HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
September 4, 2014 at 10:00 am

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

A. Recognition of New Users

B. UHR Staffing Changes:

Michelle Small joined HR Consulting Services (HRCS) as an HRCS Consultant on August 18.

Keith Johnson joined HRCS, HR Operations as an HR Associate on September 2.

Jessica Chargois and Mawusi Bridges have joined UHR as part of the University Internship Program. Jessica will be assisting in HR Consulting Services and the Center for Leadership Excellence. Mawusi will be assisting Hoo’s Well for the 2014-15 Academic school year.

Dawn Robinson, UHR IT Business Analyst, is transferring to the School of Medicine, IT department. Her last day in UHR is September 17.

Please wish these employees well!

C. UHR Postings: No postings at this time.

II. Hoo’s Well Fall Campaign – Kipton Davis, UVa Health Plan Program Administrative Specialist

A. Fall Campaign: PowerPoint presentation.

B. Benefits Open Enrollment: Open Enrollment for benefit changes will begin on Monday, October 6 and end on Friday, October 31, 2014. More detailed information will be discussed at our next HR User Group Meeting on October 2.

C. Join Us for a Benefits Fair!

October 8: Academic Division Benefit and Wellness Fair, Newcomb Hall, 8 am to 2 pm
October 9: Medical Center Benefit and Wellness Fair, Main Hospital, Dining Conference Room, 7 am to 3 pm
III. 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, September 7:** HRMS Specialist and Salary Approver updates for 08/25 – 09/07 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, 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 08/25 – 09/07 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, September 21:** HRMS Specialist and Salary Approver updates for 09/08 – 09/21 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, September 22:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 09/08 – 09/21 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Thursday, September 25:** HRMS Specialist and LD Specialist updates for 08/25 – 09/24 Monthly must be completed in HRMS by 5 pm.


Note that there are 27 bi-weekly pay dates in 2015 that will be reflected on the 2015 W2. The last pay period of 2014 is paid in 2015 as well as the last pay period of 2015.
C. **Reminder - 2014-15 Fringe Benefit Rates:** The proposal for the 2014-15 Fringe Benefit Rates has been approved by the Department of Health and Human Services (DHHS).

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D. **5 Year Anniversary!** It has been five years since the implementation of Self Service Time and Leave (SSTL) and the bi-weekly payroll. The UHR Service Center was also launched five years ago.

E. **Faculty Search Committee Seminar:** Learn best practices for faculty searches on September 8. Details can be found at [http://hr.virginia.edu/uploads/documents/media/2014_8_7_U_Va_CHARGE_search_committee_seminar_FINAL.pdf](http://hr.virginia.edu/uploads/documents/media/2014_8_7_U_Va_CHARGE_search_committee_seminar_FINAL.pdf)

F. **Inactive Payroll To/From Bi-weekly Payroll:** See handout at end of agenda.

G. **2014 W-2’s:** Get your W-2 sooner! The online W-2 will be available mid-January, 2015, two weeks earlier than the paper version. If you don’t elect to get your W-2 online, your paper W-2 will not be mailed until January 31, 2015. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

H. **Review Emergency Event Status and Policy:** The winter inclement season will be here all too soon. It is important that managers convey to employees their “designated” or “non-designated” status as it applies to an Emergency Event. An employee may view their status via Employee Self-Service under “My Information”. The policy can be found at [http://www.hr.virginia.edu/event-status](http://www.hr.virginia.edu/event-status). HRMS Specialists have the ability to update the Emergency Event Status which is contained in the Special Information Type named Emp-Emergency Event Status. The navigation path is People Enter & Maintain>Special Info. Managers may request that the Specialists make updates to this field. All new employees are defaulted to “Non-designated” and it is up to managers to get those employees who are “Designated” updated in the Integrated System, whether that is done by the manager him/herself via Manager Self-Service or by having their HRMS Specialist do the update. The employee’s Emergency Event Status is viewable in several Discoverer reports including PAY_Leave Balance.
I. Affordable Care Act Reporting Year Ends October 2, 2014 for University Academic Hourly Wage Employees: The reporting period for hours worked to comply with the Affordable Care Act for University academic hourly wage employees ends October 2, 2014. Employees who reached the 1500 hour limit and stopped work prior to October 3, 2014 may resume work again as of October 3, 2014 for the next reporting period ending October 2, 2015. College at Wise and Southwest Higher Education Center hourly wage employees continue on a different reporting period of May 1, 2014 through April 30, 2015.

