



Our Human Resources and Payroll offices welcome all new and returning faculty, staff and student employees! We are so excited to see and feel the fresh energy on the UW campus. Many of our new employees are seeing the newsletter for the first time. If you wish to view previous published editions, they can be found on the [HR website](#). In addition previous emailed HR Announcements can also be viewed on the [HR website](#). The latest COVID-19 news can be found on the [UW website](#).

Benefited employees should have been contacted to enroll in one of the upcoming New Employee Orientation sessions where you will be given information about all UW benefits. The next session will be held 9/21/21.

Again, we are happy to have you here and hope the coming year is successful.

New Employee Checklist

- ✓ Review the [HR New Employee webpage](#).
- ✓ Review your [Summary of Benefits](#).
- ✓ Complete [Form I-9](#).
- ✓ [Access email account](#).
- ✓ Complete all needed training to gain access to HCM.
- ✓ Set up [direct deposit](#) in HCM.
- ✓ [Update your address in HCM](#). (do not delete any addresses)
- ✓ Benefited employees attend New Employee Orientation and enroll in their benefit options within 30 days on the [EGI portal](#).
- ✓ Complete [Retirement Plan Option Form](#). (Benefited employees only)
- ✓ Review [Employee Handbook](#).
- ✓ Get your WyoOne ID card.
- ✓ Complete the [UW COVID-19 Fall Policy Acknowledgement](#).
- ✓ All employees can voluntarily self report COVID vaccination status in HCM. Follow the [quick reference guide](#) for instructions.
- ✓ Review the [Flexible Work Arrangement](#) webpage.

Our Payroll office has advised that new and rehired hourly employees should access HCM Learning, Required Trainings to ensure WyoCloud Basic Access training has been completed, and begin to fill out a time card for the next upcoming pay period asap. This will ensure accurate and timely processing of paychecks. If an issue should arise, please contact payroll1@uwyo.edu, or call 766-2217.

IMPORTANT DATES

New Employee Orientation

- 9/21
- 10/5
- 10/18

Payroll Deadlines

- 9/21 - Next deadline for employee to enter hours for hourly bi-weekly payroll.
- 9/22 - Next deadline for supervisor approval for hourly bi-weekly payroll.
- All pay dates and deadlines can be found [here](#).

TIAA Live and On Demand Financial Webinars

Click [here](#) to read more about the Sept. - Oct. webinars.

UW Homecoming, "Come Home, Cowboys", Oct. 16-23

The UW Alumni Association is gathering information for the upcoming 2021 Homecoming schedule. Submit activities by Oct. 11. [Read more](#).



Health and Wellness Corner

Employee Fitness Challenge: State of Wyoming vs. State of Colorado October 4, 2021 – November 16, 2021

Let's go for the win, University of Wyoming employees! Once again, we're challenging state of Colorado employees to see which state earns the highest number of total points.

Registration for the fitness challenge starts on September 20. Find more information and a registration link on the [Wyoming for Wellness webpage](#).

All employees on the Cigna health plan who complete the challenge will be entered into a \$50 gift card drawing.

THE BIG EVENT



The University of Wyoming's eighth annual The Big Event returns to the Laramie community Saturday, Oct. 9. [Read more.](#)

[Deer Oaks EAP September employee newsletter](#) topics:

- Online Seminar: Switch on to Being More Present
- Resuming School During the COVID-19 Pandemic
- Boost Your Self-Esteem and Self-Confidence
- National Suicide Prevention Awareness Month
September 2021: Five Action Steps for Helping Someone in Emotional Pain
- Disaster Financial Assistance

[Deer Oaks EAP September supervisor newsletter](#) topics:

- Online Seminar: Switch on to Being More Present
- Managers Guide to Suicide postvention in the Workplace Part 3
- Ask Your EAP!

Performance Corner

University of Wyoming faculty, staff and students have access to a powerful online learning and development platform. LinkedIn Learning offers relevant, up-to-date content taught by credible industry experts on a wide range of business, technology and creative subjects. Access over 16,000 courses in seven different languages taught by real-world practitioners, located across the globe. LinkedIn Learning provides certification preparation for a multitude of technical based programs including Adobe, Oracle, Cisco, Unity 3D and Microsoft along with continuing education units for National Association of State Boards of Accountancy (NASBA), Project Management Institute (PMI) and the Society for Human Resource Management (SHRM). Access [LinkedIn Learning](#) today!

