HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
April 2, 2015 at 10:00 am

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

A. Recognition of New Users:

B. UHR Staffing Changes:

Katie Brown, UHR’s Respect@UVa program assistant, left the University on February 13 to work for UVa’s Alumni Association.

Joyce Johnson of the UHR Service Center Team left the University on February to work for the National Radio Astronomy Association.

Shannon Jones, Senior Learning and Development Specialist with UHR’s Center for Leadership Excellence, left the University on February 27.

Christian Deck joined the UHR Service Center on February 25 in a temporary capacity.

The following Leave Center and Benefits staff have been incorporated into the Payroll area. Their phone numbers remain the same.

Carrie Harper
Lisa Fields
Thomasine Wells
Debbie Williams

Please join us in wishing these employees well!
C. **UHR Postings**: UHR is currently seeking applicants for the following posting in Jobs@UVa. Interested parties should submit an application via [Jobs at UVa](http://www.hr.virginia.edu/calendars/2016-payroll-calendar/).

Program Assistant, Respect At UVa

II. **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, April 5**: HRMS Specialist and Salary Approver updates for 03/23 – 04/05 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 6**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 03/23 – 04/05 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, April 19**: HRMS Specialist and Salary Approver updates for 04/06 – 04/19 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 20**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 04/06 – 04/19 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, April 26**: HRMS Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, April 26**: LD Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, May 3**: HRMS Specialist and Salary Approver updates for 04/20 – 05/03 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, May 4**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 04/20 – 05/03 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **2016 Payroll Calendar**: The 2016 Payroll Calendar is now available on our web site at [http://www.hr.virginia.edu/calendars/2016-payroll-calendar/](http://www.hr.virginia.edu/calendars/2016-payroll-calendar/).

C. **Employee Self-Service Banking Back Online**: Employees may now update their direct deposit information using Employee Self-Service following the temporary shut-down for construction on the site.

D. **Fiscal Year End**: Note that the last payrolls included in the 2015 fiscal year end are:

- Monthly: 04/25-05/24/2015
- Bi-weekly: 06/01-06/14/2015
E. **Payroll Reconciliation / Overpayments:** Timely reconciliation of departmental payroll charges is essential. If an employee has been overpaid by the University, the overpayment is a legal debt and must be repaid in full. It is the policy of the University of Virginia Payroll Department to initiate collection proceedings through the University’s Accounts Receivables system on all payroll overpayments as soon as the discrepancy is detected. Departments should not initiate collection. The amount of overpayment collected by the Payroll Department will vary depending upon whether the current and/or prior calendar year records must be adjusted. When a department or employee determines that an overpayment has occurred, the department or employee must notify Payroll in writing. Details must include the date the issue was discovered, the period of overpayment, the amount and type of overpayment (i.e., Regular wages, bonus, goal pay, etc.), and the reason for the overpayment. Notification should be sent to askhr@virginia.edu. It is the intention of the Payroll Department to work amicably with the affected employee, while acting responsibly in administering state regulations and University policies, to affect an orderly return of all excess payments to the University. The Discoverer report *PAY_Payroll Reconciliation Report* provides schools and departments the ability to review pay from hours entered on the time card through the computation and distribution of gross pay. A PowerPoint presentation on this report and many others can be found in the Integrated System web site at [http://www.virginia.edu/integratedsystem/reports/](http://www.virginia.edu/integratedsystem/reports/). More information regarding payroll overpayments can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/overpayments/](http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/overpayments/).

F. **Submitting Reward and Recognition Requests for Employees Who are Outside Your Department:** If your department is submitting a Reward and Recognition request for an employee that is outside of your own department, please make sure that the recipient’s manager is given a courtesy call to inform them of the reward. Please also remember that it is up to the department requesting the reward (not the recipient’s department) to make sure that the labor schedule is updated with their PTAEO on that particular reward. By providing the PTAEO to be charged on the form is not what ensures that the correct PTAEO is charged. You should also contact Keith Johnson in UHR Operations to ensure that the recipient is within their maximum reward and recognition limit amount. Any questions on Reward and Recognition can be addressed to Keith Johnson at fjk2t@virginia.edu or 434-924-6371.

G. **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.
H. FICA Processing for the Summer 2015 Semester: The process that will switch student assignments for those enrolled in the 2015 summer session to be exempt from FICA will run on Friday, May 29, 2015 so that students enrolled for the Summer 2015 session beginning on May 18th will be FICA exempt for the Bi-weekly payroll #11 (05/18 – 05/31). If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 982-0123 or e-mail askhr@virginia.edu.

