Mandatory Employee Training (MET)

- **Mandated Reporter**
  - Mandated Reporter 2019

- **Information Security Awareness Training**

- **Sexual Harassment (Title IX)**
  - Sexual Harassment (Title IX)
## Mandated Reporter

**Course Title:**
Mandated Reporter 2019

**Frequency:**
Required once after 10/1/2019

**More Information:**
- Mandatory Reporting & UWO Executive Order #54
- UW System Directive GEN B

## Information Security

**Course Title:**
Information Security Awareness

**Frequency:**
Required annually

**More Information:**
- Information Security & UWO
- UW System Admin Policy 1032

## Title IX

**Course Title:**
Sexual Harassment (Title IX)

**Frequency:**
Required every three years

**More Information:**
- Title IX & UWO
- Regent Policy Document 14-2
Mandatory Employee Training (MET)

Required of all UW System employees!

- Faculty, Academic Staff, University Staff, Limited Appointees, Student Employees, etc.
- Completed during work time. (Pay Student Employees for training hours)

Timeframe to Complete

- 30 days from date of original email notification
- New hires & retraining assignments
- Courses are online and self-paced. Progress is retained if leave and return to the course later.
- Ineligible for the next installation of pay plan if not in compliance.

Course Notifications/Reminders

- Email: serviceoperations@uwss.wisconsin.edu
- Reminders at 14 days & 21 days
- Additional reminders sent from HR/EOEAA (Patricia Schrader)
MET: How to Enroll/Access Courses

- **My UW System Portal**
  - [https://my.wisconsin.edu/](https://my.wisconsin.edu/)

- Mandatory Training Tile

**IMPORTANT:**
Must “re-enroll” through My UW Portal each time you retake a course to ensure you are taking the correct version of the courses. You cannot simply retake the old course that may still be on your canvas dashboard, it will not be accepted!
E-Performance Current Year Evaluation:

- Mandatory Training Tab shows “last notified” and “last completed” dates. Last notified is the most recent date that the course was assigned. Last completed is the most recent date individual completed that course. If current on courses then the last completed dates should fall after the last notified dates.

Contact HR/EOEAA

- Divisional reports of all incomplete assignments are sent to the Vice Chancellors on a monthly basis.
- Individuals can also email schraderp@uwosh.edu to look up records and current status information.
MET: Questions

Technical Support

serviceoperations@uwss.wisconsin.edu

Other Questions

Patricia Schrader (HR/EOEAA)
schraderp@uwosh.edu
Performance Management Midyear Checkpoint

What is it?

IT IS A TIME TO MAKE SURE MANAGERS ARE CHECKING IN WITH THEIR EMPLOYEES REGARDING THE PROGRESS MADE ON THEIR GOALS.

THE EMPLOYEE AND MANAGER MEET TO DISCUSS PERFORMANCE YEAR-TO-DATE AND ADJUST PERFORMANCE CRITERIA, IF NEEDED.

MANAGERS ARE ENCOURAGED TO HAVE CONVERSATIONS WITH THEIR EMPLOYEES AND PROVIDE THEM WITH FEEDBACK.
Performance Management Midyear Checkpoint

Review Help Guides

UWO HR Webpage, Supervisor Toolkit, and then Performance Evaluations

https://uwservice.wisconsin.edu/help/performance-management#managers
Performance Management Midyear Checkpoint - Where to Go/Instructions

- Go to [MyUW (wisconsin.edu)](http://myuw.wisconsin.edu)
- Click on the Performance Management Employee/Team Performance
- Under "My Current Documents" click on the evaluation
- Make sure on Checkpoint 1
- Employees review and update the performance criteria
- Click Share with Manager and then Confirm
- Manager fills in comments and clicks Share with Employee and then employee reviews comments
- Manager and employee meet and discuss
- After completed, manager clicks Complete Checkpoint

Helpful Info: There are instructions at the top of the Performance Evaluation Screen.
Performance Management Midyear Checkpoint - Where to go/Instructions
Performance Management Midyear Checkpoint

How do you know if it is completed?

- You can hover over each step in the Performance Management system and it will tell you where you are at.
- If it is completed there will be a green circle around a checkmark by Checkpoint 1
Performance Management Midyear Checkpoint

When is it due?

June 1, 2022

*If it is not completed by May 25th – both the employee and the manager will get a reminder email
Performance Management Midyear Checkpoint Questions

Feel free to reach out to Heather Schuebel (HR) at schuebelh@uwosh.edu
Wellness – Steps Challenge !!

- **When:** June 8th – July 12th
- **Who:** Open to all that want to participate. Join as a team or individual!
- **Prizes:** Weekly drawings and more
- **Register:** email your name Maggie (gorzem@uwosh.edu) or Molly (henrym@uwosh.edu)
Wellness – Events and Ideas

- Well-Being Webinars
  - [Webinars | Employee Well-being (wisconsin.edu)]

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<th>WRS: Effective Rates and Annuity Adjustments</th>
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Well Wisconsin Health Incentive

- Three steps to earn $150 wellness incentive
  1. Health Assessment
  2. Health Check Activity
  3. Well-being Activity

- Must be an employee, spouse or retiree enrolled in the State Group Health Insurance Program to be eligible.

[Login Link Here]
Individual & Family Life Insurance – Beneficiary Update

- How do I know if I am enrolled?
  - Check earning statement
  - Check benefit information tab of UW System Portal

- March 2022: I&F Benefits managed by Securian Financial
  - Emails and mailers were sent to employees enrolled
  - Requires beneficiaries to be renamed: online or paper form to Securian
  - Visit this page for more information:
    https://www.wisconsin.edu/ohrwd/benefits/beneficiary/

Questions?: benefits@uwss.wisconsin.edu
Thank you for attending!