

Welcome to New Employee Basics!



New Employee Basics Orientation

- Open to *all* newly hired employees (faculty, academic staff, university staff & limited appointees)
- Breadth, not depth (links provided)
- Participation is Encouraged (ask questions and share feedback)!

Agenda

- | | |
|-----------------|----------|
| ■ Introductions | ■ HR |
| ■ UW System | ■ IT |
| ■ UW Oshkosh | ■ EOE/AA |



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- **Name,
department,
job title**
- **Where you work
(campus/building/
remote)**
- **What led you to UWO**



University of Wisconsin System

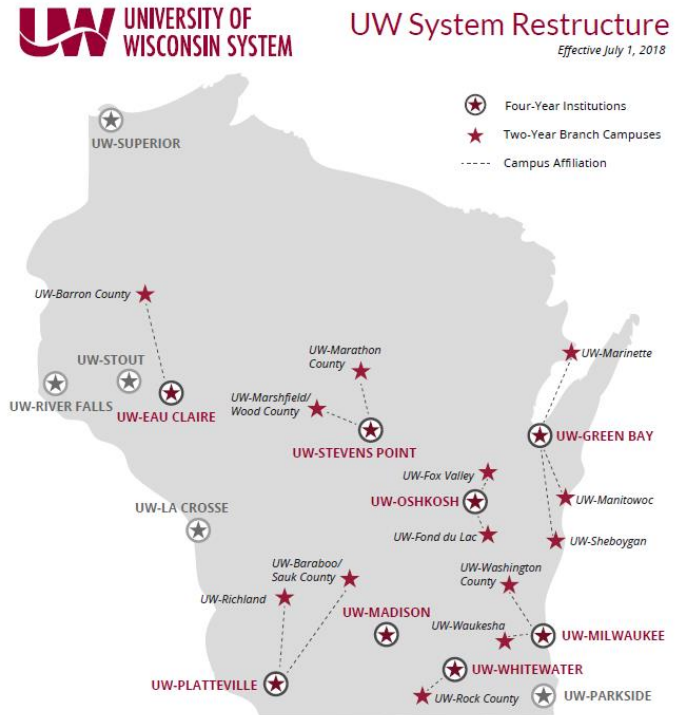
UW System – Fun Facts

- One of the largest public higher ed system in US
- Educate approx. 165,000 students annually
- Employ approx. 40,000 faculty & staff
- President: Jay Rothman as of June 1, 2022



UW System - Structure

- 13 universities
- 26 campuses – including branch campuses
- Governed by Board of Regents
 - <https://www.wisconsin.edu/regents/>
- System Administration offices in Madison





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UW System – Strategic Priorities



The 2020FWD Vision [2025FWD](#)
Moving Wisconsin and the World Forward

Through the 2020FWD framework, the UW System will inspire, connect, and convene with the people, businesses, and communities of the State of Wisconsin. Through this vision, we will reinvigorate our economy and enhance the quality of life of our citizens.



**Educational
Pipeline**



**Business &
Community
Mobilization**



**University
Experience**



**Operational
Excellence**

UW Oshkosh



9,703
2021-22 UNIVERSITY
ENROLLMENT

8,708 OSHKOSH | 281 FOND DU LAC | 714 FOX CITIES

STUDENT PROFILE



\$165

MILLION
IN FINANCIAL
AID OFFERED
TO STUDENTS
IN 2021-22

88.8 % OF

2021 GRADUATES
EMPLOYED OR PURSUING
GRADUATE SCHOOL
WITHIN 9 MONTHS
OF GRADUATION



42%

FIRST-GENERATION
STUDENTS



60.7 % OF



2021 GRADUATES
HIRED BEFORE
GRADUATION



- ✓ Oshkosh is known as Wisconsin's Event City
- ✓ No. 1 best college town
- ✓ No. 4 most livable small city in the US.
- ✓ Points of Pride uwo.sh/proud

CAMPUS PROFILE

10
MINUTES

TO WALK
ACROSS CAMPUS



MORE THAN

250

MAJORS,
MINORS,
EMPHASES AND
CERTIFICATES



DIVISION III
**NATIONAL
CHAMPIONSHIPS**

#1

**BEST
COLLEGE
TOWN**



#4

**MOST
LIVABLE
SMALL CITY**

33

AVERAGE CLASS
SIZE FOR
INTRO-LEVEL
COURSES



22:1

STUDENT
FACULTY
RATIO

19

AVERAGE CLASS
SIZE FOR
ADVANCED
COURSES



80+ STUDY ABROAD
OPPORTUNITIES

150+ STUDENT
ORGANIZATIONS



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Chancellor Andrew Leavitt, Ph.D.



