



Human Resources
 DIVISION OF UNIVERSITY HOUSING
 UNIVERSITY OF WISCONSIN-MADISON

Housing Staff COVID-19 Bulletin

Thursday, February 25, 2021

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Housing HR Contact Information

Phone: 608-262-2766 · Email: hr@housing.wisc.edu

<p>中文 608-890-2628 Chinese</p> <p>shuwen.li@wisc.edu</p> <p>https://covidresponse.wisc.edu/zh/covid-19-response-chinese/</p>	<p>Hmoob 608-263-2217 Hmong</p> <p>jzong.thao@wisc.edu</p> <p>https://covidresponse.wisc.edu/hmn/covid-19-response-hmong/</p>	<p>Español 608-265-0838 Spanish</p> <p>solanabel.rodriguez@wisc.edu</p> <p>https://covidresponse.wisc.edu/es/covid-19-response-espanol/</p>	<p>འདྲེན་པོ་ 608-890-2545 Tibetan</p> <p>yangbum.gyal@wisc.edu</p> <p>https://covidresponse.wisc.edu/sit/covid-19-response-tibetan/</p>	<p>नेपाली 608-262-7521 Nepali</p> <p>parwat.regmi@wisc.edu</p> <p>https://covidresponse.wisc.edu/ne/covid-19-response-nepali/</p>
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COVID Assistance Line - Language Interpretation – Language interpretation is available to employees who call the COVID Assistance Line (608-262-7777).

- When employees call and listen to the menu, it will first ask employees to press 2.
- Employees who would like to request an interpreter should not press 2, and instead **press 9**.

Hours for the COVID Assistance Line – The COVID Assistance Line has adjusted their hours. The hours are:

- Monday-Friday 8 a.m.- 7 p.m.
- Saturday-Sunday 8 a.m.- 4 p.m.

WI Exposure App Notification – If you are using the [WI Exposure Notification app](#) and you are told to quarantine because you were a close contact with someone who tested positive for COVID-19, you should follow the public health guidance provided to you in the app at the time you are notified of your exposure.

- Because this notification does not come from campus contact tracers, your Badger Badge will not change to red/building access denied.
- You should not come to campus during your quarantine period, except to get a COVID-19 test.

Vaccinations – Campus continues to work through the vaccination process in conjunction with the State of Wisconsin Department of Health.

If you are eligible for vaccination and are able to get vaccinated somewhere other than at UW—you **do not need to wait to get a vaccine through work if you are able to get it somewhere else sooner**.

Testing Updates

Testing Requirements/Building Access When an Employee Returns From Vacation or a Leave

- We previously shared that if an hourly employee who works on-site is out of work for one week or more, the employee will receive 2-hours of pay to test on non-working hours to remain in compliance and have building access when they return.
- **Update:** If an on-site employee needs to quarantine for more than 8 days they are also eligible for 2-hours of paid time in order to have building access when they return.
 - Employees must be tested at least 24 hours prior to their return to the workplace.

Payroll & Benefits

Single Payroll Town Hall (for employees currently paid monthly) – Beginning in July 2021, all employees who are paid monthly will move to a biweekly pay schedule.

- For these employees, most deductions for benefits such as health, dental, vision and life insurance will be split evenly over the first two biweekly paychecks each month beginning in August.
- UW System is hosting virtual town hall meetings in March and May for employees to learn more and ask questions.
- The first of these town halls meetings is on **Wednesday, March 3, from 12:00pm – 1:00pm**. Info to join this session through Webex is below:

- Event address:
<https://wisconsin.webex.com/wisconsin/onstage/g.php?MTID=ebb053ea994990256de1e822f94d34652>
- Event password: UWSAspth33
- Audio conference: 1-415-655-0003
- Access code: 120 636 7434
- If you are unable to attend the March 3rd session, there are repeat sessions scheduled for **May 4**, **May 13**, and **May 17**.
- All sessions will be recorded, and the recordings and slides will be made available after each session.
- More information, including links to the virtual town hall meetings and FAQs, is available [here](#).

Split Benefit Deductions Video Resource (for employees currently paid biweekly) – Campus has created a video that explains the Split Benefit Deduction change that will first occur on the April 22nd paycheck for employees who are currently paid biweekly. This video is available here: <https://hr.wisc.edu/training/split-benefits-deductions/>

Unemployment

Unemployment Tax Form – There will be a tax form for any unemployment wages earned in 2020 located on the State of Wisconsin Department of Workforce Development (DWD) website.

- The tax form is called a 1099-G.
- DWD will not be mailing the tax form.
- To access it on the DWD website:
 - Go to: my.unemployment.wisconsin.gov
 - Log on using your username and password
 - Then go to the "Unemployment Services" menu to access your 1099-G tax forms
- More information is available at: <https://dwd.wisconsin.gov/uiben/1099.htm>
- The press release from DWD on January 20th can be found here: <https://dwd.wisconsin.gov/news/2021/210120-1099.htm>

Miscellaneous

WiscGuardian App – The UW-Madison Police Department has a mobile safety app that employees can download and use for free. The app turns your smartphone into a personal safety device.

- **For information, including instructions on how to download the app, visit** <https://uwpd.wisc.edu/staying-safe/wiscguardian-app/>
- With the app, you can invite your family and friends to be your “guardians” (Virtually walk with you)
- One button will directly connect to 911 (emergency)
- One button will directly connect to UWPD Dispatch Center (non-emergency)
- You can text non-emergency crime tips to UWPD

Free Group Fitness Classes – During the week of March 1 – 7th, UW Recreation & Wellbeing is offering free group fitness classes for staff.

- This includes both in-person and virtual classes.
- Visit <https://recwell.wisc.edu/groupfitness/> for more information and to register for classes.

Please Note: Information in this communication is gathered by University Housing Human Resources and provided solely as a reference for University Housing Employees. Guidance in this document may not apply to other areas of campus. The information listed is accurate as of time of publication on February 25, 2021, but information surrounding COVID-19 is frequently changing. Please contact your supervisor or University Housing Human Resources if you have specific questions.