HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
January 7, 2016 at 10:00 am

I. Welcome – Darrell Kozuch, Assistant Vice President, Human Resources

A. Recognition of New Users:

B. UHR Staffing Changes:

Rachel Parsley joined UHR as our new Training Administrator and Program Coordinator in the CLE on Jan 4.
Jennifer Mackrous and Courtney Reece joins UHR on Jan 25 as HR Consultants.

Please join us in wishing them well!

C. No UHR Postings:

II. Payroll – Darrell Kozuch

A. Payroll Processing Schedule and Key Dates: The 2016 Payroll Processing Schedule can be found at http://www.hr.virginia.edu/calendars/2016-payroll-calendar/. Note: The Payroll processing calendar is subject to change, particularly around holidays. If you print a copy of the calendar, always be sure you have printed the most recent version which is maintained on our web site.

- **Sunday, January 10**: HRMS Specialist and Salary Approver updates for 12/28 – 01/10 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, January 10**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 12/28 – 01/10 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, January 24**: HRMS Specialist and Salary Approver updates for 01/11 – 01/24 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, January 24**: HRMS Specialist updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, January 24**: LD Specialist updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, January 24**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 01/11 – 01/24 and LD Specialists updates must be entered in HRMS by 5 pm.
• **Sunday, February 7:** HRMS Specialist and Salary Approver updates for 01/25 – 02/07 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Sunday, February 7:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 01/25 – 02/07 and LD Specialists updates must be entered in HRMS by 5 pm.

C. **2016 Payroll Calendar:** The 2016 Payroll Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/2016-payroll-calendar/](http://www.hr.virginia.edu/calendars/2016-payroll-calendar/). Note that there are 26 bi-weekly pay dates in 2016 that will be reflected on the 2017 W2.

D. **2016 System Availability Calendar:** The 2016 System Availability Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/).

E. **2016 Holiday Calendar:** The 2016 Holiday Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2016/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2016/).

F. **2016 HR User Group Meeting Schedule:** The HR User Group Meeting Schedule for the first half of 2016 can be found on the UHR web site at [http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/](http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/).

G. **Martin Luther King, Jr. Day:** Monday, January 18, is an officially observed holiday for the University Academic Division for Martin Luther King, Jr. Day. Your supervisor or department administrators can answer questions about required coverage during holidays.

H. **UHR Service Center Holiday Coverage:** Employees who need emergency assistance from UHR during the holidays can call our UHR Service Center at 434-982-0123 where a recording will give them the phone number for the “manager on duty” for that day.

I. **HR and LD Workshops for 2016:** HR and LD Workshops are scheduled and the dates can be found at:

[http://www.hr.virginia.edu/other-hr-services/employee-development/courses/integrated-system-schedule/](http://www.hr.virginia.edu/other-hr-services/employee-development/courses/integrated-system-schedule/)

The workshops are held from 1:00 pm to 4:00 pm in the 2400 Old Ivy Road building, Room 136. From 1 – 2 pm, we have discussion on a topic of interest and afterwards we offer a hands-on computer workshop from 2 – 4 pm. You are free to bring your work while having a trainer in the room to assist and to answer questions.

To enroll in a workshop, login to UVa Employee Self-Service>Learning>Learner Home. Enter ‘HR and LD’ in the search field and click to ‘Go’ button. Click on the course name ‘HR and LD Workshop-IS’. On the next screen, click on ‘HR and LD Workshop-IS’ again. The dates for the workshops will display. Click on the ‘Enroll’ briefcase beside the session into which you’d like to enroll. There is no fee to attend a workshop.

Topics for the 1 – 2 pm discussion are emailed to all departmental HR and LD users a couple of weeks prior to the session. If you are not receiving an email announcement for the topics, please contact Sue Simpkins at wss2d@virginia.edu.

J. **Reminder - FICA Processing:** The process that will switch student assignments for those enrolled in the Spring, 2016 semester to be exempt from FICA withholding will be run on
Friday, January 20, 2016 so that students enrolled for the semester that begins on Monday, January 11, 2016 will be FICA exempt for the Bi-weekly payroll #2 (01/11 – 01/24).

If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 434-982-0123 or via email at askhr@virginia.edu.

K. Reminder - Exempt Tax Status: Persons claiming “exempt” for their 2016 W-4 or VA-4 forms must file new tax forms no later than Monday, February 15, 2016 to continue this status during 2016. This is an IRS regulation. If the employee neglects to file new tax forms, the employee will be switched to have taxes withheld with a status of Single and zero exemptions.

L. Reminder 2015 1095’s: The 1095-C, anticipated to go out early February, it’s important that employees review the document for accuracy. Questions may be directed to the UHR Service Center at 982.0123 or email AskHR@virginia.edu and please keep the document with your tax records. We are working on a communication to send to your home address and an email that will go to the email address on file.