■ Office of the Chancellor

- uwosh.edu/chancellor
- uwosh.edu/chancellor/administration
- Strategicplan.uwosh.edu

■ Chancellor's Town Halls

■ Mission, Vision, Values

- uwosh.edu/about-uw-oshkosh/mission

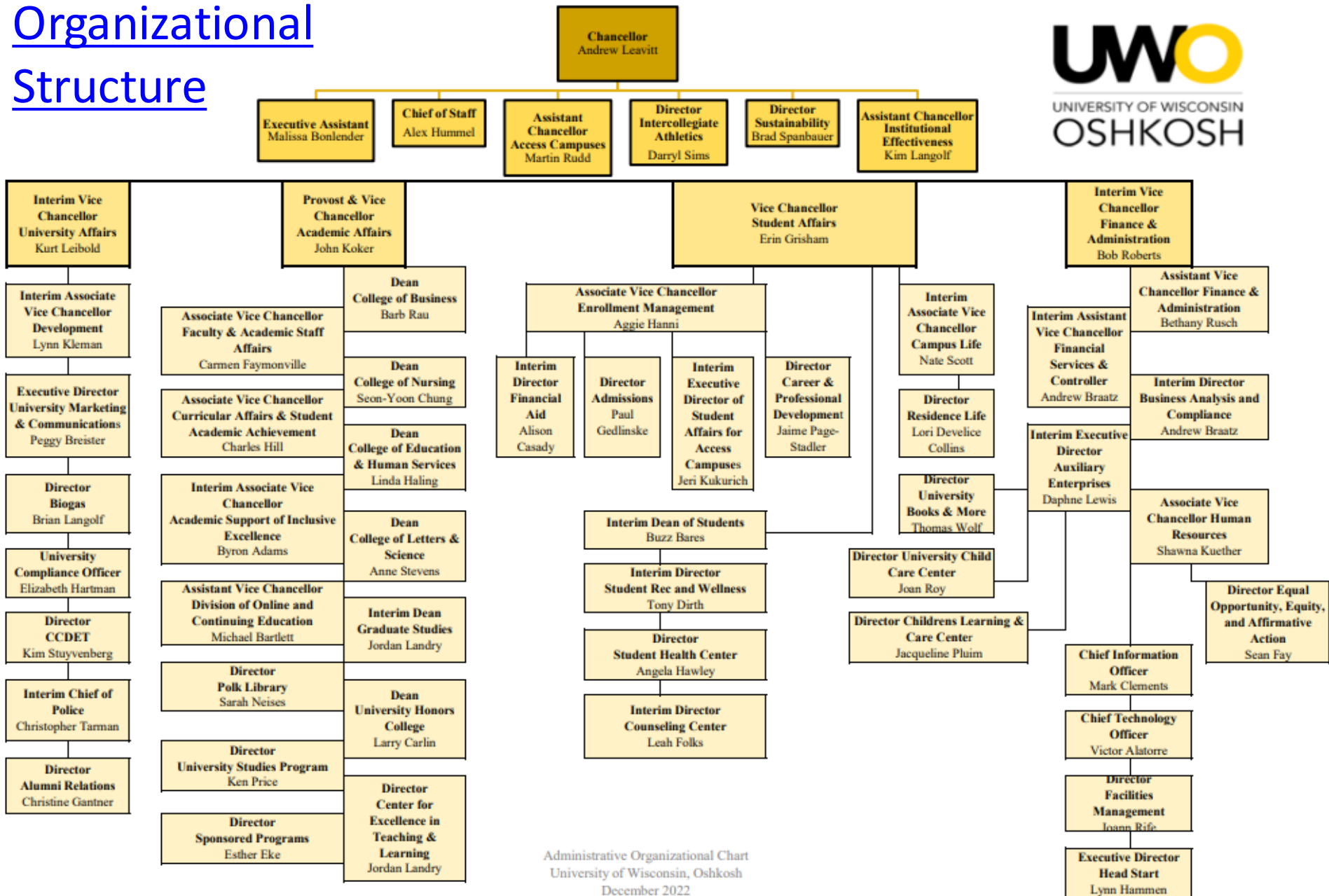
■ 2022 Awards

- Forbes – Top 10
- U.S. Dept of Ed – Green Ribbon Sustainability Award

Values

1. Student Success
2. Inclusive Environment
3. Sustainability
4. Shared Governance
5. Community Partnerships
6. Creativity
7. Workplace Joy

