HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
June 11, 2015 at 10:00 am

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

A. Recognition of New Users:

B. UHR Staffing Changes:

Andrew Burrill joined UHR as a student worker May 18. Andrew will be helping UHR communications with some employee engagement efforts, including interviewing employees around Grounds and featuring them online. If you know someone who would love to share stories about their time at the University, let us know! Andrew can be reached at aib7ng@virginia.edu

Ann Criser-Shedd joined the Payroll staff as a Temp on May 14 to assist with the payroll processing.

Christian Deck joined the UHR Service Center as a fulltime salaried team member as of May 18. Christian was formerly a Temp in this area.

Tom O’Neil has joined UHR as a Hoo’s Well intern and will be teaching our Summer Couch to 5k program.

Eirine Vlavianos has been promoted to HR Consultant in HR Consulting Services (HRCS) as of May 4.

Michael Latsko has been named the director of UHR’s Strategic Systems and Support area (formerly known as UHR Information Technology) as of June 1. Michael was formerly director of HR Consulting Services (HRCS).

Kristi Coleman, Payroll Specialist, left the University on May 15.

Kipton Davis, UVA Health Plan Administrative Specialist, will be leaving the University on July 6 to pursue her MBA at William and Mary.

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](https://jobs.uva.edu/)

- Compensation Program Manager
- HR Associate
- HR Consultant
- Manager, Total Rewards Compliance
- Payroll Specialist

II. **HR Service Delivery Project – Susan Carkeek, Vice President and Chief Human Resources Officer**

A. The HR Service Delivery project is focused on designing an HR approach that allows the University to deliver a seamless, high quality experience to those we serve. The goal is to optimize work where it is most effective, most efficient, and leverages the right resource and standardize HR processes and policies where appropriate, and variability is limited to regulatory requirements or significant value added.

III. **Payroll – Darrell Kozuch**

A. **Payroll Processing Schedule and Key Dates:** The 2015 Payroll Processing Schedule can be found at [http://www.hr.virginia.edu/calendars/2015-payroll-calendar/](http://www.hr.virginia.edu/calendars/2015-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, June 14:** HRMS Specialist and Salary Approver updates for 06/01 – 06/14 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, June 15:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/01 – 06/14 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Wednesday, June 24:** HRMS Specialist updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm.
- **Wednesday, June 24:** LD Specialist updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, June 28:** HRMS Specialist and Salary Approver updates for 06/15 – 06/28 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, June 29:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/15 – 06/28 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **Integrated System Planned Downtime:** The Integrated System, including ODS (Discoverer), Effort Reporting, OLM as well as SIS and SIS Reporting and Hyperion/OBI EE, will be unavailable from 6:00 am to 6:00 pm on Sunday, June 14, for maintenance.
C. **2015-16 Fringe Benefit Rates:** The fringe rate proposal for the year 2015-16 has been approved by the Department of Health and Human Services (DHHS). These new rates are in effect for the Bi-weekly pay period beginning June 29, 2015 and the Monthly pay period beginning June 25, 2015.

<table>
<thead>
<tr>
<th>Burden Cost Code</th>
<th>FY09 Rate</th>
<th>FY10 Rate</th>
<th>FY11 Rate</th>
<th>FY12 Rate</th>
<th>FY13 Rate</th>
<th>FY14 Rate</th>
<th>FY15 Rate</th>
<th>FY16 Rate</th>
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<tbody>
<tr>
<td>FB, Classified Staff</td>
<td>38.60%</td>
<td>38.90%</td>
<td>31.30%</td>
<td>27.60%</td>
<td>35.60%</td>
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<tr>
<td>FB, Univ Staff (O&amp;A and M&amp;P)</td>
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<td>FB, Faculty</td>
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<td>FB, Univ Staff (Exec)</td>
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<td>FB, Univ Staff PT</td>
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<tr>
<td>FB, Wage Employee</td>
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<tr>
<td>FB, Univ Staff Wage</td>
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<td>UVA Temp Svcs Fee</td>
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D. **Early Retirement Program Ends June 14:** Just a reminder that Sunday, June 14, is the end of the enrollment period for the Early Retirement Incentive Program. Nearly 150 of your colleagues are already planning to take advantage of this one-time early retirement offer! If you are a qualifying employee and you haven't already made an appointment with a benefits counselor to discuss how this might work for you, time is running out. For more information visit [www.hr.virginia.edu/erip](http://www.hr.virginia.edu/erip).

