What is a Business Title?

- The TTC job framework uses titles commonly found in the market to describe the work performed at the University of Wisconsin System.
- There may be some instances where a title of record is not the best descriptor of work being performed, nor does it always provide enough detail about the specifics of an individual position within the organization. In this case, a business title may be used by a person in a position to help communicate their role.
TTC Business Title Requests

A business title should:

- Clarify a position’s role in the organization
- Describe the work performed in a role
- Align with industry best practice

A business title should not:

- Duplicate a title of record or official title
- Misrepresent the university or the authority of a position in any way
- Use words that are recognized as typically being associated with executive titles – president, chancellor, director
TTC Business Title Requests

- Request process done through BP Logix by supervisor
- There must be a demonstrated need for the creation of a business title.
- Must be approved prior to using
- A formal request is not needed to add department description in title. For example, Administrative Assistant - Biology
All employees must have a 2021 Annual Evaluation completed in ePerformance

- Same process for: Limited, Professional Academic Staff, University Staff, Faculty
- New for: Instructional Academic Staff
Performance Management – LI/PAS/US

- Define Criteria: 3/1/21
- Mid-Year Checkpoint: 6/1/21
- Finalize Criteria: 11/1/21
- Self-Evaluation: 1/1/22
- Manager Evaluation: 3/1/22
How to tell what step your evaluation is in:

In order to begin the self-eval and manager eval, the "Finalize Criteria" step must be completed (green circle)
Performance Management – LI/PAS/US

- **Self-Evaluation – DUE 1/1/22**
  - All employees must complete a self-evaluation and add comments to their goals

- **Manager Evaluation – DUE 3/1/22**
  - Manager must add their own comments and ratings
  - EE and MGR should be meeting in Jan or Feb
  - Employee signs the eval after the meeting
Performance Management – Faculty

Same as last year:

- Rating provided by dept chair in 3 categories:
  1. Teaching
  2. Scholarship / Creative Activities
  3. Service
- Select the Overall Rating
- Share for Employee Acknowledgement

Based on performance in 2021 calendar year
Due by March 1, 2022
Performance Management – IAS

Added into ePerformance and form goes live 1/1/22:

- Rating provided by dept chair in 3 categories:
  1. Teaching
  2. Professional Activities (if applicable)
  3. Service (if applicable)
- Select the Overall Rating
- Share for Employee Acknowledgement

Based on performance in 2021 calendar year
Due by March 1, 2022

*If IAS is one semester only contract, see website for addt’l guidance
If you need ePerformance help...
https://uwosh.edu/hr/eperformance/

**Finalize Criteria - Manager**

The Finalize Criteria step is the last opportunity to adjust performance criteria and add comments on performance year-to-date. Evaluation criteria will vary by institution and performance document. Follow the steps below as applicable to your document.

A reminder email will be sent seven days prior to the Finalize Criteria due date if both the manager and employee step are not completed.

Follow institution and manager recommendations for using this tool as part of the performance management process.

**Review and Update Evaluation Criteria**

1. Review the performance criteria located on each tab.
   
   **NOTE:** Tabs may appear at different phases of the evaluation process.
✓ Make sure you select the right document when you login via the My UW System portal (look at the Period Begin/End range)
✓ Let HR know ASAP if there are manager changes
✓ Save often or you will lose your work if you timeout
✓ Supervisors must complete all evals to be eligible for pay plan
Upcoming Legal Holidays

If Legal Holiday lands on a Saturday – ‘floating’ legal holiday hours to use at another time

If Legal Holiday lands on Sunday – observed on the following Monday

Upcoming Floating Legal Holiday Days
- December 25, 2021
- January 1, 2022

University Staff – use December 25 hours by December 31, 2021; January 1 goes for 2022 calendar year

Academic Staff & Limited Appointees – use both by June 30, 2022

Enter as absence name of Legal Holiday
University Staff Leave Use Deadlines

- All current vacation carryover and personal holiday balances – use by December 31, 2021
- Calendar year 2021 vacation allocation becomes vacation carryover on January 1st, 2022
- Personal holiday reallocated each year, no carryover

AS/FA/LI = fiscal year leave earners, leave use reminders will be given in Spring
W2 Reminders

- Electronic only consent – W2's will be available in your UW System portal in late January
- Paper distribution – those that have elected paper distribution – ensure address is up to date – mailed in late January
University Staff Leave Banking

- Eligible US employees received email first week of December from UW Shared-Services
- Deadline to bank: December 31, 2021
- Review portal article or contact payroll@uwss.wisconsin.edu with questions
Benefits & Wellness News

Come together and stand up for equality, justice, and dignity of all humans, all ages.

