



## Important Information for New Employees

Congratulations and welcome to the University of Wisconsin–Madison. We are pleased to have you join our organization. This document contains important information regarding your employment at the University. Please read and contact your supervisor with any questions.

### Employment Eligibility Verification – Form I-9

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For more information on the [Form I-9](#), please visit the U.S. Citizenship and Immigration Services website. If you accept this offer of employment, and do not have an electronic Form I-9 on file, you will receive an email with a link to the electronic I-9 system and instructions to complete Section 1. You must complete Section 1 of the electronic Form I-9 on or before the first day of employment. Upon completion of Section 1, you will see the list of acceptable documents needed to complete the process. You may also view the [list of acceptable documents](#) on the U.S. Citizenship and Immigration Services website. You must present the required documents to your employing department, in person, within three business days of your employment start date. If you do not have the necessary documents, you must provide a receipt from a U.S. government agency for replacement document(s) within the three-day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period. Failure to produce appropriate work authorization documents will result in termination of your employment.

### Access to Information Technology Systems – NetID and MFA-Duo

Your NetID is your campus identity that allows you access to online systems and services used at UW–Madison. It includes a unique username (assigned by the University) and a password (which you create). In order to [activate your NetID](#), you will enter your date of birth and either an activation key (provided by your department) or the 11-digit number found on your Wiscard.

UW–Madison adds an extra layer of security to your NetID login through a verification process called Multi-Factor Authentication (MFA). This added step combines something you know (your NetID and password) with something you have (smartphone, token/fob) to verify your identity. MFA helps to protect both your online identity and UW–Madison digital assets. This multi-factor authentication is provided by Duo Security. Your hiring department will assist you with [enrollment in MFA-Duo](#), and you will be required to use MFA-Duo on your start date.

### Required Adherence to Acceptable Use Policy and Cybersecurity Awareness Training

All new employees must read and abide by the [Acceptable Use of Information Technology Resources policy](#) upon hire. All employees must complete Cybersecurity Awareness Training annually by December 1 to qualify for pay increases or any type of bonus. The training is a requirement of [UW System Administration Policy 1032](#). Information and training options can be found on the [Cybersecurity Awareness Training](#) website. You can access the training once you have set up your NetID and MFA-Duo.

## Identification Card – Wiscard

As an employee of the University of Wisconsin–Madison, you are eligible for a Wiscard photo identification card. You must go to the Wiscard Office in person and present personal photo identification to obtain an ID. Details on eligibility and the issuance process can be found on the [Wiscard](#) website.

## Benefits Overview

You may be eligible to participate in various benefits plans. Most plans require enrollment within 30 days of your start. Late submission will not be accepted. If you are enrolling your spouse and/or dependent(s) in your benefits, you will need to provide additional documentation. For a spouse, a marriage certificate will be required. For dependent(s), a birth certificate or adoption paperwork will be required. [Information and enrollment procedures](#) is available on the Office of Human Resources website. If you have questions or need assistance, please [contact HR](#) or [Benefits Services](#) directly.

## Federal Affordable Care Act – Health Insurance Marketplace

The Universities of Wisconsin (UW) are required to provide all employees with a Notice of the availability of the Health Insurance Marketplace Coverage Options. The [Notice](#) is available on the Universities of Wisconsin website.

## International Payroll and Taxes

Foreign national employees (any non-U.S. citizen) in the United States must update and maintain a Glacier individual record, in order to ensure they are taxed correctly through payroll. Foreign national employees (any non-U.S. citizen) outside the United States earning Foreign Source Income must provide documents to verify their tax status in order to determine the appropriate payroll taxation. Refer to the Office of Human Resources web page for information regarding [payroll taxes and Glacier for international employees](#) and for information regarding [Foreign Source Income employees](#).

## Compensation Limits

Employees with multiple, concurrent jobs with the Universities of Wisconsin or State of Wisconsin agency (as defined in [Wis. Stat. 16.417](#)) are subject to compensation limitations and responsible for potential consequences. [Wis. Stat. 16.417\(2\)](#) defines limits regarding concurrent employment with State of Wisconsin agencies. Full-time UW–Madison employees may not earn more than \$12,000 additional compensation from a state agency during a calendar year except for the specific circumstances listed in statute.