Innovation Center

HR has been working closely with Academic Affairs and select users of HCM Recruiting to review and streamline recruitment related business processes. The committee was able to provide the following business process improvements, which resulted in a more efficient process for Temporary Lecturer hires. The group was able to address the following:

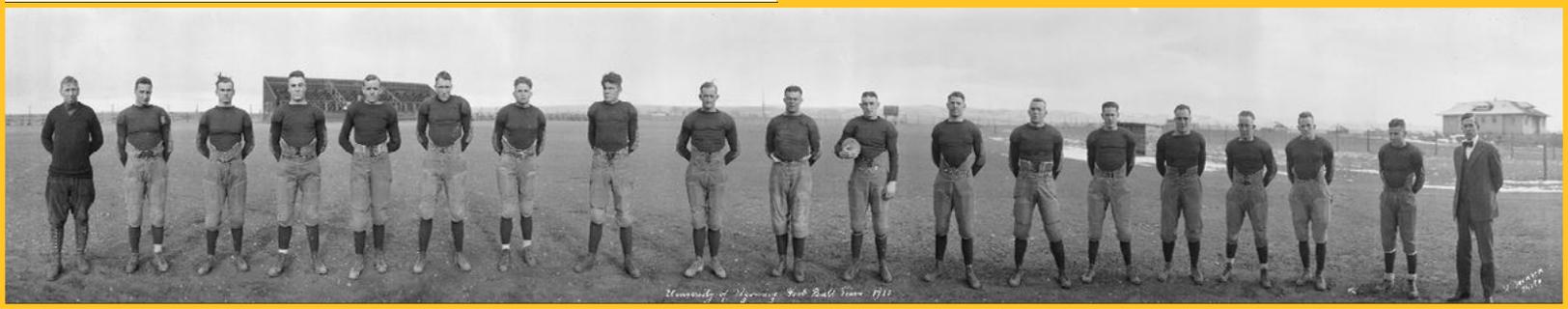
- Elimination of workflow approvals, where appropriate
- Direct hire email collected in Requisition, resulting in ability for recruiter to reach out directly
- Condensed candidate application process
- Refined offer process, including a streamlined offer extension and acceptance process

Ultimately, data ran prior to the changes and after the changes resulted in a more efficient and timely process.

Under the new process, average time to hire went from an average of 24 days to 6.5 days. HR is hoping to continue their work with Academic Affairs and campus users to review and streamline other recruitment processes as well.

***UW** [Link to the Past](#)*

Go Pokes now and then! UW's 1920 football team pictured below, with Merica Hall in the background. Click the 'link' to view the full picture on the American Heritage Center online digital collection.



University of Wyoming Football Team 1920

DEPARTMENT SPOTLIGHT

UW DISABILITY SUPPORT SERVICES

Here at UW Disability Support Services, our team works to support the success of students with disabilities by determining accommodations for individual students, proctoring exams in our Test Center, providing consultation for Faculty and Staff, and facilitating communication access for campus events. For more information, check out our website at uwyo.edu/udss.

Our services are available for all students, from undergraduate to graduate to returning adults. Whether you have used accommodations in the past or are wondering what might be available, we encourage you to reach out to set up a time to talk with a team member at 307-766-3073 or via email at udss@uwyo.edu.

This Fall, we welcomed our new Director, Kate McLaughlin and a new Test Center Coordinator, Ana Alesia-Fertig. Feel free to stop by to meet the entire team in Knight Hall room 109!



Campus Dining Fall Hours

Monday – Friday

Elements in Classroom Building opening Sept. 22
8:00 am - 2:00 pm

Book & Bean in Coe Library opening Sept. 17
8:00 am - 2:00 pm Monday through Friday
1:30 pm - 5:00 pm on Sundays

Rolling Mill Café: 7:30 am – 4:00 pm

Panda Express: 10:30 am – 2:00 pm

Pita Pit: 10:30 am – 2:00 pm

CJ's: 7:30 am – 5:00 pm

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

Rendezvous: 8:00 am – 2:00 pm

What's Your Green Dot?

Here at the University of Wyoming, we are committed to reducing and preventing power-based personal violence such as sexual assault, relationship violence, and stalking. Green Dot is a bystander intervention program aimed to reduce these forms of violence with one thought; if everyone does one thing, no one will have to do everything. Join us for an interactive training session to learn more. For questions email us at [greendot@uwyo.edu](mailto:green dot@uwyo.edu) or visit our website <http://www.uwyo.edu/greendot/>.

Register for a Faculty/Staff training session below:

- » [September 21, 10:00 - 11:30 am](#)
- » [October 1, 2:00 - 3:30 pm](#)
- » [October 19, 10:00 - 11:30 am](#)