

Human Resources & Payroll NEWSLETTER

January
2022



Work Arrangements

All current flexible and remote work agreements expired on 12/31/21, however HR will honor them until 1/31/22.

Based on feedback Human Resources has received from staff we have updated the work arrangements business process to better align with [Flexible Work Arrangement Standard Administrative Policy and Procedure](#). This new process will offer two separate forms for flexible (non-remote) and remote work allowing employees to enter an arrangement based upon specific need. More information and new forms are available on Human Resource's [Work Arrangement web page](#).

Work arrangement duration and approval will continue to follow the [Flexible Work Arrangement SAP](#) which provides temporary, short and long-term options. Temporary and short-term work arrangements are approved by the immediate supervisor. Long-term work arrangements which are greater than six months will require approval from the appropriate [Appointing Authority](#).

Employees who were previously on a remote work arrangement, but who have already returned to campus 100%, or will return to campus in the future, will need to communicate with the appropriate department's [Decentralized Human Resources Representative](#) (DHR). It is the responsibility of the DHR to enter the employees return to an on-campus status in HCM, using the previous process outlined in this [Quick Reference Guide](#), choosing the option of 'on campus.'

Change in Recruiter responsibility for non-benefited hires (hourly non-benefited, monthly non-benefited, work-study, graduate assistants, temporary lecturers) effective February 1st.

- ✦ Katelyn Hargrove will be the primary recruiter for all non-benefited hires in departments named A – I.
- ✦ Kate Coleman will be the primary recruiter for all non-benefited hires in departments named J-Z.

Please reach out to Human Resources at 307-766-2377 if you are unsure of who to select when creating a requisition.

DUE DATE REMINDER FOR MEDICAL AND DAY CARE REIMBURSEMENTS

All medical reimbursement and dependent day care claims incurred in 2021 must be submitted by **March 31, 2022**. Please make sure all documentation is included with your submission as the claim will not be eligible for reprocessing after the submission deadline. The claim form is available here: [Medical Reimbursement and Dependent Care Account Claim Form](#). Please contact Employees' Group Insurance with questions regarding your flexible spending accounts. You can also log in to the [EGI Portal](#) to check your balances. They can be reached at (307) 777-6835 or email egi@uwo.gov.



www.uwo.edu/hr



307-766-2377



facebook.com/

Performance Corner

Microsoft Teams Weekly

Have you noticed the increasing use of Microsoft Teams across campus? As more and more employees are working from remote locations Microsoft Teams has become the go to for online collaboration on campus. Learn to get more out of this popular communication and collaboration app with quick weekly tips and tricks.

Each Monday Nick Brazzi shares tips and shortcuts to help you be more productive and efficient with this powerful tool. Learn how to get the most out of the core features in Teams, including chat, video calls, and conversation channels, and discover other powerful features: bots and other AI-powered tools, background effects, @mentions, advanced meeting options, and more.

Virtual Performance Reviews and Feedback

Are you finding it difficult to lead and manage your teams now that so many employees are working remote? Successful management of hybrid teams is a skillset learned from a foundation of solid training and grown through personal experience, engagement and time. The course Virtual Performance Reviews and Feedback provides training on the critical skill of feedback over a virtual environment.

In this course join Alisa Cohn - executive coach and leadership development expert - as she walks you through the performance review process when you have to deliver it virtually. Alisa helps you prepare for the conversation, think through how to deliver tough messages, and give a “grade” if you need to. She also covers how to set up your virtual environment, guide your employees as they complete their self-assessments, and deal with difficult reactions like crying or defensiveness. Most importantly, Alisa clarifies how to get into the right mindset to help your employees understand where they stand and how they can grow.

2021 Classified Staff and Administrative Personnel Performance Evaluations

2021 Performance Evaluation documents for classified staff and administrative personnel are now available. Evaluations should be completed no later than March 31, 2022. It is the supervisor’s responsibility to initiate the evaluation in HCM.

Training and Resources

Human Resources has a web page, titled [Performance Management](#), that includes videos, FAQs, guides, and other support materials. There are two upcoming training/information sessions about evaluations on January 26th and February 10th. These sessions will discuss the HCM Performance Evaluation module, goal management, and competencies. Zoom links are available on the website.



.....
• *Reminder that Emergency Leave with Pay as outlined* •
• *in the [COVID 19 Leave Policy](#) resets each calendar year.* •
.....

UW Link to the Past



*Laying of the cornerstone
McWhinnie Hall men’s dorm 1927*

DEPARTMENT SPOTLIGHT

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Human Resources department is excited to welcome its newest unit Equal Employment Opportunity and Affirmative Action, overseen by Christi Carter. Christi joined the HR team in December 2021, we look forward to the collaboration on this important work.

Q: Tell us about the work of your unit?

A: This new unit in HR will provide Equal Employment Opportunity (EEO) and Affirmative Action planning and oversight for the University of Wyoming. This work used to be housed in the Office of Diversity, Equity, and Inclusion but has been reorganized to align with the work and strategic initiatives of the Human Resources department. This includes providing EEO oversight for faculty and administrative positions including direct hires. It will manage the implementation and creation of the University of Wyoming's Affirmative Action Plan under the OFCCP's guidance.

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

A: This unit oversees the programming of Employee Networks (E-Nets) at UW for full-time and part-time employees and promotes the work of the Academic Management Institute (AMI), a leadership institute for women in higher education not just at the University of Wyoming but throughout the state of Wyoming and Colorado.

Q: What is the best way to find information on your work?

A: You can reach me by email at ccarte24@uwyo.edu or by calling 307-766-1603. Information can also be found by viewing the [EEO & Affirmative Action](#) and [Employee Networks](#) web pages.

Q: Is there anything else that you'd like to tell us about?

A: I am very excited about collaborating with Dr. Camellia Okpodu from the College of Arts and Sciences, and John Small from the Foundation on creating opportunities to diversify our workforce.



This picture was taken from The National Institute on Teaching and Mentoring when UW attended the conference to recruit prospective employees in 2019. It is the largest gathering of minority PhD scholars in the nation.

The Employee Networks (E-Nets) are now housed in Human Resources. Team leaders will be planning events this semester and you are invited to participate. These programs are for full-time and part-time employees whose main designation is employment. If you are interested in finding out more about the E-Nets or would like to get involved, please contact Christi at ccarte24@uwyo.edu or call 766-1603.



Human Resources