Organizational Structure



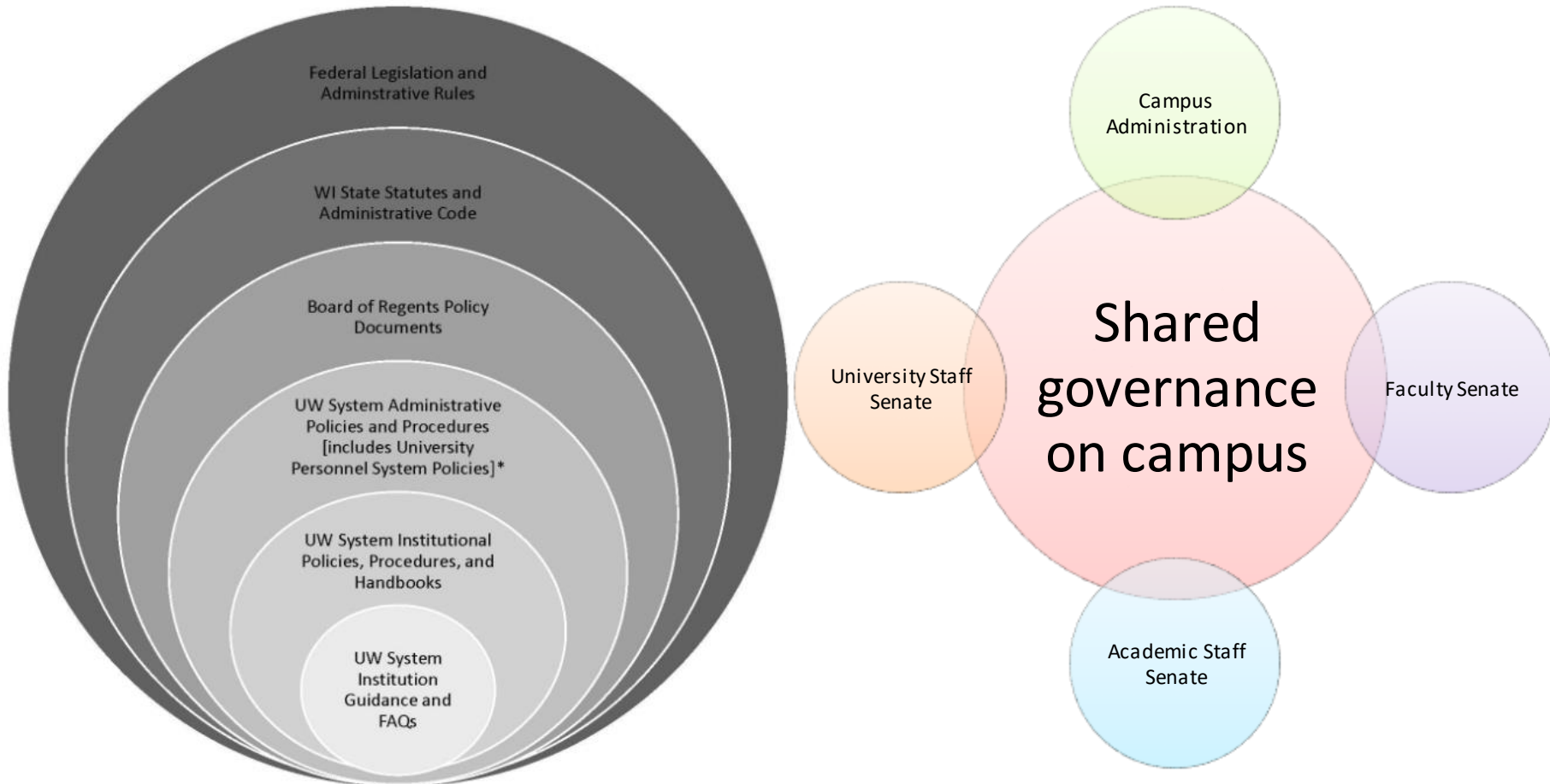


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Policy Structure

uwosh.edu/policy



Inclusive Excellence / Campus Diversity Resources

- UWO Workplace Diversity, Equity and Inclusion Advisory Council
 - uwosh.edu/equity/wdei
- Division of Academic Support of Inclusive Excellence
 - uwosh.edu/asie
- Student Affairs Inclusive Excellence Committee
 - uwosh.edu/student-affairs
- Equal Opportunity Equity and Affirmative Action
 - uwosh.edu/equity
- UWO Bias Incident or Crime Reporting Form
 - Uwosh.edu/police/bias-incident-report



DEI Mural "Same Song"
multicultural-retention-programs

- OCRI website – How to report:
 - A safety concern
 - Damage to university property
 - An injury that occurred at work
 - A student injury

- Remember to locate (or ask your supervisor):
 - fire extinguishers in your work area
 - AEDs (automated external defibrillator) in your building
 - tornado or severe weather shelters in your building
 - Emergency Procedures guide in your department



Additional Helpful Information

- Official communication via email and Departments' website
- Campus Directory is available! uwosh.edu/directory
- Use of acronyms (If you don't know what it means, ask!)
- University Police (24 hr, Titan Alerts, SafeWalk)
- FERPA (student records and financial info are confidential)