J. Capturing Audit Report Data Semi-Annually: UHR routinely receives requests for data that departments have access to via the Discoverer audit reports. UHR recommends that departments run each of the audit reports every 6 months since the data in the audit tables is not stored longer than 6 months. This is what we do in UHR. For example, users with the responsibilities of UVA ODS Specialist-Limited, UVA ODS Specialist-Limited Plus, or UVA ODS Specialist-Restricted have access to all of the audit reports in Discoverer. By running the audit reports every six months and exporting the results to Excel and saving to a departmental directory, the department would have access to the same data as UHR. If the department needed to know how many hires they did in the past calendar year or fiscal year, they could retrieve this information from the stored Excel file audit reports from the New Hire/Rehire Audit Report. It is recommended to run the audit reports for a 6 month period every January 1 and July 1 and export the results to Excel and save the results for future reporting needs.

K. Reminder - Off Boarding Update: Commonwealth of Virginia auditors recently reviewed University compliance with the off boarding program implemented in October, 2013. The off boarding program, including the off boarding checklist http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/toolkits/offboarding-toolkit/ for terminating and transferring employees, is part of a series of changes announced on April 21, 2014 designed to improve how we grant and control access to the Integrated System and other University information systems, property, and assets. While finding significant progress, the auditors noted that opportunities for additional improvements exist, and they will re-evaluate our compliance with the off boarding checklist procedure before the conclusion of their annual audit in September. Please take special notice of the following:

Timing
Managers/supervisors must complete the checklist at the time of the employee’s termination from the University or transfer to another University unit. Completing the checklist weeks or months after the employee’s departure does not accomplish the security goals of the Program. However, in those cases where an employee leaves unexpectedly without signing the checklist, it is permissible for a manager/supervisor to complete and sign the checklist on behalf of the employee, and to note that the employee was unavailable.

For questions regarding off boarding and the checklist, contact the Human
L. **Reminder - 23rd Annual United Way Laurence E. Richardson Day of Caring Wednesday, September 17, 2014:** The Community Relations Office coordinates the University’s participation in the community-wide annual volunteer service day called the United Way Laurence E. Richardson Day of Caring. U.Va. employees engage in numerous service projects ranging from landscaping and painting to reading to children and visiting with elderly residents. On September 18, 2013, more than 1,000 U.Va. employees volunteered at nearly 100 projects in schools and non-profit organizations in Charlottesville, Albemarle, Fluvanna, Louisa, and Nelson during the United Way Laurence E. Richardson Day of Caring. Projects ranged from human services, tutoring, painting, office/organizing, landscaping, construction and arts and crafts. For more information, contact Lis Christian at 434-924-1321 or echristian@virginia.edu. Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard.

M. **Reminder - FICA Processing for the 2014 Fall Semester:** The process that will switch student assignments for those enrolled in the 2014 Fall Semester to be exempt from FICA will be run on Friday, **September 5th** so that students enrolled for the Fall 2014 Semester beginning on August 26th will be FICA exempt for the Bi-weekly payroll #18 (08/25 – 09/07). If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 982-0123 or email AskHR@virginia.edu.

N. **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.**

O. **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 28, 2014 (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 28, 2014) 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 11, 2015 for check date of January 16, 2015.

P. Reminder - HR_Appointment Expiration Report: HRMS Specialists are encouraged to run the Discoverer report HR_Appointment Expiration for their Organization(s) and use it to obtain the necessary information to update the appointment date information for their employees’ assignments. As of September 2, 2014 the statistics for expired appointments for Primary assignments are shown below.

150 Salaried Faculty (was 154)
125 Non-Paid Faculty (was 124)
  3 Salaried UPG Faculty (was 8)
  3 Non-Paid UPG Faculty (was 3)
  0 Salaried Visiting Faculty (was 0)
200 Non-Paid Visiting Faculty (was 208)
  4 Salaried Research Assistants (was 5)
  28 Salaried Research Associates (was 11)

Expired appointments for Secondary assignments were:

  92 Non-Paid Faculty (was 88)
  1 Non-Paid UPG Faculty (was 2)
  23 Non-Paid Visiting Faculty (was 17)
IV. Veteran/Disability Changes – Rachel Spraker, Affirmative Action Specialist, Office of Equal Opportunity Programs

A. **New Regulations:** As a federal contractor the University is obligated to comply with new regulations implementing Section 503 of the Rehabilitation Act and the Vietnam Era Veteran Readjustment Assistance Act (VEVRAA). The new regulations included updated forms for requesting disability and protected veteran status information from employees and job applicants. The Integrated System Self-Service platform was updated in August such that the University could be in compliance with the new standards. A review of the updates is advised such that guidance can be provided to employees who may have questions about updating their status.