E. **Discard Old Training Materials:** If you are using outdated paper manuals, guides, instructions, etc., please discard them and only use the current resources available from the online help, training, and toolkits. Remember, as soon as you print documentation, it is potentially outdated. It is always best to refer to the online documentation when you need it!

As a reminder from last month’s meeting, please go to: [www.hr.virginia.edu/issupport](http://www.hr.virginia.edu/issupport) to see all of the resources available, including the Integrated System HR-Finance User Group community, online help, training, and the systems toolkits. If you call the help desk, you will be directed to this web page. For information on password resets, please go to: [www.hr.virginia.edu/ispassword](http://www.hr.virginia.edu/ispassword).

F. **Assistance With Specialized Transactions:** Certain specialized transactions/issues must be handled by University Human Resources. Complete and submit an Integrated System HRMS Support form (posted on the HRMS toolkit page and can also be accessed from the HR-Finance User Group community site) for assistance with any of the following issues:

- Adding a country to the foreign address list (LOV)
- Changing a person type
- **Emergency** entry (system unavailable due to payroll processing)
- Employee missing an IS user account in Employee Self-Service (but employee is in HRMS)
- Error: Date must not be before any future changes to the person specified
- Incorrect hire date or transaction effective date
- Need degree type or school added to list of values (LOV)
- Not receiving timecard notifications (Employee or Manager)
- Timecard error (not on the timecard error list)
Need a termination reversed
Need a record purged (person, assignment, salary, etc.)

G. Reminder - Down Times for Fiscal Year-End Close:

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday, 06/23/15</td>
<td>Last day to submit LD adjustments affecting G &amp; Z awards</td>
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<tr>
<td>Wednesday, 06/24/15</td>
<td>Last day to submit LD adjustments other than G &amp; Z awards</td>
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<tr>
<td>Monday 06/29/15</td>
<td>All users temporarily disconnected from Integrated System. Responsibilities that are not active during year-end close will be disabled.*</td>
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<tr>
<td>Monday 06/29/15</td>
<td>Holders of IS responsibilities that remain active during year-end close may log back on.*</td>
</tr>
<tr>
<td>Tuesday 06/30/15</td>
<td>Year-end Close</td>
</tr>
<tr>
<td>Wednesday 07/01/15</td>
<td>Previously disabled responsibilities are re-enabled</td>
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I. UHR Service Center Holiday Coverage: Employees who need emergency assistance from UHR during the holiday 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.

J. Bi-weekly Pay Day is Thursday, July 2: Because Friday, July 3, is a banking holiday, pay day for the bi-weekly period June 15-28 will be Thursday, July 2.

K. Paper Checks: Remind employees to do direct deposit.

L. Offboarding: The Off boarding Checklist completion rates have been good for the first half of 2015, but expect the quarterly UHR audits to continue. State Auditors are on grounds and we suspect that they will take a look at the Offboarding Process again this year. If you have questions in regards to Offboarding please contact Logan Hobbs in UHR’s Office of Compliance and Immigration Services at 434-924-1377 or via email at lh7ea@Virginia.EDU.

M. Heritage Theatre Festival: Heritage Theatre Festival, the summer professional theatre of the University of Virginia, offers a faculty and staff discount for season subscriptions! This year’s lineup includes the comedy Luv (directed by UHR’s own Bryan Garey); the musical Monty Python’s; the Irving Berlin revue I Love a Piano; the charming comedy Almost, Maine; and the Tony-Award winning musical Violet. The box office is open Monday – Saturday, 10: a.m. – 4:00 p.m. and is located in the Drama Building. Free parking is available in the cut-in in front of the building. For more information, visit our web site at [www.heritagetheatrefestival.org](http://www.heritagetheatrefestival.org).
N. **Reminder - Going Paperless for HR User Group Meetings Starting in June:** Starting with the June 11, 2015 HR User Group Meeting, we will no longer supply paper copies of the agenda at the meeting. We will review the agenda that will be shown on-screen at the meeting. You may print yourself a copy of the agenda and bring it to the meeting if one is desired. We notice that most of you are already doing this anyway.

O. **Review “Use/Lose” Leave:** We are now at 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 Plus 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.**

P. **Reminder - 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.

Q. **Reminder - 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.

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

   A. **VA-4 Form Issues:** Review handout of common errors employees make when completing the State tax withholding VA-4 form.

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, July 2, 2015,** at **10:00 a.m.** in the **Kaleidoscope 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/).