- Parking (uwosh.edu/parking -permits, daily parking, or street)
- Review the COVID-19 Management website for up-to-date information uwosh.edu/covid-19
- State Employment (transparency laws; shared benefits)



Human Resources



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HR Generalists

uwosh.edu/hr/about-us

recruitment@uwosh.edu

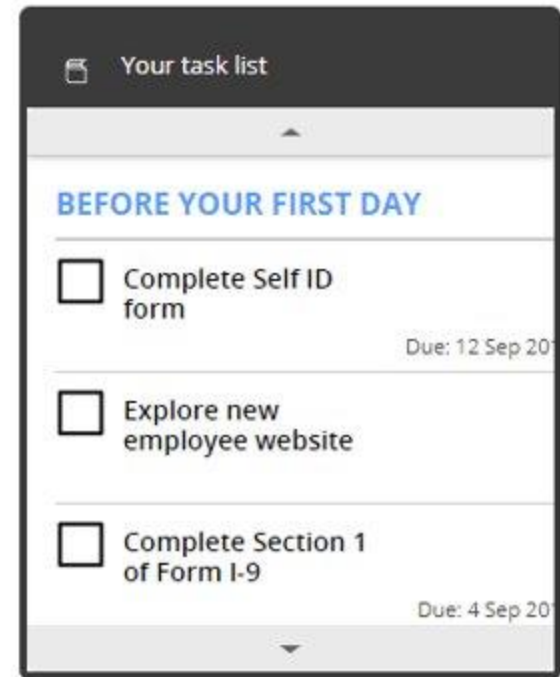
-
- **Maggie Gorzek** - College of Letters and Science
gorzekm@uwosh.edu
 - **Patricia Schrader** - College of Education and Human Services & Athletics
schraderp@uwosh.edu
 - **Molly Henry** - College of Nursing & Academic Affairs
henrym@uwosh.edu
 - **Jessica Brown** - Finance and Administration
brownjj@uwosh.edu
 - **Heather Schuebel** - Student Affairs & Online and Continuing Education (OCE)
schuebelh@uwosh.edu
 - **Vacant** – College of Business & University Affairs
recruitment@uwosh.edu

HROffice@uwosh.edu

New Employee Tasks

Questions?

- All to-dos are located in the PageUp onboarding portal
 - *Accessible via the new employee website or in the e-mail you received when job accepted*
- Setup NetID and DUO Accounts



My UW System Portal

- Access check stubs
- Request time off and view balances
- Review benefit elections
- Access the performance management system





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My UW System Portal

HR, Payroll and Benefits News

Updated State Group Life Insurance Premium...