Ensure your loved ones are treated well.

https://www.ccoaa.org/national-human-rights-month

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

- Effective January 1, 2022 – Only 2 Recordkeepers:
  - TIAA – default recordkeeper
  - Fidelity
- You may no longer contribute to T. Rowe Price, Ameriprise or Lincoln. You may choose to continue contributions to either TIAA or Fidelity or to stop contributions.
- If you take no action, your current contribution election(s) will move to TIAA, the default recordkeeper.

More information on the 403(b) Enhancements webpage
https://www.wisconsin.edu/ohrwd/benefits/tsa-changes/
For Faculty, Academic Staff, and Limited Appointees only

• Plan Year Change – January - December
• Eligible employees automatically enrolled 1/1/2022
• $24 Annual Premium deducted from December pay (paid 12/16/2021)
Healthcare FSA reminders:

• An FSA is a **tax-free** account, subject to IRS regulations
• IRS regulations require **all** healthcare claims to be substantiated
• Most payment card transactions are **auto-substantiated**.
  • When they are not auto-substantiated, an employee must submit documentation manually to substantiate.

Important timeframes:

• 1/1/2021 – 12/31/2021: Participants should substantiate claims during this timeframe to **avoid** the payroll withholding process
• 1/1/2022 – 3/31/2022: Participants **may** substantiate 2021 claims during this timeframe; but these claims **will also** go through the payroll withholding process
Additional notifications occur toward the end of the year

- **From Optum Financial:** Four communications will be sent to affected participants between 11/5/2021 and 12/17/2021. All communications will be sent via email; two will also be sent U.S. mail.

For employees that do not substantiate claims by 12/31/2021, payroll withholding will occur

- **From UW System:** One communication will be sent to affected participants in January 2022, to make them aware of the payroll withholding process

- The amount will be deducted from payroll and Optum Financial will reimburse employee after the deduction was taken, **even if you substantiate prior to the payroll process.**
Employees with questions should contact Optum Financial. Due to the complexities of the process, Optum Financial is the most appropriate resource to answer questions.

**Optum Financial**
(833) 881-8158
[service@of.optum.com](mailto:of-service@of.optum.com)

Portal Article (published mid-November)
Benefit Plan Insurance Cards

- Insurance cards are being delivered this month
- If you do not receive your cards, contact the vendor directly
Well Wisconsin Radio

December 14 – Caring for Caregivers
This episode, in partnership with the Wisconsin National Family Caregiver Support Program, discussed resources available to help families that provide care.

- Open to all employees
- Find recorded episodes here: https://www.gotostage.com/channel/wellwisconsinradio
EAP Webinars from Kepro

- The Time and Stress Management Tool Kit
  - December 8

- 2022 Calendar coming soon

Register and listen to recordings by logging into the portal: sowi.mylifeexpert.com (code: SOWI)
Professional Development Series

- UWO Human Resources is collaborating with *Propel Oshkosh* Organization
- Once a Month from February through August 2022
- *Free to all UWO employees*
- Watch email for registration details or continue to visit the Training webpage - [https://uwosh.edu/hr/training/](https://uwosh.edu/hr/training/)
Looking for Events at UWO?

- Check out events open to staff
- View Integrated Program Team Planning Calendar, look for those with a 'yes' in the Open to Faculty/Staff column, and watch your email. Note: there is a tab at the bottom of the calendar for the Oshkosh campus and the Fox/Fond du Lac campuses.
- Link can be found in the monthly Workplace Wellness newsletter - https://uwosh.edu/hr/workplace-wellness/
Did You Miss the Building Your Financial Life Campaign?

- View recordings and learn more about the topics offered
  - [https://uwosh.edu/hr/workplace-wellness/](https://uwosh.edu/hr/workplace-wellness/)

- Congratulations to those that won the financial planning books by participating!
  - We gave away 30 comprehensive financial planning books as part of the campaign.

- Check out the ETF Wisconsin Strong: Your Financial Security Resources
  - [https://www.wisconsin.edu/ohrwd/well-being/wi-strong/](https://www.wisconsin.edu/ohrwd/well-being/wi-strong/)
Smiling Faces Campaign

We need your help to reach 200 smiling faces!

Submit smiling or silly faces of yourself, family, friends, pets

Winter period is tough on everyone; Cheer someone else and yourself up watching the faces scroll by

Submit and View: https://uwosh.edu/hr/

Photos being accepted through January 14, 2022.

Where Do We Go From Here?

Human Resources
- [https://uwosh.edu/hr/](https://uwosh.edu/hr/)

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

Mental Health Support
- [https://uwosh.edu/hr/mental-health-support/](https://uwosh.edu/hr/mental-health-support/)