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: https://www.uscis.gov/i-9. If you accept this offer of employment, and do not have an electronic Form I-9 on file with UW–Madison, 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: https://www.uscis.gov/i-9-central/acceptable-documents. You must present the required documents to your employing department, in person, within three 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. More information about activating your NetID can be found at: https://kb.wisc.edu/page.php?id=1140.

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. If you have questions or need help, visit https://kb.wisc.edu/page.php?id=86220.

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 (https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/) upon hire.

The annual Cybersecurity Awareness Training is mandatory for all employees (including undergraduate/graduate student employees), and zero-dollar appointees, volunteers, and retirees who access UW–Madison online data per UWSA Policy 1032 (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-awareness/).

The training must be completed annually. Information and training options can be found on the website Cybersecurity Awareness Training (https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/). You can access the training once you have set up your NetID and MFA-Duo. If you have any questions, please contact cybersecurityawareness@cio.wisc.edu.

Identification Card - Wiscard

As an employee of the UW–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: https://wiscard.wisc.edu/id-card/how-to-get-your-wiscard/.

Benefits Overview

You may be eligible to participate in various benefit plans. Most plans require enrollment within 30 days of your start. Information and enrollment procedures can be found on the Office of Human Resources web page: https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/.

Federal Affordable Care Act – Health Insurance Marketplace

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace Coverage Options. The Notice is available on the University of Wisconsin System website: https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf.

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: https://hr.wisc.edu/pay/international-payroll-and-taxes/. For information regarding Foreign Source Income employees, please refer to: https://hr.wisc.edu/pay/foreign-source-income/.

Compensation Limits

Employees with multiple, concurrent jobs with the University of Wisconsin System or other State of Wisconsin agencies 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. As of July 1, 2013, University of Wisconsin System 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 UW System institution in a fiscal year. Specific information regarding compensation limitations for concurrent roles is outlined in the UW–Madison Overload Policy: https://policy.wisc.edu/library/UW-5031.

Unemployment Benefits

You may file an unemployment claim in the first week that your employment ends or your work hours are reduced. Please visit https://dwd.wisconsin.gov/eworkboard/ 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 (https://research.wisc.edu/compliance-policy/) 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 and does not discriminate on the basis of race, color, national origin, sex, disability, age or any other protected classes included in applicable federal and state non-discrimination laws and regulations and the University of Wisconsin System and university policies and procedures. 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 at: https://compliance.wisc.edu/civil-rights/. 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 Accommodation

UW–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 have equal employment opportunities. To request a disability-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. Employees, applicants, and DDRs may consult with the Employee Disability Resources (EDR) Office at any time during the accommodation process. The EDR Office serves as the university-wide hub for information on the disability 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

UW-Madison fulfills its public mission by valuing everyone, and commits to a shared responsibility towards designing inclusively and accessibly for people with disabilities. Visit Accessibility@UW-Madison (www.accessible.wisc.edu) to learn about disability rights, ableism, accessibility resources, and get the information you need to do your part in creating accessible events and 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 via wr@ohr.wisc.edu

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 on the Drug-Free Schools and Communities Act web page: https://alcoholanddruginfo.students.wisc.edu/dfsac-act/.