HR User Group Meeting Agenda
Kaleidoscope Room, Newcomb Hall
August 13, 2015 at 10:00 am

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

   A. Recognition of New Users:

   B. UHR Staffing Changes:

       Joe Esposito joined UHR as our new Compliance Program Specialist in the Total Rewards area on July 13.

       Jennifer Atkins joined UHR as our new Compensation Program Specialist in the Total Rewards area on July 27.

       Stella Kim joined HR Operations as an HR Associate on July 27. Stella was formerly a Temp in UHR.

       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

       Senior HR Systems & Support Analyst
       Learning and Development Specialist
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, August 23**: HRMS Specialist and LD Specialist updates for 07/25 – 08/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, August 23**: HRMS Specialist and Salary Approver updates for 08/10 – 08/23 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 24**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 08/10 – 08/23 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, September 6**: HRMS Specialist and Salary Approver updates for 08/24 – 09/06 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Tuesday, September 8**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 08/24 – 09/06 and LD Specialists updates must be entered in HRMS by 5 pm.

*Note: Because of the Labor Day Holiday on Monday, September 7, timecards are not due until 5 pm Tuesday, September 8.*

*Note: Retroactive requests for payment for prior bi-weekly pay periods will be processed in the next upcoming pay period if the timesheet is submitted to Payroll prior to the deadline date which is 5:00 pm on the Wednesday in a non-payroll processing week.*

B. HR User Group Meetings for Remainder of 2015: The HR User Group Meeting Schedule for the September – December, 2015 have been updated on the UHR web site 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/).


D. 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.

E. Use of Degree Title: As part of its upcoming reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the University must document the qualifications of every instructor-of-record teaching a course during the 2015-16 academic year. The University is working with school human resource directors to manage this project. An email announcing this change was sent to all HR User Group members on July 9 on behalf of David A Wolcott, Associate Vice President, Office of the Executive Vice President and Provost.
One of the items that must be provided to SACSCOC is the degree that qualifies the instructor to teach a specific course. However, on the Integrated System “Qualifications” form, the University currently only populates the “Type” field (e.g. PhD, MD, etc.) – not the “Title” field (e.g. English, Biology, etc.). A sample screen shot is below that shows the population of the “Title” field on the Qualifications form.

F. Federal Work-Study Program: The first day to work for the 2015-2016 academic year as a work-study student is Tuesday, August 25, 2015. The new work-study award is SR00236. The annual Federal Work-Study training workshop for work-study coordinators is being held Friday, August 14, 2015, 9:30 am – 11:00 am in the Kaleidoscope Room of Newcomb Hall. More information will be published the week of August 10 to the website for Work-Study Administrators at http://sfs.virginia.edu/internal/fwsadmin.

G. 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.
H. **University Leave Cash-Out**: The University Staff leave program has a cash-out option for employees who have “use-or-lose” hours at the end of the leave year. These are the hours in excess of the maximum hours allowed for carry forward. Employees will be paid 50 percent of the value of the University Staff leave that they lose, provided they have used a minimum of 10 days (80 hours) during the leave year ending December 27, 2015 (pro-rated for part-time University Staff). This minimum usage requirement is intended to encourage employees to take some time off to relax and rejuvenate. The cash-out payment may be received as taxable income or it may be deposited into a tax-deferred savings plan. After the processing for the final leave period of the year (December 27, 2015) is completed, a process is run for the carry forward of leave which identifies any amount above the carry forward limit for the employee. Any University Staff employee with an amount above the carry forward limit and who met the 80-hour threshold of usage will have a “payout” automatically created for half of the hours. This payout will be processed in the first pay period of the new leave year with pay period ending January 10, 2016 for check date of January 15, 2016.

**Timekeeper Instructions:**

Select the Discoverer workbook named **PAY_Leave Balance** to capture use or lose information.

Click on the third tab of this workbook, and run the report named **Leave Mgmt**. Enter the organization number, and hit ok to run the report. If you are not selecting your organization from the list of values, remember to leave the percent sign (%) after your organization number (i.e., 20030%). The report will identify University Staff with “use or lose” University Leave as well as other leave types that may be lost. If you only want to view University Staff employees then move the column called “Staff Type” into the page items and select the appropriate staff in the list of values.

Next, click back to the second tab of this report, named **Multiple Periods**, and enter 29-Dec-2014 (beginning of the leave year) through the pay period end date of the most recent completed pay period to retrieve the most recent leave balances. This second date for the pay period end date will need to be changed as more payrolls are run. Enter the name of each employee in turn who has use or lose University Leave hours and hit ok to run the report. The report will display leave used since the beginning of the leave year. If a full-time employee (40 hrs/wk) has used at least 80 hours of University Leave (also includes compensatory leave, compensatory special leave, overtime leave, recognition leave, annual leave, family personal leave, and University Leave Annual Bank), then they have met the usage minimum, and the employee will be eligible for a 50 percent payout of their use or lose University Staff leave hours. That payout will automatically take place on Jan 15, 2016.

