Starting Strong – UWO’s Onboarding Program
What is Onboarding?

- What tasks must the new employee complete to get setup in our systems, for payroll, etc.?
- How long does it take to learn the job?
- How long does it take to get acquainted with other faculty or staff the position works with? Their new supervisor?
- How long does it take a new employee to understand the culture at UWO?
It’s a Team Effort!

- HR
- Supervisor
- New Hire
- Coworkers
- Other areas on campus (IT, Titan Central, etc)
What is HR doing?

1. PageUp Onboarding Portal
2. New Employee Basics
3. Benefit Orientations
4. New Employee Website
PageUp Onboarding Portal

- Task list customized based on employee classification
- Links embedded to familiarize new employee with website, policy, etc.
- Required & optional tasks with e-mail reminders
- Supervisors can add department or job specific tasks
New Employee Basics & Benefit Orientations

- Bi-weekly orientation sessions
- Offered 100% virtually every other Tuesday morning (link to join is in Upcoming Events Calendar)
- Topics: UW System, mission/vision/values, payroll, policies, IT, etc.
New Employee Website

- Explains orientation opportunities
- Campus maps
- Link to PageUp Onboarding Portal
- “Moving to the Area” section
- Employee Perks flyer
What if every new employee felt this way...
Employee Essentials – Coming Back this Fall!
What is Employee Essentials?

- Free training program open to any employee
- Runs during the academic year
- One-hour session offered bi-weekly with subject matter expert presenting
- Designed to promote awareness of culture and compliance at UWO
## 2021 Fall Lineup

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/21</td>
<td>Using UMC for Marketing &amp; Communications</td>
<td>Trevor Clementi &amp; Natalie Johnson</td>
</tr>
<tr>
<td>9/29/21</td>
<td>FERPA Basics: What All Employee Need to Know</td>
<td>Jean Kwaterski</td>
</tr>
<tr>
<td>10/13/21</td>
<td>Active Threat Preparedness Training</td>
<td>Chris Tarmann</td>
</tr>
<tr>
<td>10/27/21</td>
<td>How Do I Buy That? An Overview of the Purchasing Process</td>
<td>Jesse Crain</td>
</tr>
<tr>
<td>11/10/21</td>
<td>Staying Safe at Work</td>
<td>Lori Welch</td>
</tr>
<tr>
<td>12/8/21</td>
<td>Travel Made Easy</td>
<td>Michelle Highley</td>
</tr>
</tbody>
</table>
Additional Information

- Program info on the [training page](#)
- All session this fall will be held virtually in Teams
- Offered every other Wednesday from 9-10am
- Meeting link is available in the Upcoming Events Calendar on HR homepage — no registration required
- Would your department be interested in participating?
- Have suggestions for sessions?
Why is This Program Important?

• Promotes awareness of programs & services across campus
• Provides one program to offer department-specific, ad hoc training under
• Consistent training
• Standardize practice
• Increases compliance
• Assists with knowledge loss in departments
• Enhances onboarding for new employees or those with newly assigned duties
Academic Staff Contract Renewal Process

- Academic staff contract renewal form now in BP Logix
- Recruitment team will still email list of employees to supervisors for upcoming renewal cycles
- Demo
Benefits & Wellness News

for each new morning
with its light
FOR REST AND SHELTER
OF THE NIGHT
for health and food
for love and friends
FOR EVERYTHING
THY GOODNESS SENDS

~ralph waldo emerson~

UWO Wellness: https://uwosh.edu/hr/workplace-wellness/
TSA (403b) Program Changes Coming

New Program name and tagline:

UW 403(b) Supplemental Retirement Program
Investing in Your Financial Future

Beginning 1/1/2022:

- Two active recordkeepers (vendors): TIAA and Fidelity
- T. Rowe Price, Ameriprise, and Lincoln will become inactive providers
- Participants will be able to make changes during Annual Benefits Enrollment period

Questions?
- [https://www.wisconsin.edu/ohrwd/benefits/tsa-changes/](https://www.wisconsin.edu/ohrwd/benefits/tsa-changes/)
Living with Lyme Disease

Provided by UWO Continuing Education

- Prevalence of Lyme disease is very high in Wisconsin
- Symptoms often like anxiety, depression, joint pain, lack of concentration

- **Date:** Wednesday, September 29
- **Time:** 12 - 1 pm
- **Cost:** $25 or $60 for all three
- **Instructor:** Evelyn Andersen, APNP and Certified Sports Nutritionist with Green Medicine in Oshkosh

Learn More & Register:
[https://ce.uwosh.edu/coursedisplay.cfm?schID=42](https://ce.uwosh.edu/coursedisplay.cfm?schID=42)

View newsletter for more: [https://conta.cc/3iFfyc4](https://conta.cc/3iFfyc4)
# 4 Lies Making You Miserable

**Provided by UWO Continuing Education**

- **Date:** Friday, October 1, 2021
- **Time:** 10 am – 12 noon
- **Cost:** $49
- **Location:** Virtual
- **Presenter:** Allison Garner, CPC, PCC, MBA

### For Parents Who

- Feel lost or unsure of how to parent
- Find themselves walking on eggshells
- Experience embarrassment, shame or guilt
- Fear they are doing something wrong

### Tools Will Allow You To

- Speak in way your teen/young adult can hear you
- De-escalate tension
- Challenge your own perceptions around parenting
- Emotionally regulate yourself so you can handle crisis well

Registration will be available soon. Contact Julie at kieferj@uwosh.edu for more information.