Employee Well-Being Webinars

Reminder: Schedule Your Time Off – Use You...

Resources for Benefits Deduction and Payro...

Showing 4 of 24

See all

Performance Management

Employee

Manager

View help resources

Time and Absence

Launch full app

Payroll Information

Earnings Statements

Update Direct Deposit

Tax Statements

Update W4

Launch app

Mandatory Training

Sexual Harassment

Information Security

Mandated Reporter

View help resources

Personal Information

Launch full app

Blackboard Collaborate Web Conferencing

Launch full app

Benefits and Payroll Resources

Launch full app



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Mandatory Employee Training

Sexual Harassment/Title IX (Required Every 3 Years)

Information Security (Required Annually)

Mandated Reporter (Required Once Upon Hire)

- Online Courses – assigned via email
 - serviceoperations@uwss.wisconsin.edu
 - Direct follow up from Patty Schrader

Payroll & Benefit Information

- **Bi-weekly** – Pay day is every other Thursdays
 - Hourly employees must maintain their timesheet
 - Salaried employees must report leave usage, including no leave taken
- **Payroll Updates** - Must be made in My UW System portal (direct deposit changes, tax updates)
- **Employee Support Contact Info:**
 - benefits@uwss.wisconsin.edu
 - payroll@uwss.wisconsin.edu



Employee Resources

- **Titan Discounts Program**
 - uwosh.edu/osa/services/titan-discount-program
- **UW Oshkosh Today**
 - uwosh.edu/today
- **Office of HR** – uwosh.edu/hr
- **Employee Assistance Program through KEPRO** -
uwosh.edu/hr/employee-assistance-program
- **Wellness program**
 - uwosh.edu/hr/workplace-wellness
- **HR Connections**
 - uwosh.edu/hr/hr-connections





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Employee Essentials – Spring Lineup

Topic	Date
Healthy Titans = Happy Titans: Employee Wellness Opportunities at UWO (NEW)	1/18/2023
Marketing & Branding on Campus	2/1/2023
Waste and Procurement Sustainability	2/15/2023
Student Employment Done Right!	3/1/2023
Safety in the Workplace	3/15/2023
Hosting Events with Youth Protection in Mind (NEW)	3/29/2023
Diversity, Equity & Inclusion in the Workplace	4/12/2023
Recruiting: Navigating the Search Process	4/26/2023

Information Technology



Where to Get Help

1. Help Desk: Polk 5 or 424-3020 or helpdesk@uwosh.edu or, create a ticket in the Portal uwo.sh/service-portal
2. Knowledgebase - kb.uwosh.edu
3. Classroom Support - Clow C010, Halsey 259A
4. Computer Labs - four locations
5. Student Technology Center - Polk 5
6. IT website - it.uwosh.edu
 - Check Getting Started and the Service Catalog



Acceptable Use of IT Resources

- Regent Policy Document 25-3
 - Access to and use of UW System IT resources is a privilege that extends to authorized users for use in fulfilling the missions of the UW System and UW institutions, and for appropriate university-related activities.
 - You DO NOT own your email account
 - It will NOT be available to you if and when you leave
 - No outside business, political campaigning, or lobbying

Information Security Policies

- Password & Change Password
- Annual security training is required
- Phishing emails - beware!
- Don't email sensitive information (use OneDrive)



Microsoft Suite



- Outlook – e-mail & calendar
 - Free/busy settings, meeting invitations, room reservations, out of office messages
- Teams – collaboration space
 - messaging, video conferencing, channels, and file sharing
- Office 365 –
 - Word, Excel, PowerPoint, etc.

