Welcome to the Circle!! – Darrell Kozuch and Ellen Missana

Recognition of Employees New to UVa or in a New Position

New Opportunities for HR Collaboration and Information Sharing
  - HR Community Circle – Ellen Missana
  - S3 – Debbie Mincarelli

UFirst Update –
  - Purpose and Overview - Bryan Garey
  - Technology Update – Michael Latsko
  - Early Service Improvements – Barbara Kessler and Robin Fisher
  - HR Community Update – Leslie Andrus and Lisa Schott

Equal Opportunity Programs – Rachel Spraker, Employment Equity Manager
  - Pay Transparency Rule - President Obama’s Executive Order for federal contractors related to promoting Pay Transparency took effect in January 2016. While many provisions of the rule implementing the Executive Order are in alignment with existing University policies and procedures, please take the time to review the following information as action is required from you or others in your area. Specific Actions Include:
    - Updating the employment and labor law posters displayed in your school/unit with the required supplement. A list of state and federal labor and employment posters is available from EOP at http://www.virginia.edu/eop/pdfs/RequiredPosters.pdf
    - Updating any localized faculty and staff handbooks or manuals to include the prescribed nondiscrimination statement. The language of the statement can be found at http://www.dol.gov/ofccp/PayTransparencyNondiscrimination.html.
  - Contact EOP if you have questions at employmentequity@virginia.edu.

The 2016 Service Award Program: This year’s academic honorees celebrating 25-55 years of service will be invited to dinner at the Boar’s Head Inn on June 7th.
  - The Health System honorees will be invited to a dinner at the Boar’s Head on June 13th.
  - 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.

- **Final Exercises 2016**: This year’s Valedictory Exercises ceremony, featuring keynote speaker, Sarah Drew, is on Friday, May 20, at 3:00 pm. Final Exercises will be held on Saturday, May 21 (for the College and Graduate School of Arts & Sciences degree candidates) and Sunday, May 22 (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/).

- Today is the first day of the downtime for the integrated system upgrade. ITS has asked us to let you know that the Integrated System launch page will be changing when the system comes back up.

- Appreciation and Recognition Moment.

- Survey Response – Please and thank you for completing one before you leave!!

- Next HR Community Circle: June 2, 2016 – Bavaro Hall, 1st Floor Holloway Hall, 10:30 am Workshop (Topic TBD), 11:30 Meeting

### Key HR Operations Reminders:

- Current Job Postings in the HR Community!

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- Open to UVA Employees Only:
• The 2016 University Holiday Schedule can be found on the UHR web site at http://www.hr.virginia.edu/calendars/university-holiday-schedule/

• Payroll Processing Schedule
  o http://www.hr.virginia.edu/calendars/2016-payroll-calendar/
  o **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.
  o **Reminder - Fiscal Year End:** Note that the last payrolls included in the 2016 fiscal year end:
    o Monthly - 04/25-05/24/2016
    o Bi-weekly - 05/30-06/12/2016

• **Limited Deduction Pay Period:** The bi-weekly pay period May 16 – 29 paid on Friday, June 3, 2016, is a limited deduction pay period with no benefit deductions with the exception of tax deferred saving plans withheld. Third-party deductions such as garnishments, child support, Cavalier Computers, and charitable campaign are also withheld.

• Reward and Recognition forms need to be submitted by close of business the Wednesday before payroll. If this deadline is missed, the reward will be processed in the next payroll.

• Please run your expired appointment report and either update or terminate any expired appointments. Please also be sure to enter any 9 to 12 and 12 to 9 months faculty conversions.

• **Terminating Students:** HRMS Specialists, please terminate student assignments in Oracle who are leaving the University and remember to ask 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.

• Please take note of changes to how we are handling work-study students.
  o **UVA’s Federal Work Study Program:** The last day to work for the 2015-2016 academic year is **Friday, 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. Please remember that this is a federally funded program and we are managing this according to the Department of Education and the University Wage Authorization guidelines. We are not able to charge work study PTAEOs after the last day of classes, which is Friday, May 13 and your assistance with this is very much appreciated. To
help us ensure that we don’t charge the 2015-16 PTAEOs after Friday May 13, 2016 please take the following steps:

- 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 14th 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 13th, a new assignment must be added effective May 14th. Please do not update the existing work study assignment as a non-work study worker.

- If the work study assignment is the only active assignment the student worker has and the student is graduating and will not be working over the summer, please terminate the assignment and final process the student as an ex-employee.

- If the work study assignment is the only active assignment and you anticipate that the student will be employed in some capacity in the summer or fall, create a new regular student hourly wage assignment that is not a work study assignment. Be sure to date track according to the summer or fall bi-weekly schedule as necessary when creating a new student wage assignment. Put it in at $0 on the salary screen as a placeholder. Make it primary and then terminate the work-study assignment. **Please do not end the employment of on-going students as that will require that we complete the I-9 process again.**

- For the Fall 2016 semester, Work-Study Students must not start working on a WS Assignment until **Tuesday, August 23, 2016**, which is the first day of classes. If you have student wage workers beginning before then please use a regular student hourly wage assignment.

**Work Hours for Student Workers During the Summer:** HRMS Specialists who have hourly wage students that will temporarily be working fulltime during the summer months do **NOT** have to make any adjustments to their Assignment record for Assignment Category to show it as Fulltime-Regular or Working Hours per Week to change them to 40 hours. The increased hours are just reported as usual via the Self-Service timecard since this is a temporary change.

**FICA Processing for the Summer 2016 Semester and for the Fall 2016 Semester:** The process that will switch student assignments for those enrolled in the following semesters:

- 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).

- 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 982-0123 or e-mail askhr@virginia.edu.
• **Down Time for Fiscal Year-End Close:**
  - Monday 06/29/16 5:00 pm  All users temporarily disconnected from Integrated System. Responsibilities that are not active during year-end close will be disabled.*
  - Monday 06/29/16 5:30 pm  Holders of IS responsibilities that remain active during year-end close may log back on.*
  - Tuesday 06/30/15  Year-end Close
  - Wednesday 07/01/16  Previously disabled responsibilities are re-enabled
  *A listing of Active and Inactive responsibilities for year-end close can be found at [http://www.virginia.edu/integratedsystem/about/activestatus.html](http://www.virginia.edu/integratedsystem/about/activestatus.html).

• **Review “Use/Lose” Leave:** We are now nearing the mid-point of the Leave Year. Timekeepers are encouraged to remind their employees to view their “use/lose” leave information that can be found on the SSTL timecard in the *Leave Information* section by clicking in the drop down area. Timekeepers may also run the Discoverer report *PAY_Leave Balance* for the tab named “Leave Management” for employees/managers. This report displays the same information as the *Leave Information* section on the SSTL timecard. The “Leave Management” report is not a required report for distribution to employees but Timekeepers should accommodate requests for the report. **However, the report should still be run quarterly and distributed to managers.**

• **Maintaining Employee Education Information – Annual Reminder:** HRMS Specialists are encouraged to have employees review their education information in the Integrated System annually in order to capture any new education completed since starting employment at the University. The Discoverer report named *HR_Employee Education Report* can be run and distributed to your employees for confirmation of their education information. Additions or changes to the information can be entered by HRMS Specialists.