HR User Group Meeting Agenda
Kaleidoscope Room, Newcomb Hall
January 8, 2015 at 10:00 am

I. Welcome – Darrell Kozuch, Assistant Vice President, Human Resources
   A. Recognition of New Users:
   B. No UHR Staffing Changes:
   C. No UHR Postings:

II. Erika Craig – Office of Equal Opportunity Programs, EO Program Coordinator

   A. EOP Updated Preventing and Addressing Discrimination, Harassment, and Retaliation Training: The Office of Equal Opportunity Programs (EOP) is implementing updated training related to preventing and addressing discrimination, harassment and retaliation (PADHR). This curriculum update will include new information related to the University’s policies in these areas and the new policy related to reporting by University employees of sexual misconduct disclosures made by students issued in August of last year (HRM-040). EOP has worked with UHR to leverage the Oracle Learning Management (OLM) system such that all employees, excluding undergraduate or graduate students who are not Graduate Teaching Assistants or Graduate Research Assistants, will automatically be enrolled in the courses at the end of January. An all staff email will be sent out at the end of the month to notify employees of their need to go into Employee Self-Service to complete these courses and EOP will be posting an FAQ document related to the training as well as known technical issues closer to the launch of these updated trainings. Moving forward OLM will remind employees to complete this training every two years per the University’s policies (HRM-009 and HRM-010). Departments will be asked to regularly run Discoverer reports (reports are under development with ITS) for their area to identify employees out of compliance with these policies. Questions not answered by the forthcoming FAQ website, which will be located on EOP’s Training page, should be directed to EOP (434-924-3200 or UVAEOP@Virginia.edu).
III. Payroll – Darrell Kozuch


*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 11:** HRMS Specialist and Salary Approver updates for 12/29 – 01/11 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, January 12:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 12/29 – 01/11 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, January 25:** HRMS Specialist and Salary Approver updates for 01/12 – 01/25 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, January 25:** HRMS Specialist updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, January 25:** LD Specialist updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, January 26:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 01/12 – 01/25 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, February 8:** HRMS Specialist and Salary Approver updates for 01/26 – 02/08 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, February 9:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 01/26 – 02/08 and LD Specialists updates must be entered in HRMS by 5 pm.

B. 2015 Payroll Calendar: The 2015 Payroll Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/2015-payroll-calendar/](http://www.hr.virginia.edu/calendars/2015-payroll-calendar/). Note that there are 27 bi-weekly pay dates in 2015 that will be reflected on the 2015 W2. The last pay period of 2014 is paid in 2015 as well as the last pay period of 2015.


E. 2015 HR User Group Meeting Schedule: The HR User Group Meeting Schedule for the first half of 2015 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/).

F. Martin Luther King, Jr. Day: Monday, January 19, 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.

G. 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.
H. HR and LD Workshops for 2015: HR and LD Workshops are scheduled for the following dates in 2015:

January 15
February 12
March 12
April 9
May 14
June 18
July 9
August 13
September 10
October 15
November 12
December 10

The workshops are held from 1:00 pm to 4:00 pm in the Michie North building at 918 Emmet Street. From 1 – 2 pm, we have discussion on a topic of interest in Room 223 and afterwards we move to Room 220 for 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.

I. Reminder - FICA Processing: The process that will switch student assignments for those enrolled in the Spring, 2015 semester to be exempt from FICA withholding will be run on Friday, January 23, 2015 so that students enrolled for the semester that begins on Monday, January 12, 2015 will be FICA exempt for the Bi-weekly payroll #2 (01/12 – 01/25).

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.

J. Reminder - 27 Payrolls in 2015: Please note that in 2015, there will be 27 bi-weekly payrolls instead of 26. There is no change to the bi-weekly salary amount but you will see one extra payroll for tax purposes. An example would be for a person whose salary is $26,000 annually, the bi-weekly salary would be $1000. In 2014 where there are 26 payrolls, the gross salary for the year would be $26,000. In 2015 where there are 27 payrolls, the gross salary for the year would be $27,000. The leave year for 2015 begins on December 29, 2014 and goes through December 27, 2015. That is only 26 pay periods so the leave accruals will remain the same for 2015.
K. **Reminder - Exempt Tax Status:** Persons claiming “exempt” for their 2014 W-4 or VA-4 forms must file new tax forms no later than Monday, February 9, 2015 to continue this status during 2015. 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 - 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.

M. **Reminder - 2014 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, 2015. Employees who have not elected to receive their W-2 online can expect an email in early November with instructions on how to enroll.

N. **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](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 Information for Labels, HR_Current Salary Information, and HR_Employees by Supervisor and Organization.

O. **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 11, 2015 for check date of January 16, 2015.
P. **Reminder - 2015 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 29, 2014.** 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 29, 2014. For **University Staff,** the new University Leave allotments were available for use on December 29, 2014. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 11, 2015 bi-weekly payroll on January 13. The timecards and reports will be reflective of the new allotments when accessed on or after **January 14, 2015.**

Q. **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.

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<thead>
<tr>
<th></th>
<th>Count</th>
<th>Previous Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>96</td>
<td>94</td>
</tr>
<tr>
<td>Non-Paid Faculty</td>
<td>118</td>
<td>121</td>
</tr>
<tr>
<td>Salaried UPG Faculty</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>222</td>
<td>204</td>
</tr>
<tr>
<td>Salaried Research Associates</td>
<td>18</td>
<td>16</td>
</tr>
</tbody>
</table>

Expired appointments for Secondary assignments were:

<table>
<thead>
<tr>
<th></th>
<th>Count</th>
<th>Previous Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Paid Faculty</td>
<td>73</td>
<td>74</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>

IV. Office of Compliance & Immigration – Michael Schwartz, Director

A. **Volunteer Tax Assistance**

B. **NEW - Free Application for Federal Student Aid (FAFSA) Program Form Assistance**

V. Payroll and Timekeeping - Bess Landolt, Payroll Specialist, 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 5, 2015,** 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/).