



University
of Idaho

**SUPERVISING IN THE
TIME OF COVID19**

**SELF-CARE FOR
SUPERVISORS AND
PLANNING FOR
SPRING**

DECEMBER 8, 2020



FACILITATORS

Diane Kelly-Riley, Interim Vice Provost for Faculty

Brandi Terwilliger, Director, Human Resources



MEETING LOGISTICS

I Please mute if not speaking.

I Today, we're going to have a general discussion. Feel free to speak up (or type your comment in the chat and we'll read it).

I Notice: These slides and the recording of this session will be available at <https://www.uidaho.edu/human-resources/managers>



AGENDA FOR TODAY

- Announcements/Reminders
- Self-care for Supervisors
- Planning for Spring



ANNOUNCEMENTS AND REMINDERS

Our Employee Assistance Program Provider, KEPRO, has the following upcoming sessions:

Client	Webinar	Date	Time	Time Zone	Training Requested	Facilitator	Registration Link:
University of Idaho	Managing in a Virtual World	12/8/2021	10:00A-11:00A	PT	CT-2715	Michael Contreras	https://attendee.gotowebinar.com/register/716419097820012560
University of Idaho	Strengthening the Team: Building a Cohesive and Inclusive Team	12/15/2020	12:00P - 1:00P	PT	CT-2716	Michael Contreras	https://attendee.gotowebinar.com/register/2587020429183895568
University of Idaho	Self-care Remaining Resilient	12/11/2020	10:00A-11:00A	PT	CT-2717	Cathy Alford	https://attendee.gotowebinar.com/register/4574390994923965456
University of Idaho	The Art of Motivation	12/16/2020	2:00P-3:00P	PT	CT-2718	Linda Stroman	https://attendee.gotowebinar.com/register/1991383094575309584
University of Idaho	Mindfulness 101	12/21/2020	2:00P-3:00P	PT	CT-2719	Linda Stroman	https://attendee.gotowebinar.com/register/5011065336427751180

If you would like to attend, please reach out to Brandi Terwilliger at brandit@uidaho.edu for the links to the sessions!



REMINDER

ESPECIALLY FOR FACULTY SUPERVISORS

- Faculty have sick leave which they should use when they are not at work because of their illness or because of a family member illness.
- They can check their sick leave balances in VandalWeb

University of Idaho VandalWeb

Personal Information Faculty & Advisors **Employees** Finance Advancement Sponsored Programs

Search

[EMPLOYEE MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Payroll Menu

Web Time Entry/Supervisor Approvals

Enter hours worked, leave taken or approve timesheets for the pay period.

COVID-19 Time Tracking

Please provide the UI with information on how much effort was spent on COVID-19 issues.

Earnings History

View your earnings amounts for a given period of months, broken down by the various earnings types.

Deduction History

View how much has been deducted from your check in which categories for a selected period of months.

Miscellaneous Deduction History

View miscellaneous deductions, such as TSA's, Dealing Permits, etc.

Leave Balances and History

Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.

Pay Stub

View your current or past pay stubs here, with links to earnings and deductions histories.

Direct Deposit Review or Update

View the accounts into which your paycheck is being directly deposited, and the percentages or amounts involved.

W-2 Year End Earnings Statement

View W-2's from past years to view.

Federal W-4

View/Update your Federal W-4 information

Idaho Withholding/Exemptions (Form ID W-4)

View your Idaho W-4 information (single/married, number of dependents, etc).

Electronic W-2 Consent Form





SELF-CARE FOR SUPERVISORS





PLANNING FOR SPRING





REMINDER

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THANK YOU

FOR FURTHER ASSISTANCE:

[HTTPS://WWW.UIDAHO.EDU/HUMAN-RESOURCES/MANAGERS](https://www.uidaho.edu/human-resources/managers)

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