As of July 1, 2013, Universities of Wisconsin institutions are not defined as state agencies, so concurrent employment with another UW institution or UW–Madison department is not subject to Wis. Stat. 16.417(2). Full-time UW–Madison employees may not earn more than an additional \$18,000, or 20 percent of the employee's base salary, whichever is greater, from another UW–Madison department or Universities of Wisconsin institution in a fiscal year. Specific information regarding compensation limitations for concurrent roles is outlined in the [UW–Madison Overload Policy](#).

## Unemployment Benefits

You may file an unemployment claim in the first week that your employment ends or your work hours are reduced. Please visit the [Wisconsin Department of Workforce Development](#) website for more information or call (844) 910-3661 during business hours.

## Faculty and Staff Participating in Research

By accepting this offer of employment at UW-Madison, you agree to comply with [UW–Madison research policies](#) and the provisions of any funding agreement or other agreement establishing rights to intellectual property that applies to the research in which you may participate. After you have access to campus information technology systems, you may receive an email with a link to acknowledge that you agree to abide by the UW-Madison and federal policy in the conduct of research.

## Statement of Non-Discrimination

The University of Wisconsin-Madison is committed to providing equal opportunity in compliance with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures, including the UW System Policy on Discrimination, Harassment and Retaliation, and the university Policy on Sexual Harassment and Sexual Violence. A full listing of [all protected classes](#), campus policies, and detailed information on how to file a complaint alleging discrimination and/or harassment, including [sexual harassment and sexual violence](#), is located on the [Office of Compliance \(OC\) website](#). In addition, the Office of Compliance staff includes the campus Title IX Coordinator and the ADA/504 Coordinator. The OC is located in Room 361, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (608) 265-6018 (relay calls accepted).

## Disability and Pregnancy-Related Accommodations

The University of Wisconsin–Madison is committed to providing a workplace for our employees where they can be successful. This includes providing reasonable accommodations that ensure qualified applicants and employees with [disabilities](#) and [pregnancy-related limitations](#) have equal employment opportunities. To request a disability or pregnancy-related workplace accommodation, please contact your [Divisional Disability Representative](#) (DDR). DDRs are local HR representatives who facilitate accommodation requests and are authorized to receive and discuss confidential medical information. The [EDR Office](#) serves as the university-wide hub for information on the disability and pregnancy-related accommodation process for employees and applicants. The EDR Office offers essential information, consultation, education, and referral services to employees, applicants, Divisional Disability Representatives (DDRs), supervisors and managers to help minimize barriers in the workplace.

## Accessibility@UW-Madison

The [Americans with Disabilities Act](#) requires all university programs, services, and activities to be accessible to disabled individuals. All UW–Madison employees have a shared responsibility to design inclusively and accessibly. Visit [Accessibility@UW-Madison](#) to get the information and resources you need to do your part in creating accessible events and digital content.

## Mandatory Reporting Requirement of Child Abuse and Neglect

Executive Order #54 requires that UW employees make a report of child abuse or neglect immediately if, in the course of employment, the employee 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. A report must be made personally or by telephone to UWPD, local law enforcement if the incident occurred off campus, or the local child protection agency.

If the incident or threat of child abuse or neglect involves an allegation against a UW employee or agent (e.g., student, volunteer, etc.), or the incident or threat of child abuse or neglect occurred on the UW campus or during a UW-sponsored activity, the reporter must also notify one of the following entities:

UW-Madison OHR - [Workforce Relations](#)

UW Police Department (Available 24 hours) at 608-264-COPS or 608-264-2677

A UW employee who is a mandatory reporter by profession under Wis. Stat. § 48.981(2) (e.g., health practitioner, social worker, law enforcement officer, childcare provider) must continue to comply with the state mandatory reporter law requirements. If a UW employee (who is not a mandatory reporter under Wis. Stat. § 48.981(2)) learns of possible child abuse or neglect from a medical record or in the context of a patient's receipt of health care services, then the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and Wisconsin medical records laws must be followed.

### **Drug-Free Schools and Communities Act**

As a UW–Madison employee, you are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about the dangers and warning signs of substance abuse, encouraging others to avoid substance abuse, and getting help if needed — either for yourself or someone you are concerned about. As an employee, you are subject to the standards of conduct regarding drugs and alcohol as outlined in the [Drug-Free Schools and Communities Act](#).