



Employee Essentials: Fall 2022 Schedule

To join a session, use the Teams link in the [Upcoming Events Calendar](#) on the HR homepage.
No registration is required.

Session Topic	Date	Time	Description	Presenter
FERPA Basics: What All Employees Need to Know	9/14/22	9:00-10:00am	The Family Educational Rights & Privacy Act is a Federal law that covers the privacy of student records. This session will let you know what information you can give out, what you can't, and to whom.	Jean Kwaterski
Purchasing for UW Oshkosh	9/28/22	9:00-10:00am	In this session, we will go over mandatory contracts, non-mandatory contracts, bidding thresholds, request for bids/proposals, P-cards, and more! If you are responsible for purchasing goods or services in your department, you should attend this session.	Jesse Crain
Travel Made Easy	10/12/22	9:00-10:00am	Come tour the UW System travel portal! We will go over how to book airfare, lodging, vehicle rental, and meal per diems. Using the E-Reimbursement system we will walk through an example of a complete trip.	Michelle Highley
Understanding Your EAP Program	10/26/22	9:00-10:00am	Learn about all the benefits your EAP can bring you—from finding childcare to receiving legal advice and anything in between. We want to make sure you know the ins and outs of using your EAP and how it can help you in your work and personal life.	KEPRO Trainer
When Can I Shred/Delete This? Records Retention and Disposition	11/9/22	9:00-10:00am	Records management is like flossing your teeth: everyone knows it's a good idea, but no one likes doing it. And since all employees create, receive, and maintain public records, it's critical that everyone practice good records hygiene. Learn your role in retaining and disposing of records consistent with state and federal law and as well as proper response to public records requests.	Josh Ranger
Facilities Management Work Order Process	12/7/22	9:00-10:00am	Learn the process of entering a work order with the Facilities Management Department. You will learn the basic process of our iService desk work order entry and what to expect after submitting a work order.	Angel Liddle

Human Resources

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