Hello – May has arrived! This month holds many exciting events including graduation and the end of the semester. We wish all of our graduates many successes in their life! Thank you to all employees for helping students reach their educational goals!

In this monthly newsletter, please find:

1. Early Payroll Deadline - University Staff
2. Paid Leave Usage Deadline – Monthly Payroll
3. GM Supplier Discount for Employees
4. Summer Office Hours
5. Well Wisconsin Wednesday Webinars
6. New University Employee Onboarding Checklist
7. New Look for our Calendar of Events
8. Mandatory Training for ALL Employees (including students)
9. Upcoming Training Sessions
11. Attached flyers from LifeMatters
12. WRS Annual Statement of Benefits
13. Off-Boarding Checklist

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1. Early Payroll Deadline - University Staff
   Due to the Memorial Day holiday, University Staff Payroll entry will need to be done by 4 p.m. on Thursday, May 26 and supervisor approvals need to be done by 3 p.m. on Friday, May 27.

2. Paid Leave Usage Deadline – Monthly Payroll
   As a reminder, all Faculty, Academic Staff and Limited employees (monthly paid) will need to use all carryover vacation, personal holiday, and Fourth of July floating holiday
hours by **June 30, 2016**. As of July 1, 2016, any time that was not used will be lost. Please see your earning statement on the UW-Portal for your balances, keeping in mind that any leave entered will not reflect in the balance, if the date hasn’t occurred and/or your supervisor hasn’t approved it.

3. **GM Supplier Discount for Employees**  
   Simple steps to save:  
   - visit [gmsuppliersdiscount.com/action](https://gmsuppliersdiscount.com/action) to sign in or register with our company code of 871727.  
   - select “obtain an authorization number” from the Programs menu and follow the prompts.  
   - Print your authorization number and take it, along with a copy of your company ID/badge or a copy of a current pay stub (dated in last 30 days), to a participating GM Dealer.

4. **Summer Office Hours**  
   Campus-wide summer hours are 7:30 a.m.-4:00 p.m. and start on May 23. Normal office hours of 7:45 a.m.-4:15 p.m. will resume on August 22, 2016.

5. **Well Wisconsin Wednesday Webinars**  
   New for 2016! ETF has contracted with StayFit Plan to provide monthly lunch hour webinars as part of the **Well Wisconsin Program**. Starting in May, the webinars will be held on the 3rd Wednesday of the month. A variety of health and wellness topics will be covered. The full list of 2016 topics is attached in a format that can be printed. Individuals and groups may register each month by clicking on **2016 Well Wisconsin Wednesday Webinars** on the Well Wisconsin website. Pre-registration is required.

6. **New University Employee Onboarding Checklist**  
   New university employees are sent an onboarding checklist from Human Resources to ease their entry into becoming a University of Wisconsin-Platteville Pioneer. This checklist can be found on the HR webpage under https://www.uwplatt.edu/human-resources/ss-newemployee - Informational. Please make sure any new employees:  
   A. Register for New Employee Orientation on Wednesday, August 31, 2016 by visiting the HR Events page.  
   B. Complete the Mandatory Child Abuse and Neglect and FERPA training. Both are found on the Human Resources page under https://www.uwplatt.edu/human-resources/ss-newemployee - Mandatory Training.  
   **Note:** Title IX training will be sent to any new employees in the fall and should be completed within 30 days of notice from Workplace Answers.

7. **New Look for Our Events Page**  
   Check out our new calendar under the Events tab on the Human Resources webpage. We will post payroll deadlines, academic year dates, when our office is closed
for meetings, as well as all of the events to register for including new employee orientation, new employee benefit sessions, Employee Assistance Program sessions, wellness events, etc.

8. **Mandatory Training for All Employees (including student workers)**
   A. Title IX compliance training was recently sent out. Thank you to all those who have completed the training. For those individuals who have not completed this training, ensure completion prior to the end of the semester.
   B. All employees, including student workers should complete the Child Abuse and Neglect Reporter training within the first 30 days of employment (if they haven’t already done so). Find on the [HR Webpage](https://www.uwplatt.edu/human-resources/student-employee-self-service) - Mandatory Training.

9. **Upcoming WorkLife Balance Webinars.** Found on [www.mylifematters.com](http://www.mylifematters.com) under Workplace Consultation – click on launch button. Use code SOWI for Password. Find Browse Topics area and the Webinars Tab > Upcoming webinars. Register for live webinars at the time indicated.

   **MAY:**
   - Caring for Aging Parents – available as a pre-recorded webinar.
   - Communicating in Relationships: 5 Steps to the Best Fight Ever - **Tuesday, May 17 at 11 a.m. and 2 p.m. Central.**

   **JUNE:**
   - College Transition – **Tuesday, June 21, 2016 at 11 a.m. and 2 p.m. central time.**

   **JULY:**
   - Taking Care of Your Skin – **Tuesday, July 19, 2016 at 11 a.m. and 2 p.m. central time.**

10. **Upcoming Training Sessions** -- Please register for the following sessions on the [HR Events Calendar](#).

    **MAY:**
    
    **FAMILY AND MEDICAL LEAVE ACT (FMLA):** Thursday, May 19, 2016 from 1-2 p.m. in the University South Room, Markee Pioneer Student Center. You will learn about what Family Medical Leave Act is and how it entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
END OF ACADEMIC YEAR: May 21, 2016

JUNE:

IDENTITY THEFT: Tuesday, June 7, 1-2 p.m.
Learn how to protect your personal information and the proper steps to take for recovery from identity theft.

July:

FAMILY ROUTINES: Thursday, July 7, 10:30-11:30 a.m.
Family life is filled with positive and negative experiences, calm times and chaotic ones. Family routines help organize life, relieve stress, and create special family time. Geared toward families with younger children.

August:
Look for these sessions during the Technology Mashup, August 29 or 30.

BUSINESS ETIQUETTE:
Basic knowledge and practice of etiquette is a valuable advantage in business. Your actions will be remembered as your company’s actions.

PERSONAL RESILIENCE:
One factor influencing our stress level is how well we manage our energy. The concept of energy management is based on a new way of looking at self-discipline.

CROSS-CULTURAL COMMUNICATION:
Our culture influences many aspects of who we are – how we live, how we work, how we approach problems and how we participate in the world around us. Regardless of the extent of our diversity, it is important to recognize that “different” does not imply “wrong”.

11. Employee Assistance Program flyers attached: Making Nutrition a Priority; Practicing Mindfulness.

12. WRS Annual Statement of Benefits
The 2015 statement is now available on My UW-Portal. Check it out to see information about your WRS account as of 1/1/16.

13. Off-Boarding Checklist
If you are resigning or retiring from UW-Platteville, use this checklist as a guide to what needs to be completed prior to your last day. This checklist can be found on the Human
Resources webpage  >  https://www.uwplatt.edu/human-resources/employee-self-service-2 in the UW-Platteville Exit Forms section.

Supervisors – keep this checklist in employee’s file within your department and can be located under  https://www.uwplatt.edu/human-resources/manager-self-service-0 Informational section.

If you have any questions, please don’t hesitate to ask. Not sure who to contact in our office? Feel free to send emails to humanresources@uwplatt.edu.

Every day is a great day to be a Pioneer!