V. Jobs@UVa New System Implementation Project Update – Dawn Robinson, UHR IT Business Analyst

VI. Career Development – Lindsey Reese, Career Development Specialist

A. **Center for Leadership Development (CLE):**

- The Center for Leadership Excellence’s focus on shared leadership – the idea that each individual is able to contribute in significant ways to the mission of the University.

- CLE’s new class schedule is posted for the Fall on our website at [http://www.virginia.edu/leadershipexcellence/](http://www.virginia.edu/leadershipexcellence/). We have several new course offerings, focused on leadership at all levels.

- One initiative of the CLE is to focus employee career development, by linking development opportunities to each job family at UVa. We have created a career development tool, which is a resource for employees to use to find different professional development opportunities in their field.

- Development opportunities will be mapped to all subfamilies by October, but information is available on our website for several job families as of last week and we will continue to post more information throughout the month of September.

- We encourage you to check out the new career development content and share this information with other employees. To see this information, visit our website at [www.virginia.edu/leadershipexcellence/our-offerings/career-development](http://www.virginia.edu/leadershipexcellence/our-offerings/career-development).

VII. Payroll and Timekeeping - Bess Landolt University Payroll

VIII. Floor Open for Discussion and Questions from the Audience

IX. Closing Remarks – Darrell Kozuch

X. Future Topics: Please send UHR any topics for future HR User Group Meeting agendas. They can be sent to [AskHR@virginia.edu](mailto:AskHR@virginia.edu).
The next HR User Group meeting is scheduled for Thursday, October 2, 2014, 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/.
Inactive Payroll To/From Bi-weekly Payroll

History: The ‘Inactive Payroll’ was created in July, 2004 in response to an audit request that we terminate or otherwise inactivate a bi-weekly wage employee’s assignment after they have not been paid in 12 bi-weekly pay periods. This helps prevent possible fraud, overpayment, payments on a wrong assignment, and reduces the number of assignments being processed in a payroll run.

An automated process is run with each bi-weekly payroll that moves bi-weekly wage employees not paid in 12 bi-weekly pay periods to the ‘Inactive Payroll’. Employees remain on the ‘Inactive Payroll’ for 6 months before another automated process terminates the assignment.

Today: In addition to the automated processes described above, there are scenarios whereby HRMS Specialists are allowed to ‘manually’ update the assignment for a bi-weekly wage employee to the ‘Inactive Payroll’. While UHR does not recommend this manual practice because of potential risks involved if not entered properly, it is allowed. The most common reason cited by HRMS Specialists in doing these manual updates is to stop the employee from creating a timecard and remove the employee from their missing timecard Discoverer report while the employee is temporarily not working in their department perhaps due to semester breaks. The employee is returning to work in the assignment within the next 6 months so they do not want to terminate the assignment, just temporarily inactivate it.

Special Considerations for HRMS Specialists:

If you need to MANUALLY switch an employee from the Bi-weekly Payroll to the Inactive Payroll before the automated process would do it, the effective date of the change MUST be the beginning of the bi-weekly pay period. The Assignment Change Reason must be ‘Term 180 Day (HR Use Only)’. This is the reason used by the automated process and you must use this same reason even though it says ‘HR Use Only’.

If you are returning an employee to the Bi-weekly Payroll from the Inactive Payroll, the effective date of the change MUST be the beginning of the bi-weekly pay period. The Assignment Change Reason must be ‘Return 180 Days’.

If it is known that an employee will be returning to the assignment at a future date, the HRMS Specialist may update the assignment with that future-dated action. This will prevent the automated processes from either placing the assignment on the Inactive Payroll or terminating the assignment that is already on the Inactive Payroll.

MOST IMPORTANT TO REMEMBER, CHANGES IN PAYROLL MUST NOT BE MADE EFFECTIVE MID-PAY PERIOD.

Questions/Answers:

What do I do if one of my employees has been moved to the “Inactive Payroll” and I need to pay them?

You would date-track on the assignment to the appropriate date for which you need to make payment, change the Payroll back to “Bi-weekly” in “update” mode, use Assignment Change Reason of “Return 180 Days”, and make any other necessary changes to the assignment and salary records. When the Bi-weekly payroll is run, the employee would be paid. Note: If the employee is not paid because no hours
are submitted for the bi-weekly period, the process will move them again to the “Inactive Payroll” since they still will not have been paid in the last 12 bi-weekly pay periods.

**What do I do if one of my employees has been terminated by the process?**

You would need to Rehire the employee just like any other terminated employee.

**What do I do if the assignment I need to pay on has been terminated?**

You should add a new assignment record if the old assignment has been terminated by the Inactive Payroll process.

(rev) 09/02/2014