I. FICA Processing for the Fall 2015 Semester: The process that will switch student assignments for those enrolled in the 2015 fall semester to be exempt from FICA will run on Friday, September 4, 2015 so that students enrolled for the Fall 2015 semester beginning on August 25th will be FICA exempt for the Bi-weekly payroll #18 (08/24 – 09/06). If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 982-0123 or e-mail askhr@virginia.edu.

J. Pancake Breakfast a Success!: The third annual Staff Appreciation Pancake Breakfast on March 10 was declared a success with approximately 1,400 University and Medical Center staff in attendance who were served by 32 different Vice Presidents and Deans of the University and Chiefs of the Medical Center.

K. Terminating Students: HRMS Specialists are encouraged to terminate students who are leaving the University rather than letting their assignments systematically go on the Inactive Payroll since they would remain on the Inactive Payroll for 6 months. Also, remember to encourage the student to use Employee Self-Service to update their address in the Integrated System. The HRMS Specialist may also obtain a forwarding address and enter it into the Integrated System for them. Remember, foreign addresses must be entered as a secondary address with University Payroll as the primary address.

L. Non-12 Month Employee Maintenance: Now is the time for users to begin processing actions for their non-12 month (9, 10, or 11-month) employees. The procedure for special handling of these employees who are terminating May 24, June 24, or July 24 respectively is found on page 383 of the Maintaining Employee Information document at http://www.hr.virginia.edu/uploads/documents/media/HR_Maintaining_Employee_Information.pdf. If you have additional questions after reviewing the procedure, contact the UHR Service Center at 982-0123.

M. Final Exercises 2015: Final Exercises will be held on Saturday, May 16 (for the College and Graduate School of Arts & Sciences degree candidates) and Sunday, May 17 (for all degree candidates excluding the College and Graduate Arts & Sciences). More information can be found on the UVa web site at http://www.virginia.edu/finals/.

N. UVA’s Federal Work Study Program: The last day to work for the 2014-2015 academic year is May 3, 2015. No student may work as a work-study student after this date. However, supervisors may choose to select an earlier end date. Work-Study is not available during the summer. If the work study assignment is the only active assignment the student worker has, then you will terminate the person via the End Employment process with Actual Last Day of May 3. If the work study student has other active assignments, then you will terminate just the work study assignment via the Terminate Assignment process by date-tracking to May 4 and updating the work study assignment to Terminate Assignment status. If the work study student is going to continue to work for the department as a non-work study student worker after May 3, a new assignment must be added effective May 4. Do not update the existing work study assignment as a non-work study student worker.
O. **Reminder - The 2015 Service Award Program:** This program is currently in the planning stages. More details, including opportunities to volunteer, will be forthcoming over the coming weeks.

Service Awards Day Ceremony  
**Date:** Tuesday, May 19, 2015  
**Time:** 1:30 pm – 3:30 pm  
**Location:** John Paul Jones Arena  
**Celebrating:** Employees with 10, 15 and 20 years of service  
**Theme:** Movie theme with popcorn, M&M’s, and an updated 2015 film of UVa staff hard at work!  
**Reception on the arena floor to follow**

Service Awards Evening Ceremony  
**Date:** Monday, June 8, 2015  
**Time:** 5:30 pm – 8:30 pm  
**Location:** John Paul Jones Arena  
**Celebrating:** Employees with 25 through 50-plus years of service  
**Theme:** 1950’s and 1960’s theme with classic cars and root beer floats!  
**Dinner will be served at 6:15 pm**

P. **Reminder - Volunteer Income Tax Assistance (VITA) for Tax Year 2014 Ending April 15:** Need help on your taxes? If you meet the eligibility requirements below, you can get your tax return prepared for free! You may not realize that you qualify for certain tax benefits like the federal Earned Income Tax Credit. Let us help prepare your return and you’ll see any possible refunds in about ten days.

**What:** In partnership with IRS-trained and certified student volunteers from the School of Law and Creating Assets, Savings and Hope (CASH) – a group organized through the University’s student volunteer center, Madison House, UHR is again offering free income tax return preparation services for eligible employees in the Human Resources building at 918 Emmet Street.

