



Human Resources
 DIVISION OF UNIVERSITY HOUSING
 UNIVERSITY OF WISCONSIN-MADISON

University Housing Human Resources—Staff Bulletin

Thursday, September 23, 2021

Supervisors: Please print a copy of this bulletin and place in breakrooms

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Housing HR Contact Information

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Payroll & Benefits

Annual Benefits Enrollment Period Begins September 27 – The Annual Benefits Enrollment period is starting soon, and will be from September 27 – October 22, 2021. This is the only time you can make changes to certain benefits without having an eligible life event or qualifying employment changes.

Campus will be holding one-hour information sessions, “Benefits 2022: What You Need to Know” on

- Wednesday, September 29th at 11am (virtual at go.wisc.edu/t11p59)
- Thursday, September 30th at 3pm (virtual at go.wisc.edu/4tt479)
- Monday, October 4th at 9am (virtual at go.wisc.edu/myd689)
- Tuesday, October 5th at 1:15 pm and 2:45pm at the Marquee Theater in Union South (in-person)
- Thursday, October 7th at 11 pm at the Health Science Learning Center (in-person)
- Thursday, October 14, 2021 at 5 pm (virtual at <https://go.wisc.edu/y5m51g>)
- Friday, October 15th, 2021 at 1 pm (virtual at <https://go.wisc.edu/cb81hd>)

Sessions with CLS will be offered on Thursday, October 7th from 2pm – 3:30pm in 21 N. Park St.

Recorded sessions will be available in mid-October at benefits.wisc.edu/2022.

For more information and details, please visit the 2022 Annual Benefits Enrollment page at:

<https://www.wisconsin.edu/abe/>

Miscellaneous

Madison Metro Survey – Madison Metro is seeking feedback from the community in a Transit Alternatives Survey as the work on a transit network redesign.

The quick survey is available in English and Spanish. The deadline to respond is September 29th.

Visit this website for more information and for the link to the survey:

<https://transportation.wisc.edu/2021/09/20/metro-transit-additional-feedback-on-network-redesign/>

UW Flu Shot Clinics – University Health Services (UHS) is offering on-campus flu shot clinics for UW employees. Clinics started this week and continue at various locations around campus through October.

- Employees should bring their insurance card.
- If you do not have proof of insurance, you can still receive a flu shot at no cost
- University Housing will host a flu shot clinic in Gordon Dining & Event Center (Overture Room) on October 12 from 10:00am – 3:00pm.

Schedule an appointment here: <https://www.uhs.wisc.edu/medical/flu-shots/>

Career Employee Referral Program – Do you know someone that would be a perfect fit for the University Housing team? The career employee referral program is **open now**. You can **earn \$500** for each person who is successfully hired! Ask people you refer to share your name at their interview.

This program is expected to run now through June 30, 2022, but may end early if operational needs demand. Please contact University Housing Human Resources for details and if you have any questions.

COVID-19

Chancellor's Update on COVID-19 – In her September 23 employee message, Chancellor Blank discussed Covid-19 symptoms, testing reminder, close contact reminder, and how to get support and stay informed.

This message is available in English, Spanish, Hmong, Tibetan, Chinese, and Nepali languages at:
<https://news.wisc.edu/sept-23-employee-message-is-it-covid-19-or-a-cold/>

Instructions for Scheduling a Covid-19 Test – Visit the Covid-19 Resources for Housing Employees website for step-by-step [instructions](#) on scheduling an appointment for a Covid-19 test.

Instructions are available in English, Spanish, Hmong, Tibetan, Chinese, and Nepali languages at
<https://www.housing.wisc.edu/jobs/covid-19-resources/>

UW-Madison Covid-19 Dashboard – The Covid-19 dashboard is being updated on a regular basis. Here, you can find the number of students and employees who are vaccinated, positive tests, and other information.

The website is updated Monday through Friday around 2:00pm. The link is:
<https://covidresponse.wisc.edu/dashboard/#testing>

Testing Location Sites – Nasal swab tests are available on campus, by appointment, Monday – Friday. [Testing sites](#) are:

- Frank Holt Center, lower level, 1650 Kronshage Drive
 - Monday through Thursday 8:30 a.m.–4:30 p.m., closed noon–1 p.m. for lunch; Friday 8:30 a.m.–12:30 p.m.
 - Union South, Room 271
 - Monday through Friday 8:30 a.m.–4:30 p.m., closed noon–1 for lunch
 - University Club, 803 State St. (intersection of State Street Mall and East Campus Mall)
 - Monday–Thursday, 8:30 a.m.–4:30 p.m., closed noon–1 p.m. for lunch; Friday, 8:30 a.m.–12:30 p.m.
 - The accessible entrance is on the west side of the building with a phone number posted: Testing will occur just inside the door.
 - Wisconsin Alumni Research Foundation (WARF), 610 Walnut St.
 - Monday 8:30 a.m.–4:30 p.m., closed noon–1 p.m. for lunch; Tuesday 6:30 a.m.–2:30 p.m., closed noon–1 p.m. for lunch; Wednesday–Thursday, 8:30 a.m.–4:30 p.m., closed noon–1 p.m. for lunch; Friday, 8:30 a.m.–12:30 p.m.
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Testing on Work Time – Employees who are required to test once every 8 days can do so on work time. A reasonable amount of time during their normal on-site work hours, including reasonable travel time from on-site work location to testing site, will be provided.