M. Reminder - Taxable Gifts – Quarterly Submission: Be sure to notify University Payroll at the beginning of each quarter of any taxable gifts given to an employee so they can be added as taxable income to the employee’s W2. Gift cards of any dollar value are considered “cash” and are 100% taxable. A non-cash item less than $100 is not considered taxable, but all non-cash gifts above that threshold are taxable. Tangible personal property (UVa chairs, blankets, etc.) awarded to employees to recognize the employee’s length of service (including retirement) is not taxable. However, the award must involve something other than cash, a gift certificate, or other equivalent item, and must be given for length-of-service. The amount that the employee can receive tax free is limited to the employer’s cost and cannot exceed $1,600 for all awards the employee receives during the year. In addition, the employer must make the award as part of a meaningful presentation. The tax-free employee achievement award exception does not apply if:

The length-of-service award is for less than five years of service or if the employee received another length-of-service award during the year or the previous four years.

N. Reminder - 2015 W-2’s: Get your W-2 sooner! The online W-2 will be available mid-January, 2015, two weeks earlier than the paper version. If you don’t elect to get your W-2 online, your paper W-2 will not be mailed until January 31, 2016.

O. Reminder - Review Emergency Event Status and Policy: It is important that managers convey to employees their “designated” or “non-designated” status as it applies to an Emergency Event. An employee may view their status via Employee Self-Service under “My Information”. The policy can be found at http://www.hr.virginia.edu/event-status. HRMS Specialists have the ability to update the Emergency Event Status which is contained in the Special Information Type named Emp-Emergency Event Status. The navigation path is People Enter & Maintain>Special Info. Managers may request that the Specialists make updates to this field. All new employees are defaulted to “Non-designated” and it is up to managers to get those employees who are “Designated” updated in the Integrated System, whether that is done by the manager him/herself via Manager Self-Service or by having their HRMS Specialist do the update. The employee’s Emergency Event Status is viewable in several Discoverer reports including PAY_Leave Balance (all tabs), HR_Employee
P. **Reminder - University Leave Cash-Out:** Any University Staff employee with an amount above the carry forward limit and who met the 80-hour threshold of usage will have a “payout” automatically created for half of the hours. This payout will be processed in the first pay period of the new leave year with pay period ending January 10, 2016 for check date of January 15, 2016.

Q. **Reminder - 2016 VSDP and University Leave Allotments:** The new allotments of Family/Personal, VSDP Sick leave, and University Leave were given the beginning of the new leave year. This year, the new leave year began on **December 28, 2015.** For those **non-University Staff** employees enrolled in the Virginia Sickness and Disability Program, the new Family/Personal and VSDP Sick leave allotments were available for use on December 28, 2015. For **University Staff**, the new University Leave allotments were available for use on December 28, 2015. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 10, 2016 bi-weekly payroll on January 12. The timecards and reports will be reflective of the new allotments when accessed on or after **January 13, 2016.**

Please remember for each employee, the entire annual accrual will be available for use at the start of each leave year, prior to actually accruing the hours. This provides employees with maximum flexibility in their use of leave time. **If an employee leaves the University during the course of the year, the time used and the time accrued are reconciled.** Leave accrued, but not used, is paid to the employee in the pay period following the last day of employment. Leave used but not accrued is either subtracted from the employee’s final paycheck, or invoiced through Accounts Receivable if the amount owed to the University exceeds the net amount of the final paycheck.

R. **Reminder - HR_Appointment Expiration Report:** HRMS Specialists are encouraged to run the Discoverer report **HR_Appointment Expiration** for their Organization(s) and use it to obtain the necessary information to update the appointment date information for their employees’ assignments. As of December 30, 2014 the statistics for expired appointments for Primary assignments are shown below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>145</td>
</tr>
<tr>
<td>Non-Paid Faculty</td>
<td>176</td>
</tr>
<tr>
<td>Salaried UPG Faculty</td>
<td>6</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>291</td>
</tr>
<tr>
<td>Salaried Research Associates</td>
<td>30</td>
</tr>
</tbody>
</table>

Expired appointments for Secondary assignments were:

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Paid Faculty</td>
<td>104</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>23</td>
</tr>
</tbody>
</table>
III. Hoo’s Well - Erin Erickson, Wellness Program Coordinator

IV. Payroll and Timekeeping – Lori O’Connor, Payroll Manager, University Payroll

IV. Floor Open for Discussion and Questions from the Audience

V. Closing Remarks – Darrell Kozuch

VI. Future Topics: Please send UHR any topics for future HR User Group Meeting agendas. They can be sent to AskHR@virginia.edu.

The next HR User Group meeting is scheduled for **Thursday, February 4, 2016**, at **10:00 a.m.** in the **South Meeting Room, Newcomb Hall**. Just a reminder that information pertaining to the HR/Payroll User’s Group is located at [http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/](http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/).