View newsletter for more: [https://conta.cc/3iFfyc4](https://conta.cc/3iFfyc4)
Sesquicentennial Community Celebration

- **Provided by UWO Special Events**
- **Free event on Sunday, Sept. 12 from 11 a.m. to 3 p.m.**
  - Location: behind Dempsey Hall and between Reeve Memorial Union and the Arts and Communications building
  - Program at 1:00 p.m. on the grass behind Halsey Hall
- The **family friendly gathering will celebrate the 150th anniversary** of the first day of classes at Oshkosh Normal School.
  - The festivities will include food trucks, beverages, children's activities, live music, historical exhibitions and more
- For more information visit: [https://uwosh.edu/150/](https://uwosh.edu/150/)
Get Out and Check Out Scavenger Hunt

- Part of 150 Celebration
- Join the celebration through the scavenger hunt coming in September

- Workplace Wellness collaborating with UWO Archives, and ‘secret helpers’ at all three campuses

- Find and learn about objects, art, sculptures across all campuses

- Watch your email for details!
The Brain and Youth Sports - August 24, 2021

Hear from expert Julie Stamm about what happens with the brain as youth participate in sports and how important it is to keep it protected.

Registration:
https://webinar.ringcentral.com/webinar/register/WN_gjQq6M6STay8JOzlpQEPiQ

You do not need to be enrolled in the State Health Plan to listen!
EAP (Kepro) Webinars

- Leveraging Your Vulnerabilities - Wednesday, August 11
  - We all have vulnerabilities, this is what makes us human, but so often we try to conceal these aspects from the world outside, when, actually, knowing, understanding and sharing your vulnerabilities can lead to a more productive you, and to enhanced relationships...

- Caring for Your Loved Ones at Home - Wednesday, September 8
  - Many elders prefer home care over institutionalized care, but the task can seem daunting- we will discuss the many considerations when determining the best option for care, as well as share resources that can make this living arrangement safe, affordable, and enjoyable for all.

- Register by logging into EAP portal: sowi.mylifeexpert.com (code: SOWI)
Wisconsin Strong Financial Wellness Webinars

- Check out these Free 30-minute Wisconsin Strong webinars:
  - Investments 101 for Women on August 3
  - Retirement Planning for Women on August 10
  - Take Control of Your Finances on August 25

- Part of the Wisconsin Strong: Your Financial Security™ program, offered by the Department of Employee Trust Funds
  - Designed to empower members and their families to build financial security and achieve financial wellness at any age

- Free financial wellness education, resources, and tools at [etf.wi.gov/wi-strong](http://etf.wi.gov/wi-strong)
- Follow along at [#WIStrongSecurity](https://twitter.com/WIStrongSecurity)
Flu Vaccination Registration Open

For Employees and Spouses enrolled in State Group Health Insurance Only

Pre-registration is required for all campuses:
- UWO Fond du Lac Campus Drive Thru – Sept. 13, 2021, 7:30am-9:00am
- UWO Fox Cities Campus Drive Thru – Sept. 14, 2021, 7:30am -10:00am
- UWO Oshkosh Campus In-Person –
  - Sept 15, 7:30am-12:30pm and Sept. 23, 7:30am-12:30pm

Register within [WebMD portal](https://www.webmdhealth.com/wellwisconsin) - look for the 'Get Your Flu Vaccination' app. When searching events click the Location Dropdown
- Scroll to UW-System - UW Oshkosh: UWO and select the preferred campus location
Flu Vaccination Registration Open

Note the following for the Flu Vaccine Clinics:

- Complete the online consent form at least 2 days prior to your appointment date
- Wear something that allows easy access to uppermost part of your arm
- Masks required
Where Do You Find Everything Wellness?

- **Wellness Newsletter**
  - Shares information going on in the current month
    - What’s up at UWO for employees
    - UWO Wellness Challenges/Programs
    - Well Wisconsin Radio and EAP Topics
    - Mental, financial, physical, supervisor wellness tips
    - Some Community News and What’s going on in Wisconsin
  - Emailed at beginning of each month
  - Archived on Workplace Wellness Webpage

- **Workplace Wellness Webpage**
  - [https://uwosh.edu/hr/workplace-wellness/](https://uwosh.edu/hr/workplace-wellness/)