Covid-19 Testing Requirements – Effective August 30th any student or employee that does not have a Covid-19 vaccination on record with University Health Services (UHS) is required to complete a Covid-19 test on campus weekly

(every 8 days). This applies to employees who are not vaccinated as well as those who may be fully vaccinated but have not shared their vaccine record with University Health Services (UHS).

The test is a self-administered nasal swab. Employees that are required to test but fail to do so will receive notifications from the UW-Madison campus Office of Human Resources if they are not in compliance. These notifications will come via email and paper letters. Failure to test weekly will result in disciplinary action up to and including termination.

- Employees who have an approved remote work agreement and are working 100% remotely are exempt from the testing requirement because they are not working on campus. If you believe you fall into this category you must complete the exemption form that is included in the emails from the UW-Madison campus Office of Human Resources.
- If you are required to test and you plan to travel away from Madison for one week or more and are unable to meet your testing requirement, you must complete a temporary exemption form found in the emails you've received from the UW-Madison campus Office of Human Resources.
- If you are part of this group required to test and test positive for COVID-19, you will be exempt from testing for 90 days from the date your sample was collected at a testing location. If your test was done off-campus, you must submit the positive result via the MyUHS [app](#) or [website](#) to become exempt. After 90 days, if the campus testing requirement remains in effect, you must resume testing due to your potential to be re-infected with COVID-19. Vaccination provides the longest lasting protection against COVID-19.

For more information, please visit the UW-Madison [Covid-19 Response website](#).

Reminder: UW Continues to Provide Free Covid-19 Vaccines – UW-Madison is still offering free Covid-19 vaccines to anyone age 12 or older, regardless of University affiliation. Employees can schedule their vaccine through the UHS [website](#).

Additionally, the State of Wisconsin has announced a [\\$100 vaccine reward](#) for people who get their first vaccine dose between August 20 and September 19.

Reminder: Sharing Your Vaccination Record with UHS – If you are fully vaccinated against Covid-19 but have not shared your proof of vaccine with UHS, now is a good time to do so. **Note:** Your vaccination record will not be shared with your supervisor or with University Housing. It is part of your medical record and will only be accessible by UHS. To share your vaccination record:

- You can give UHS access to your record in the Wisconsin Immunization Registry. Fill out this [form](#) to do so.
- **Or**, you can upload your record directly into MyUHS:
 - [Log into MyUHS](#) using your NetID and password.
 - Select “Enter my Covid-19 Vaccine information.”
 - You will be prompted to upload a copy of your immunization record. This can be an image file (PNG, JPG, JPEG) or a PDF. Attempting to upload other kinds of files will result in an error message. Accepted records include:
 - The official Centers for Disease Control and Prevention vaccination card you receive at your vaccine site. It must contain two patient identifiers, such as name and date of birth; vaccine lot number; vaccine name (for example, Moderna, Pfizer or Janssen/Johnson & Johnson); date of vaccination (there should be two dates for Moderna and Pfizer); clinic name (must be an official clinic name; if the clinic was a chain pharmacy, please include

the store number). The example below shows these fields.

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Badger Last Name *Buckingham* First Name *U* MI

04 / 24 / 2002 Date of birth *NA* Patient number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Sample Lot Number	Date	Healthcare Professional or Clinic Site
1st Dose COVID-19	<i>Moderna</i> <i>0220 SS MP 09</i>	<i>07 / 08 / 21</i> mm dd yy	UHS, UW-Madison, 608-265-5600
2nd Dose COVID-19		mm dd yy	
Other		mm dd yy	
Other		mm dd yy	

- Your [Wisconsin Immunization Registry vaccination record](#)
- A [state vaccination record](#) from outside Wisconsin
- For vaccination outside the U.S., the most complete record you have available. UHS will recognize vaccines maintained on the [World Health Organization’s emergency use listing](#).
- You will also need to enter the date of your one-dose vaccine and the vaccine manufacturer, or the dates of your two-dose vaccine and vaccine manufacturer in the section labeled “Doses of COVID-19 Vaccine.”
- Click or tap “Done” when you are finished.

Allow up to five business days for the record to be reflected in your MyUHS account. While the record is under review your Medical Clearance information will indicate “awaiting review.” Once it is approved, this field will say “satisfied.”

If you received your vaccination in Wisconsin, and cannot find the record in WIR, contact the WIR Help Desk at 608-266-9691 or email DHSWIRHelp@dhs.wisconsin.gov.

Reminder: MyUHS App and Website – Employees can download the MyUHS app to access UHS information. You can also access your MyUHS account through the [website portal](#). Whether through the website or the app, you can schedule COVID-19 testing, get test results, and schedule a Covid-19 vaccine appointment.

To download the app,

1. Go to uhs.wisc.edu/myuhs on your mobile device
2. Download the MyUHS mobile app
3. Open the app on your mobile device or tablet
4. Login using your NetID and Password
5. You’re now connected with UHS!

For information on how to download the new MyUHS app, including a short video on how to download it, visit: <https://www.uhs.wisc.edu/myuhs/>

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. Every effort is made to provide information that is accurate as of time of the time of publication. Please contact your supervisor or University Housing Human Resources if you have specific questions.