**Crucial Moments to Contact HR**

***New Hires***

If the new hire comes to campus prior to their first day/start date, ensure they stop by HR - we’ll make sure they have all their paperwork complete and support them with other onboarding items!

**Contact**

Your department’s HR Representative.

***Changes***

For changes which impact employment or working condition factors, contact HR with the recommended information, also listed below.

Change Examples (not an inclusive list):

* + Decrease in hours for non-exempt/hourly staff
	+ Changing department
	+ Changing supervisor
	+ Changing duties outside of essential functions and UWS job description
	+ Changing pay

Information to Provide to HR

* + Who requested the change?
	+ What is/are the reason(s) for the change being requested?
	+ Is this temporary or permanent?
	+ What other factors within the unit or institution could impact the requested change?

Benefits of Contacting HR Early

The same type of change (ex: decrease in hours) may be processed differently

depending on the factors of the situation.

* + Support to reach the goal through the appropriate path
	+ Collaboration for strategic thinking, supporting long-term success

When to talk to the Faculty or Staff Member about the change?

It depends!

* If an individual is requesting the change ONLY for personal reasons – they are talking to you first, so keep them updated throughout the process.
* If the Chair/Supervisor/not the impacted employee has brought up the change, your HR Representative can provide guidance for the appropriate time to communicate with the individual.

***Attendance/Leaves & Accommodations***

For attendance/leave or accommodations that meet the conditions below, contact HR office.

If an individual will be off work:

* Due to their own medical reasons
* For three or more days continuously

**Contact**

HR Compliance Specialist

* OR they are out sporadically/intermittently
* Requesting a Leave of Absence for medical reasons.

If an individual makes a request for any type of working condition change/accommodation due to a medical condition.

***Separations***

Contact us when you or the separating individual need(s) guidance to determine their last day worked versus last day on payroll.

**Contact**

Email hr@uwsp.edu

to ensure the question goes to the most appropriate HR representative

