

Human Resources & Payroll NEWSLETTER



Graduate Assistant Hiring Training Offered

Graduate Assistant hiring/extension training is being offered via Zoom for the following topics:

- * Graduate Assistant Hiring Resources and Quick Reference Guides.
- * Hiring new Graduate Assistants to UW *or* new to your department in the HCM Hiring module.
- * Extend current Graduate Assistants with no funding changes in HCM.
- * Extend current Graduate Assistants with funding changes using the Costing Module in HCM.

Enrollment can be accessed through Learning in HCM for these available times:

- » November 10, 9am – 10am
- » November 17, 2pm – 3pm
- » December 1, 10am – 11am
- » December 7, 2pm – 3pm

If you have specific questions you would like covered in the presentation please submit them to Michele Peck at MPeck@uwyo.edu or Cyndi St. Clair at, cyndi.stclair@uwyo.edu.

Terminations in HCM

Human Resources would like to ask that managers/supervisors refrain from submitting any benefited and non-benefited terminations in HCM until further notice. There are limitations within HCM that are causing issues at the current time.

Managers/Supervisors

- Please do not submit terminations until further notice.
- Work with your departmental/division DHR to submit any terminations, benefited or non-benefited.
- Web link for [DHR chart](#).

Decentralized Human Resources Representative (DHR)

- Please follow the [Employee Termination Quick Reference Guide](#), starting with Person Management search. Do not submit terminations from My Team or other pages/icons.

Call the HR Records office at 307-766-2259 or 307-766-2223, or email records@uwyo.edu with questions.

October 2021

HR and Payroll said a fond farewell to AVP Tom Koczara as he transitioned to Coastal Carolina University to assume the role of VP for Human Resources. We are happy that Deborah Marutzky has accepted the appointment of interim AVP for Human Resources effective Oct. 1.

Many of you have met Deb and already know of her extensive knowledge of HR and helpful nature. She has served UW in various HR roles since 2011.

Read the [UW press release](#) for more details.

IMPORTANT DATES

- 10/29 ~ Hourly bi-weekly payroll transactions due
- 10/31 ~ Deadline to complete required COVID training in HCM Learning
- 11/2 ~ New Employee Orientation
- 11/2 ~ Deadline for employee to enter hours for hourly bi-weekly payroll
- 11/3 ~ Deadline for supervisor approval for hourly bi-weekly payroll
- 11/4 ~ Employee Benefit Fair
- 11/15 ~ Salaried monthly payroll transactions due
- 11/16 ~ New Employee Orientation

NEW POSITION/ CHANGE REQUESTS

Reminder that requests for new positions and position changes through HCM are for benefited positions *only* and can only be submitted by the department DHR.

HOMECOMING 2021

“Come Home, Cowboys” - Oct. 16-23

- 10/23 ~ Homecoming Parade beginning 9:30am at 9th and Iverson
- 10/23 ~ UW vrs. New Mexico with kickoff at 1:30pm

Full schedule of homecoming events can be found on the [Alumni website](#).

Health and Wellness Corner

Open Enrollment and Benefit Fair

Open enrollment for insurance benefit changes has begun for the 2022 calendar/benefits year. The [Benefit Press](#) has important information and updates for the 2022 year. Open Enrollment closes on 11/30/21.

- Employees must re-enroll in flexible spending accounts for health expenses and daycare expenses every year.
- New Cigna insurance cards for all enrolled employees. Employees will also have a new prescription card from Caremark. Employees and dependents will now have a separate card for pharmacy benefits through Caremark. Please watch for both cards to arrive in the mail to your home address. Please be sure to update your pharmacy with your new prescription card that will be effective on 1/1/2022.
- Medical Plan premium rates will be reduced by 6% due to the new pharmacy vendor and a decrease in health care claims.
- Benefit Fair on Thursday, Nov. 4th in the Union Ballroom. Visit the [open enrollment webpage](#) for more information.

Flu Shot Clinic

Offered at the UW Wellness Center

*Dates: Friday, Nov. 5th from 1:30pm - 3:30pm
appointments are required*

Emergency Leave with Pay

As of January 1, 2021, 80 hours of Emergency Leave with Pay per calendar year was approved for UW employees to utilize for issues relating to COVID-19.

Some examples of reasons to utilize this time are:

- employee develops COVID;
- employee's child is quarantined or sent home for reasons dealing with COVID;
- employee is helping to take care of a family member with COVID;
- or, employee is not vaccinated and is required to quarantine due to exposure to COVID.

If an employee experiences multiple issues with COVID, once the 80 hours have been utilized the employee must then use their personal sick or vacation leave time.