New this year, during Saturday shifts, student volunteers will pilot a Free Application for Federal Student Aid (FAFSA) filing program. Employees can have their taxes prepared and filed and complete a FAFSA on the same day with the help of trained volunteers. This new service will make financial aid more accessible to families in the U.Va. community.

**Where:** University Human Resources  
Michie North, 918 Emmet Street (across from Barracks Rd. Shopping Center)

**Who’s Eligible:** All U.Va. employees (including wage and part-time and Medical Center employees), who earn $53,000 or less annually, do not have rental income, and who are U.S. citizens or permanent residents. The $53,000 income limit includes your spouse’s income if you are filing a “married filing jointly” return.

**When:** Monday through Thursday evenings, with appointments at 5:30 and 6:30 p.m., and Saturdays, at 10:30 a.m. and 11:30 a.m. until April 15. By appointment only—limited walk-ins available. Appointments may be scheduled online at [www.vitavirginia.org/appointments](http://www.vitavirginia.org/appointments).

**Note:** If you want to file a “married filing jointly” return, both spouses must be present. No
appointments are offered after April 15, 2015 (filing deadline for federal income tax return). More information, including eligibility requirements and what to bring to the appointment, can be found on the VITA web site at http://www.vitavirginia.org/appointments. Questions may be directed to the UHR Service Center at 982-0123 or via email at AskHR@virginia.edu.

III. Office of Equal Opportunity Programs – Rachel Spraker, Affirmative Action Specialist

A. Recordkeeping Lessons from OFCCP Audit: The ongoing review of the University’s personnel actions being conducted by the Dept. of Labor’s Office of Federal Contract Compliance Programs (OFCCP) has highlighted the importance of departments ensuring accuracy in the Integrated System (Oracle) data for their personnel. Specifically, departments should ensure that employee education, academic work history, administrative appointments, and active assignments are appropriately maintained, including appointment dates. In general, departments should update and maintain all records and supporting documentation related to personnel actions and the related decision making processes in line with UVa policies which can be found at http://www.virginia.edu/recordsmanagement/. As a reminder the OFCCP Audit is ongoing and files from personnel actions which took place in 2010 and 2011 should continue to be maintained beyond their typical 5 year period.

IV. Temporary Search Group – Janet Turner-Giles, Manager

A. Super Temp Cohort VIII: Recruitment is currently underway for Super Temps Cohort VIII “Specialized Temps for U” under the umbrella of our already successful Super Temp program. The individuals of this cohort will be specialized in either Finance or Human Resources. Just as a reminder, the purpose of this program is to help you, our partners, fulfill departmental staffing needs while providing excellent opportunities to extremely talented, capable and skilled individuals. This one-of-a-kind program provides Super Temps with Integrated System training, as well as equipping them with an I-key and ID. Combining their already outstanding talents with knowledge of the Integrated System, the Super Temps immediately contribute to departments by filling challenging roles.

Training is scheduled for April 16 through April 22 with the new cohort available for placement on April 23. Personal introduction videos, biographies and "Skills at a Glance" for each Super Temp will be available early April on the Temporary Search Group website.

Much like the last cohort, you will want to reserve a Super Temp early! Contact Janet Turner-Giles via email at jmt4q@virginia.edu or via phone at 434.924.3330 to reserve your Super Temp today!

V. Hoo’s Well Updates – Shana Pack, Wellness Coordinator, Hoo’s Well

A. Open Enrollment Statistics: There was minimal change and movement in health plan elections for the January 1, 2015 Open Enrollment.

43 additional enrollees in Choice Health
16 additional enrollees in Value Health
19 less enrollees in Basic Health

Current numbers for active employees:
Choice Health 9,109 (65%)
Value Health 4,260 (30%)
Basic Health 781 (5%)

B. **Hoo’s Getting Rewarded $40 Monthly This Year?** 11,016 and counting

C. **Wahoo Fitness Challenge – You’re Invited!** Go to [www.myactivehealth.com/hooswell](http://www.myactivehealth.com/hooswell) to register. Log 48 workouts by June 30 and earn $100!

D. **Important Fall Campaign Period Changes in Activities for $40 Monthly Reward:** Employees can complete an online health assessment as well as a fitness challenge to earn the reward for 2016. Details to come this summer! (We are taking a year off from biometrics).

