Welcome to the Circle!!

UFirst Update – Project Director and Technology Update - Michael Latsko

Introduction to Total Rewards – Alison Miller
  o Hoo’s Well Details and Timelines – Erin Erickson
  o Oracle Advanced Benefits Rollout Plan – Joanne Hoagland
  o Education Benefits Program Update – Alison Miller
  o OPR Retirement Plan Changes and Communication Plan – Alison Miller

Handshake – Everette Fortner

Work Study – Lisa Shuler
  o The first day to work for the 2016-2017 academic year as a work-study student is Tuesday, August 23, 2016.
  o The New Work Study Award is SR00240.
  o SIS Federal Work Study Discoverer Report – Request via ESharp under SIS, Financial Aid:
    ▪ UV FA Work Study Reporting GRAD or UGRD School Name
  o Preview Work-Study APP
  o Upcoming 2016 FWS Training Workshop:
    Date: Friday, August 12th, 2016
    Time: 9:00 AM to 12:30 PM
    Location: Newcomb Hall Kaleidoscope Room (third level, north side of building)

Next HR Community Circle: Sep 8, 2016 – Location TDB, 10:00 am Workshop (Topic TBD), 11:00 Meeting

Key HR Operations Reminders:

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.

Remember that employees may submit their VA-4 forms via SSTL.
• **September 5 Holiday:** Monday, September 5, will be observed as the holiday for Labor Day. Your supervisor or department administrators can answer questions about required coverage during the holiday.

• **Reminder - Review “Use/Lose” Leave:** We are now past 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.**

• **Timely Salary Approval for Students and Faculty Wage:** Timely approval of student and faculty wage salary proposals is essential! Persons with the Integrated System responsibility of **UVA HRMS Student & Faculty Wage Approver** have the responsibility of approving bi-weekly student and faculty wage salaries for payment by the stated deadline. Approvers must run the Discoverer report named **HR_Approvals for Hires and Salary Changes** on the last Friday of the pay period to determine if they have salaries that need approval. If HRMS Specialists enter a new hire, assignment, or salary screen on the last Friday/Saturday/Sunday of the pay period requiring approval, they should notify their Approver so they are aware that there are new entries requiring their approval. HRMS Specialists please be aware of who your Approver is.

• **Reminder - 24th Annual United Way Laurence E. Richardson Day of Caring Wednesday, September 21, 2016:** Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard. For assistance, please contact Megan Borishansky with the United Way Thomas Jefferson Area at mborishansky@unitedwaytja.org.

• **Terminating Students:** HRMS Specialists, please terminate student assignments in Oracle for those students who have graduated or who are leaving the University. 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.

• **FICA Processing for the Fall 2016 Semester:** The process that will switch student assignments for those enrolled in the following semesters:
  
  o 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).
  
  o 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.