced productivity by learning how to make transformational changes. Continue your Thrive journey and discover how to go from coping and surviving to actually thriving. In this course, Arianna Huffington and Joey Hubbard, the director of trainings at Thrive Global, discuss how well-being can contribute to your productivity and success at work.

### Supporting Your Mental Health While Working From Home 17 min

Working from home is a new phenomenon for many professionals. Different worlds - work, school, and parenting - are suddenly colliding. People are discovering how much their environment impacts their productivity and wellbeing, and how difficult it can be to focus when there are so many demands on their time. In this course, neuroscience expert and author Amy Brann helps you adjust to this new normal by training your brain to overcome disruptions and distractions, accept and get real about your emotions, reframe your expectations, and preserve your relationships.

### Mindful Stress Management 36 min

Get a new approach to managing your relationship with on-the-job pressure with the power of mindfulness. Strengthen your ability to deal with job-related tensions that can negatively impact your physical, mental, and emotional well-being.

**Be Well Cowboys and Cowgirls!**



UW has employed amazing Faculty throughout the years.  
Pictured are Faculty ladies from 1898

## Performance Corner

The 2021 review period is open to establish goals for the calendar year. This time of review is an opportunity for managers to observe employee performance, provide feedback and assign performance-based goals for end of year review.

### » 2021 Review Period opened January 1

Goals established in [HCM's Performance Overview module](#) during the 2021 review period, will reflect on the employee's 2021 performance evaluation final rating.

The course [Setting Team and Employee Goals Using SMART Methodology](#), will help managers in establishing goals that align with UW's objectives.

### » 2021 Review Period closes December 31

Human Resources encourages supervisors to provide feedback regularly and review employee goals for organizational performance. At every stage of your career and in every professional role, giving feedback in a way that is accurate, openly received and effective is tricky. The course [A Toolkit for Giving and Receiving Better Feedback](#), will provide managers with the tools to coach others effectively and provide critical feedback for an employee's growth.

## TIAA Financial Essential Webinars

### Financial Essentials Live Webinars

Register for upcoming webinars at [TIAA.org/webinars](#).

- June 15, 10 am MT: Charting Your Course: A financial guide for women
- June 15, 1 pm MT: Charting Your Course: A financial guide for women
- June 16, 10 am MT: An Introduction to Alternative Investments: Real estate
- June 16, 1 pm MT: Healthy Numbers: Integrating healthcare into your retirement plan
- June 17, 10 am MT: Financial housekeeping for now and later
- June 17, 1 pm MT: Within Reach: Transitioning from career to retirement

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](#)



Have you walked across campus and taken note of the many class gifts that are sprinkled throughout? One of my personal favorite areas is the open space located between Old Main and 9th street. Several gifts donated to the University in the early 1900s are located in this area. I've read that early UW students used this space to congregate and socialize, have picnics and maybe hit a few croquet balls. All those things we currently enjoy in Prexy's Pasture were once done in this lovely space. Three antique lamp posts frame the entrance to this area encircling a now non-working fountain. A bench that appears to be used mostly by the birds living in the mature pine trees, hold a nod to the past. I applaud the [2014 efforts to restore the antique lamp posts](#). The story behind the [Lowell O'Bryan memorial fountain](#) donated in 1927 and restored in 2015, is at the same time heroic and tragic.

As we move into the future it's nice to take a moment to embrace the past, look around the campus we have the privilege to work in, and envision how far it has progressed. I hope you'll visit this area this summer, and if you'd like to hit a few croquet balls around let me know, I'm game!

-Amy



# DEPARTMENT SPOTLIGHT - UW CENTER ON AGING

Department Spotlight returns with a highlight on the UW Center on Aging (WyCOA). The center is a contract and grant-funded organization located in the College of Arts and Sciences, Department of Psychology, currently employing 18 staff and students. Our thanks go out to Jenny Wolf and Catherine Carrico for taking the time to answer our questions. HR hopes to partner with this department on the Healthy U workshops to be offered in the near future!

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

A: WyCOA serves the state by providing educational opportunities, services, and resources to students, residents, fellows, faculty, healthcare professionals, older adults, and caregivers. Our mission is to optimize the health and wellbeing of Wyoming's older residents and their caregivers through inter-agency partnerships, basic and applied research, community education, and clinical training and services.

## Q: What are some of your specific services and who can benefit from them?

A: WyCOA offers evidence-based programs for the management of any chronic health condition through the Healthy U workshop. Healthy U is offered online, virtually (asynchronously online), and in-person. Healthy U is also very useful for caregivers and loved ones of a person with a chronic health condition. We also offer a variety of excellent resources for individuals living with dementia and those care for and work with someone living with dementia. We encourage those interested to check out the online Wyoming Dementia Together Network and the services and supports offered through the Dementia Support Center.



To support healthcare professionals and social service providers, we offer many different programs and resources. These include the Geriatric Healthcare Internet Series, UW ECHO in Geriatrics, Care Coordination Certificate Program and more! Faculty can benefit from our Faculty Development in Interprofessional Care & Aging Mini- Grant opportunity and classroom aging resources. The UW Minor in Aging Studies provides wonderful opportunities for UW students to gain exposure to geriatrics and gerontology!

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

A: Contact [wycoa@uwyo.edu](mailto:wycoa@uwyo.edu) | (307) 766 -2829 | [www.uwyo.edu/wycoa](http://www.uwyo.edu/wycoa). You can also ask to be added to our bi-weekly emails and newsletters.

## Q: Are there any new services or events starting this summer that you'd like to highlight?

A: We are very hopeful that we will soon have in-person Healthy U workshops again. Please stay tuned! We are looking forward to the Wyoming Conference on Aging, which will be offered in-person in Lander and online September 22-24, 2021. We will also be launching a new website called Healthier Wyoming where we will have centralized information about healthy aging and disease prevention and management programs available across the state.

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

A: We have had HRSA funding since 2007 and were originally called WyGEC – the Wyoming Geriatric Education Center.

## Q: Can you give us some tips for healthy aging and managing our mental health?

A: COVID has made all of us at WyCOA focus more on maintaining connections and encouraging older adults to do their best to avoid social isolation. We are hopeful that this becomes easier for all of us in the coming months, particularly for older adults. Having meaningful social relationships and being physically active (at whatever level is reasonable for you) are crucial for our physical and mental health as we all age. For older adults (and this applies also to people across the lifespan), engagement in pleasant activities is an important strategy for maintaining mental well-being. There is a saying that is supported by research that we would like to share, "Four pleasant events a day, helps to keep the blues away." These pleasant activities do not have to be large. They can be as simple as stepping outside of your office and soaking up a little sunshine, listening to the birds sing, or taking a moment to read a couple of pages in your favorite book. The activities need to be pleasant to you, they need to be doable for you, and they need to be within your control (not dependent on anyone else). Make a list of things you like to do and get started!