Next, there is a Discoverer Report that will capture the names of **exempt University Staff** in your organization who have not submitted a timecard for an already processed payroll. This report is named **PAY_Exempt Staff With Missing Timecards**. The parameters should include the organization for which you are responsible and a pay period start date of 29-Dec-2014 and pay period end date of the most recent completed pay period. Keep in mind that the pay period must be completed and the payroll processed before you will see accurate information on the report. The last pay period of the leave year ends 27-Dec-2015 and will be processed on 29-Dec-2015 so leave information for year-end would be available on 30-Dec-2015 on this report. In order to be eligible at year-end for the 50% payout of use or lose University Leave, all timecards from 12/29/14 – 12/27/15 must be submitted in Self-Service Time and Leave
(SSTL) or a paper timesheet must be received by the UHR Leave Center.

I. **Reminder - Unit Pay Ending August 10, 2015:** Effective August 10, 2015, the pay practice called Unit Pay will no longer be available. This pay practice has little widespread usage, and creates risk for the University relative to Fair Labor Standards Act (FLSA) and Affordable Care Act (ACA) compliance. Schools/units using this pay practice should have been contacted by their respective HRCS consultant to discuss migrating the impacted employees to hourly wage positions. If you have questions, please contact your assigned HRCS consultant.

J. **Reminder - Pay Increases:** The below chart describes the pay increases for University Staff, Classified Staff, and A&P Faculty.

<table>
<thead>
<tr>
<th>University Staff and A&amp;P faculty</th>
<th>Effective Date</th>
<th>Eligibility</th>
<th>Viewable in Employee Self-Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase 1. 1% Market Adjustment</td>
<td>7-27-15 for Ustaff 7-25-15 for A&amp;P</td>
<td>• Salary &lt;= Upper Reference • 3 or higher performance rating • Hired prior to 1-1-15</td>
<td>Now for UStaff Not later than Friday, Aug 21, for A&amp;P</td>
</tr>
<tr>
<td>Increase 2. 2% Merit Pool</td>
<td>8-10-15 for Ustaff 7-25-15 for A&amp;P</td>
<td>• Hired prior to 1-1-15 • Performance documentation on file</td>
<td>Not later than Friday, Aug 21 for UStaff and A&amp;P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classified Staff</th>
<th>Effective Date</th>
<th>Eligibility</th>
<th>Viewable in Employee Self-Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>2% across the Board</td>
<td>8-10-15</td>
<td>2 or higher performance rating</td>
<td>Now</td>
</tr>
<tr>
<td>$65/year Compression, capped at $1950</td>
<td>8-10-15</td>
<td>2 or higher performance rating Continuous state svc as of 8-10</td>
<td>Now</td>
</tr>
</tbody>
</table>

K. **Reminder - 24th Annual United Way Laurence E. Richardson Day of Caring Wednesday, September 16, 2015:** 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.

L. **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.
III. Hoo’s Well – Erica Wheat, Manager UHR Service Team

A. **Hoo’s Well Fall Campaign:** Learn about Hoo’s Well offerings and how to get rewarded in 2016! A PowerPoint presentation can be found on the UHR web site at [http://www.hr.virginia.edu/uploads/documents/media/hoos_well_brochure_2015.pdf](http://www.hr.virginia.edu/uploads/documents/media/hoos_well_brochure_2015.pdf).

Get fit and earn $480 in 2016
Healthy Lifestyle Coaching
Fitness classes
…and more!

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

A. **Holiday Processing:** Monday, September 7, 2015, is the Labor Day Holiday and the first day of a new biweekly pay period. Remember, if you or your employees need help with holiday entry, see the online guidance located on the hr.virginia.edu website (select HR Services, then Payroll, then Timekeeping Tools, or by following this link: [http://www.hr.virginia.edu/uploads/documents/media/Holiday_Examples_for__Exempt_and__Nonexempt_Employees.pdf](http://www.hr.virginia.edu/uploads/documents/media/Holiday_Examples_for__Exempt_and__Nonexempt_Employees.pdf)).

**Note:** All hours worked on a holiday (non-exempt and exempt employees) are compensated as Comp Special leave. *The hours worked on a holiday do not count towards the hours required for the remainder of the workweek.*

B. **Direct Deposit:** When a new employee is hired, counsel him/her to set up direct deposit. Please make every effort to get direct deposit in place on or before the pay period ending date for the new employee’s first pay.

**Note:** When an existing employee begins a new assignment, direct deposit details that were in place on a prior assignment do not automatically copy onto the new assignment. Always ask employees to be sure to update their banking details if they begin a new assignment.

C. **Missing and Rejected Timecard Report:** On “deadline” Mondays, please run the Missing and Rejected Timecard report in the Integrated System repeatedly to identify anyone who has not created a timecard, or left his/her timecard in Working status, Error status, or Rejected status. Timecards submitted by 5pm will get pulled into the payroll process. The report is an excellent tool for identifying potential problems, and if used well, can help ensure there are no “surprises” after payroll processes.

**Your Goal:** Know at 5:00 pm all employee timecards for your Organization have been entered and are in at least Submitted status.

**Important:** Remember the reasons employees might appear as “NOT ENTERED” who actually have a timecard submitted. Employees who have any mid period assignment change, new hires, mid period termination (even on the last day of the pay period), or have a future dated actions will appear as if they do not have a timecard entered. **Verify the timecard for each person on the report. When in doubt, ALWAYS go into the Timekeeper Entry form and view the employee’s timecard. You can rely on the timecard status you see in the Timekeeper Entry 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, September 3, 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/.