UW [Link](#) to the Past

Cowboy Joe is UW's live mascot that has represented the university since 1950 when the Farthing family of Cheyenne donated an orphaned colt to UW. Born in a snow storm, the university said if he lived through the night then he would have the true grit and cowboy spirit to become the mascot.

Click to view a fun short [YouTube video](#) highlighting this adorable pony.

Photo circa 1960. Note the chaps!



Year End Documentation W-2

It's 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.

To review and update your personal information in HCM, review the [Updating Personal Information Quick Reference Guide](#) for full details.

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.

Performance Corner

[How to Manage Feeling Overwhelmed](#)

Feeling overwhelmed can be a sign that the demands on your time and energy have surpassed your ability to cope with them, and may lead to persistent and unhealthy pressure and strain. In this course from stress expert and performance coach Heidi Hanna, you can learn how to identify and conquer that overwhelmed feeling so you can remain focused, productive, and in control in the face of whatever comes your way. Discover how to disrupt the stress circuit, cultivate calm and positive emotions, and take small, imperfect steps toward resolution.

[Mindful Working: 11 Ways to Improve How You Work](#)

This course can help you reconnect with your natural resilience, intelligence, and kindness to support your ability to navigate the work day. The exercises in this audio-only course include lessons on empathy, compassion, forgiveness, generosity, service, and seeing goodness instead of negativity. Join Tara Brach and Jack Kornfield as they explain how to use mindfulness techniques to continually find moments of ease, release, and stillness. While difficulties at work and at home may be overwhelming at times, you can still find ways to live with a creative and joyful spirit.

UW DEPARTMENT SPOTLIGHT ~ DEAN OF STUDENTS

Thanks go out to Michelle Dipasquale, Violence Prevention Coordinator for taking the time to answer our questions. The Dean of Students is under the Division of Student Affairs, employs nine employees, with one employee as the Violence Prevention Coordinator who also oversees the Green Dot Bystander Intervention program. As of October 15, 2021, 766 community members have completed Green Dot training.

Q: When was the Violence Prevention Program created?

A: The Green Dot program began January of 2020, when the Dean of Students Office hosted a “train the trainer” event by hosting national staff to train 30 UW staff and faculty. The program’s first session for employees was in March of 2020, and the student programming began the fall 2020 semester. Additionally, the university has not had a position solely focused on Violence Prevention programming for many years. With a strong partnership with SAFE Project in place, the Division of Student Affairs transformed a former part advocate/part prevention position to focus 100% on prevention programming. This shift occurred toward the end of the fall semester in 2019. SAFE Project now provides 100% of the confidential advocacy for students and employees at UW, with an advocate who has an office in Knight Hall.

Q: What types of services do you provide?

A: The Dean of Students Office provides assistance, training and education to individual students, student groups and the university community. We work to help students succeed academically and become contributing members of our campus community.

Specific programs include: Restorative Justice, the Food Share Pantry, Violence Prevention (Green Dot), Student Conduct, Sexual and Interpersonal Violence response and support, Student Welfare coordination, and UWYO Cares. Our team works to support students in need through individual meetings and outreach and provides referrals to on and off campus partners.

Q: October is Domestic Violence Awareness Month. What types of projects are you working on to raise awareness?

- We love to support the events that SAFE Project hosts and many of us will be attending the Candle Light Vigil, honoring those who have lost their lives to Domestic Violence, on October 14th at 6pm at Alice Hardy Stevens Center.
- We are partnering with Delta Delta Delta sorority on October 15th at 5:30pm to make cards of support for survivors that SAFE Project will distribute.
- We are partnering with Athletics with a No More Volleyball game on October 16th. No More is a campaign to end Domestic Violence and Sexual Assault.
- Multiple Green Dot Trainings are being held in October. Green Dot is a Bystander Intervention program to reduce rates of sexual assault, dating violence and stalking on our campus.
- The next Staff and Faculty Green Dot Trainings are on October 19th and November 5th. Register on our website <http://www.uwyo.edu/greendot/>.
- On October 26th from 11am – 1pm in the Union Breezeway students can make their own Halloween goody bags with safer sex supplies, candy and Green Dot swag.
- On October 27th at 6pm in The Family Room there is an event titled, “Relationships Shouldn’t be Spooky” where students can learn aspects of healthy relationships and warning signs of unhealthy relationships.
- We are also partnering with ASUW on releasing a video answering anonymous questions, submitted by students, about sex and sexual health. The video will be released on the Green Dot Instagram (@uwyoGreenDot) at the end of October.

Q: Can the Laramie community benefit from your services?

A: Absolutely. We know that sexual and interpersonal violence impacts us all. It does not only happen to UW students and staff, and it doesn’t only occur on campus property. Our programming helps reduce and prevent violence, create a safer community for all, and offers educational opportunities. As we build out programming there will be events open to the public in the future (stay tuned for speakers and other activities).