VI. **Center for Leadership Excellence (CLE) – Lindsey Reese, Learning and Development Specialist**

A. **Grounds for Success Orientation Program**

- Review of purpose, format, content, and recent changes
- Discussion of required e-learning modules employee takes after the in-class session
- Review of job aid new employees receive to assist in accessing e-learning modules
- Discussion of checklist received by new employees and where it can be accessed online

VII. Payroll and Timekeeping - Bess Landolt, Payroll Specialist, University Payroll

A. **Review of Timekeeper Reports:** See handout at end of agenda.

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](mailto:AskHR@virginia.edu).

The next HR User Group meeting is scheduled for **Thursday, May 7, 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/).
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Location</th>
<th>When to Run</th>
<th>Why to Run</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UVA Time and Leave</strong></td>
<td>Integrated System</td>
<td>Deadline Monday</td>
<td>To capture approved timecards that are under or over hours; if there is an error on what was submitted and approved, a paper timecard marked “correction” will be required; fax to Payroll at 924-4042.</td>
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<tr>
<td><strong>Summary Exception Report</strong></td>
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<tr>
<td>Note: Employees should account for normal working hours each week. System edits <em>should</em> prevent submitting timecards that are under hours.</td>
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<tr>
<td><strong>UVA PAY Missing and Rejected Timecard Report</strong></td>
<td>Integrated System</td>
<td>Deadline Monday, frequency based on your needs. (morning, mid-day, and afternoon, perhaps)</td>
<td>To capture nonexempt salaried staff with problem timecards &amp; in danger of not being paid on time;) run again to capture nonexempt/wage employees with problem timecards; run again to capture exempt staff; follow up with employees as appropriate.</td>
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<tr>
<td>Note: New hires or Employees with mid pay period changes or future-dated changes will appear on this report as well; simply verify they have submitted a timecard.</td>
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<tr>
<td><strong>PAY_Timesheets Reported OTL</strong></td>
<td>Discoverer</td>
<td>Tuesday after Monday deadline</td>
<td>Captures the day-by-day time and leave entries in the SSTL timecard (entries made by the employee, manager or Timekeeper for a specific pay period.) Note: this report does not show entries made during payroll processing by UHR based on paper timesheets or reports.</td>
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<tr>
<td>Note: Use the same date in the From and To fields in parameters and select your org from the list of values</td>
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<tr>
<td>Report Name</td>
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<tr>
<td>PAY_Leave Balance Report* (and the Leave Management Worksheet tab)</td>
<td>Discoverer</td>
<td>Run at least quarterly to give Use or Lose projections to managers, and as needed for your departmental needs.</td>
<td>This report shows the employee’s leave earned during the pay period as well as leave taken per entries in the timecard. It is available after the pay period has processed and can be run for 1 or multiple pay periods. The third sheet, named Leave Management, shows Use or Lose projections for each employee.</td>
</tr>
<tr>
<td>PAY_Payroll Reconciliation Report</td>
<td>Discoverer</td>
<td>After each payroll</td>
<td>To review details of how gross pay was calculated at the assignment level and charged to PTAEOS</td>
</tr>
<tr>
<td>PAY_Unapproved Timecards Report (not required, but highly recommended)</td>
<td>Discoverer</td>
<td>After biweekly payrolls, and as needed for ongoing monitoring/resolution.</td>
<td>Use to identify timecards that managers have not yet approved after payroll processing; assist managers in resolving as quickly as possible to stop system-generated notifications from escalating.</td>
</tr>
<tr>
<td>PAY Exempt Staff with Missing Timecards (not required, but highly recommended)</td>
<td>Discoverer</td>
<td>After each payroll</td>
<td>Use to identify exempt employees post-payroll who did not complete a timecard. If leave was used, a paper timecard must be faxed to the attention of Debbie Williams in Payroll at 924-4042. If no leave was taken, make a note on the form “No Leave Taken”. Obtain the appropriate signatures and fax or send to Debbie Williams at 924-4042. If Short Term Disability is involved, fax to Lisa Fields (VSDP/UNUM) or Carrier Harper (ORP/The Standard) at 924-4042.</td>
</tr>
<tr>
<td>HR_Wage Limit Hour Balances Report</td>
<td>Discoverer</td>
<td>As needed</td>
<td>Run to see hours worked and hours remaining for compliance with Affordable Care Act 1500 hour limit.</td>
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*Required

Note: There are additional Discoverer reports that you may wish to run that capture different combinations of information. Please view the list of available Discoverer reports that begin with ‘PAY’ to find other information that is available to you.

03/12/2015