Equal Opportunity, Equity & Affirmative Action (EOEAA)

Who We Are

Sean Fay **Director EOEEA**

Pronouns: he/him/his

- Oshkosh Campus, 337 Dempsey Hall
- (920) 424-0330
- Email: fays@uwosh.edu





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Who We Are

Taylor Hendry **EO/AA Specialist**

Pronouns: she/her/hers

- Oshkosh Campus, 337 Dempsey Hall
- (920) 424-4446
- hendryta25@uwosh.edu





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Who We Are

Shawna Kuether

Associate Vice Chancellor HR/EOEAA

Pronouns: she/her/hers

- Oshkosh Campus, 328 Dempsey Hall
- 920-424-0283
- kuethers@uwosh.edu





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What We Do

Affirmative
Action

Compliance

Policy
Development

Reasonable
Accommodations

Consultation

Investigations

Affirmative Action/EEO Compliance

Active efforts to increase equity, diversity, & inclusion across university:

- Waiver of Recruitment Review
- Internal Search Review
- EEO Compliance Reviews for ALL searches prior to interviews
- Under-utilization & Placement Goals (AA Plans)
 - Women
 - Veterans
 - Individuals with Disabilities
 - Racial & Ethnic Minorities



Reporting Discrimination or Harassment

<http://uwosh.edu/equity>

Policy & Law:

- GEN 1.2.(4) Discrimination, Discriminatory Harassment, Retaliation
- Title VII of the Civil Rights Act of 1964, Wisconsin Fair Employment Act and other related law.

Protected Classes: race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law.

Reporting Options:

- Contact EOE/AA Directly
- ONLINE: Report Discrimination or Harassment





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Responsible Employees Reporting Sexual Misconduct

ALL responsible employees must report TITLE IX incidents.

<https://uwosh.edu/titleix/>

Policies & LAW:

- GEN 1.2.(5) Sexual Violence Policy
- GEN 1.2.(6) Sexual Harassment Policy
- Title IX of the Education Amendments of 1972

Responsible employees include all supervisors, all employees that interact directly with students, and all employees that students might reasonably believe have some authority to take action or a duty to report sexual misconduct, including any assault, harassment or other sexual violence.

Reporting Options:

- Title IX Coordinator
- Deputy Title IX Coordinator
- ONLINE: Official Reporting Form

<https://uwosh.edu/titleix/report-it/>

Contact

Rachel Cromheecke

Title IX Coordinator

☎ (920) 424-0835

✉ titleix@uwosh.edu

📍 Culver Center Suite 212G, Oshkosh Campus

🕒 Monday-Friday 7:45 a.m.-4:30 p.m.



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Mandatory Reporter

Reporting Child Abuse & Neglect

ALL employees must report child abuse or neglect under Exec Order 54.

<https://uwosh.edu/equity/executive-order-54/>

Policy & Law:

- GEN 1.2.(9) Mandatory Reporting of Child Abuse & Neglect
- State of Wisconsin Executive Order 54

All University of Wisconsin System (UWS) professors, administrators, coaches, and other UWS employees shall report child abuse or neglect immediately if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.

Reporting Options:

- Contact local law enforcement
- Contact local social services agency
- *Please see additional contact information online.



<https://dcf.wisconsin.gov/>

Reasonable Accommodations

UW Oshkosh is required to provide reasonable accommodations to qualified persons with disabilities so they may have an employment opportunity equal to that available to individuals without disabilities.

There is a wide variety of disabilities, and the ADA regulations do not list all of them. Some disabilities are visible and some are not. Some examples of disabilities include:

Cancer, Diabetes, Post-traumatic stress disorder, HIV, Autism, Cerebral palsy, Deafness or hearing loss, Blindness or low vision, Epilepsy, Mobility disabilities such as those requiring the use of a wheelchair, walker, or cane, Intellectual disabilities, Major depressive disorder, Traumatic brain injury

The ADA covers many other disabilities not listed here.

CONTACT US

University ADA Coordinator

☎ (920) 424-1166

📠 (920) 424-2021

✉ afaction@uwosh.edu

Office Hours

📍 Dempsey Hall 337

🕒 Monday-Friday 7:45 a.m.-4:30 p.m.

Requesting Reasonable Accommodations

Employees, Applicants for Employment (EOEAA)

- <https://uwosh.edu/equity/employee-accommodations/>
- Reasonable Accommodation Request Form
- Interactive Process

Students (Accessibility Center in DOS Office)

- <https://www.uwosh.edu/deanofstudents/Accessibility-Center>
- Required Syllabus Statement
- Accommodating Students in Classroom



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Questions?

