HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
April 5, 2016 at 10:00 am  

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

A. Recognition of New Users: 

B. UHR Staffing Changes: 

Mojgan Baradaran Huddleston joined Human Resources Consulting Services on 
April 1st.

Please join us in wishing her well!

C. UHR Postings: UHR is currently seeking applicants for the following postings in 
Jobs@UVa. Interested parties should submit an application via Jobs at UVa 

HR Service Team Specialist 
HR Temps Recruiter 

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, April 3: HRMS Specialist and Salary Approver updates for 03/21 – 04/03 Bi-
weekly (wage and salaried) must be completed in HRMS by 5 pm.
• **Sunday, April 3:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 03/21 – 04/03 and LD Specialists updates must be entered in HRMS by 5 pm.

• **Sunday, April 17:** HRMS Specialist and Salary Approver updates for 04/04 – 04/17 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Sunday, April 13:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 04/04 – 04/17 and LD Specialists updates must be entered in HRMS by 5 pm.

• **Monday, April 25:** HRMS Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.

• **Monday, April 25:** LD Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.

• **Sunday, May 1:** HRMS Specialist and Salary Approver updates for 04/18 – 05/01 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Sunday, May 1:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 04/18 – 05/01 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. Fiscal Year End:

Note that the last payrolls included in the 2016 fiscal year end are:

- Monthly: 04/25-05/24/2016
- Bi-weekly: 05/30-06/12/2016

### D. 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](mailto: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 effect 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/).

### E. 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.

F. **FICA Processing for the Summer 2016 Semester:** The process that will switch student assignments for those enrolled in the 2016 summer session to be exempt from FICA will run on Friday, May 27, 2016 so that students enrolled for the Summer 2016 session beginning on May 16th will be FICA exempt for the Bi-weekly payroll #11 (05/16 – 05/29). 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 e-mail AskHR@virginia.edu.

G. **FICA Processing for the Fall 2016 Semester:** The process that will switch student assignments for those enrolled in the 2016 fall semester to be exempt from FICA will run on Friday, September 2, 2016 so that students enrolled for the Fall 2016 semester beginning on August 22nd will be FICA exempt for the Bi-weekly payroll #18 (08/22 – 09/04). 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 e-mail AskHR@virginia.edu.

H. **Pancake Breakfast a Success!:** The third annual Staff Appreciation Pancake Breakfast on March 8 was declared a success with approximately 1,577 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.

I. **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.

J. **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 in the self-help section ‘Change Employee Months (12 or 9). If you have additional questions after reviewing the procedure, contact the UHR Service Center at 434-982-0123.

K. **Final Exercises 2016:** Final Exercises will be held on Saturday, May 21st (for the College and Graduate School of Arts & Sciences degree candidates) and Sunday, May 22nd (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/](http://www.virginia.edu-finals/).
L. **UVA’s Federal Work Study Program:** The last day to work for the 2015-2016 academic year is May 13, 2016. 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 13\(^{th}\). 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 14\(^{th}\) 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 13\(^{th}\), a new assignment must be added effective May 14\(^{th}\). Do not update the existing work study assignment as a non-work study student worker.

M. **Fair Labor Standards Act (FLSA)** – There is proposal from the Department of Labor to raise the exempt threshold to $50,440. The HR leaders in the new strategic meeting (S3) are working on this item on behalf of the University and the implementation plan will most certainly be on the agenda when the new FLSA regulations are announced and when we have an approved plan of action. Right now no one is certain of when the new regulations will be issued but we know that they have been sent to the Office of Management and Budget.

N. **The 2016 Service Award Program:** We did a survey of last year’s honorees and got really fascinating feedback. Basically, people didn’t like having the events at JPJ because it was just too huge and they felt like a tiny part of a huge crowd. We have listened to our honorees and made changes.

- This year’s academic honorees celebrating 25-55 years of service will be invited to dinner at the Boar’s Head Inn on June 7\(^{th}\).
- The Health System honorees will be invited to a dinner at the Boar’s Head on June 13\(^{th}\).
- UHR reached out to each VP area to set up meetings for how they can celebrate their honorees of 10-20 years. We want a higher participation rate in these events. We want to celebrate our honorees and the first step is having events that they are able to easily attend! Stay tuned for more information on this.
- We are starting the tradition of sending a pin and a certificate to staff who have worked here for 5 years. The list will be sent separately. We will send the pin and certificate to the employee’s supervisor to give. The five year honorees will not be invited to a reception.

O. **Reminder - Volunteer Income Tax Assistance (VITA) for Tax Year 2015 Ending April 18:** 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 United Way and IRS-trained and certified student volunteers from the School of Law, Darden 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.

During Saturday shifts, student volunteers will pilot a Free Application for Federal Student Aid
(FAFSA) filing program. Employees can have their taxes prepared and file 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 UVA community.

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

Who’s Eligible: All UVA employees (including wage and part-time and Medical Center employees), who earn $56,000 or less annually, do not have rental income, and who are U.S. citizens or permanent residents. The $56,000 income limit includes your spouse’s income if you are filing a “married filing jointly” return.

When: Appointments are available from Feb 1 until April 18, Monday through Thursday evenings from 5:30 until 7:00 p.m., and Saturdays from 10:30 a.m. and 1:00 p.m. Appointments may be scheduled online at www.cvilletaxaid.org or by calling 434-982-0123. No appointments may be made for March 5 through March 12 due to UVA Spring Break.

Note: If you want to file a “married filing jointly” return, both spouses must be present. No appointments are offered after April 18, 2016 (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.cvilletaxaid.org. Questions may be directed to the UHR Service Center at 434-982-0123 or via email at AskHR@virginia.edu.

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

A. Super Temp Cohort VIII: Recruitment is currently underway for Super Temps Cohort IX “Specialized Temps for U” under the umbrella of our already successful Super Temp program. The individuals of this cohort will be specialized in Finance. 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 21 through April 27 with the new cohort available for placement on April 28. Personal introduction videos, biographies and "Skills at a Glance" for each Super Temp is available on the UVA Temps 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!

IV. 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, May 5, 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/.