

**School of Education Administrative Forum  
Thursday, February 15, 2018  
9:​30 a.m. - 1​1:00 a.m.  
Wisconsin Idea Room, 159 Education Building**

**ANNOUNCEMENTS**

**Business Office Snapshot**

**AGENDA**

**HR and Payroll – Gautam, Sarah & teri**

* [Pay Plan Information](https://news.wisc.edu/uw-madison-will-provide-pay-adjustments-to-faculty-and-staff/)
* [Tech Deactivation](https://it.wisc.edu/news/complete-steps-leaving-university/)
* [LifeSuite](https://www.wisconsin.edu/ohrwd/benefits/other-benefits/)
* [ICI](https://www.ohr.wisc.edu/benefits/new-emp/ici.aspx)
* [Wellness Information](https://wellwisconsin.staywell.com)

**Financial Management - Toby**

* 90 day requirement for e-reimbursement and accountable plan exception request form
* [Mileage Rates](http://www.bussvc.wisc.edu/acct/policy/travel/privateveh.html)
* New travel team employee at 21 N. Park St. – Graig Brooks

**Facilities – Lindsey**

* Unit Facilities Priorities
* Wi-Fi upgrade (Ed Building)

If there are any topics that you would like us to cover, or if you have suggestions for special guests or training opportunities that you would like to see at future forums, please let us know.

[**SUBMIT A NOMINATION FOR THE BUCKY AWARD!**](mailto:amoslandgraf@wisc.edu)(Business Office U-Rah-Rah Congratulations & Kudos to You!)

* Melissa Amos-Landgraf, Associate Dean for Administration, (608) 262-4474
* Kweku Brewoo, Financial Specialist Senior, (608) 890-2514
* teri engelke, Assistant Dean for Human Resources, (608) 262-6139
* Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
* Lindsey Honeyager, Assistant Dean for Facilities, (608) 265-2832
* Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
* Toby Schellhase, Accountant - Journey, (608) 262-1765
* Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559

**Did You Know?**

<https://working.wisc.edu/>

## Well Wisconsin Program Incentive Updates

Employees and spouses currently enrolled in the State Group Health Insurance plan are eligible for an annual $150 wellness incentive (administered by [StayWell](https://wellwisconsin.staywell.com/)). Below are updates to the 2018 Well Wisconsin program as well as an update on previously communicated changes to the 2019 program.

**2018:** In addition to completing the health screening and health assessment, a Well Wisconsin Well-Being activity will also be required in 2018 to earn the $150 wellness incentive. A few examples of well-being activities are: Million Steps Challenge, 21 Day Meditation Experience and Self-Directed Coaching. More information about the Well Wisconsin Well-Being activities is available on the StayWell website. To earn the 2018 incentive, one Well Wisconsin Well-Being activity, the health screening and health assessment must be completed and submitted to StayWell by October 19, 2018.

**2019:** Changes to the wellness incentive structure were considered in 2017. One consideration was to provide a premium differential instead of the current wellness incentive $150 gift card. It has been decided that a change to a premium differential will not take place for 2019. This option will continue to be explored by the Department of Employee Trust Funds (ETF).

For additional information on the Well Wisconsin program and how to receive your $150 incentive in 2018, visit [https://wellwisconsin.staywell.com](https://wellwisconsin.staywell.com/) or contact the StayWell HelpLine at 800-821-6591. Throughout 2018, StayWell will send emails and home mailers to employees with information about the program.

<https://hr.wisc.edu/conference/construct-your-career-at-uw/>

### Deadline Approaching for Employee Career Conference

“Construct Your Career at UW,” a career development conference for UW–Madison employees, is coming up on Tuesday, March 6, 8:30 a.m.–4:30 p.m. at Union South. This free conference is designed to help employees manage their careers while remaining employed at UW–Madison. Workshops will help attendees develop the skills needed at every stage in the career life cycle. Representatives will be on hand to answer questions about campus resources related to career development. Employees may attend the entire conference or come for part of the day. Seating in the workshops is limited. Registration, which includes a complimentary lunch, is required by Monday, Feb. 19.