HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
October 6, 2015 at 10:00 am

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

A. Recognition of New Users

B. UHR Staffing Changes:

Thomas Kim joined UHR as our new Senior Financial Analyst in HR Strategic Systems and Support on Sep 21. He formerly worked for the AVP in Finance.

Theran Fisher joined UHR as our new Learning and Development Manager in the Center for Leadership Excellence. He formerly worked for a consulting agency.

Please join us in wishing them well!

C. UHR Postings: No postings at this time.

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, October 4:** HRMS Specialist and Salary Approver updates for 09/21 – 10/04 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, October 5:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 09/21 – 10/04 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, October 18:** HRMS Specialist and Salary Approver updates for 10/05 – 10/18 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
• **Monday, October 19:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 10/05 – 10/18 and LD Specialists updates must be entered in HRMS by 5 pm.

• **Monday, October 26:** HRMS Specialist and LD Specialist updates for 09/25 – 10/24 Monthly must be completed in HRMS by 5 pm.

• **Sunday, November 1:** HRMS Specialist and Salary Approver updates for 10/19 – 11/01 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Monday, November 2:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 10/19 – 11/01 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **CHANGE TO PROCESSING DATES OF MONTHLY NOVEMBER AND DECEMBER PAYROLLS** -
   In order to accommodate the upcoming Thanksgiving and Christmas holidays, we are changing the payroll processing dates of the November and December MONTHLY payrolls. This will ensure that these are processed and behind us so that everyone will have the opportunity to fully enjoy the time off over the holidays. The November monthly payroll will now be processed on Monday, November 23, 2015 and the December monthly payroll will be processed on Monday, December 21, 2015. These changes have been made on the payroll calendars on the HR website as well.

C. **Reminder - 2016 Payroll Calendar:** The 2016 Payroll Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/2016-payroll-calendar/](http://www.hr.virginia.edu/calendars/2016-payroll-calendar/).
   Note that there are 26 bi-weekly pay dates in 2016 that will be reflected on the 2016 W2.

D. **Shout Outs:** Tonia Duncan-Rivers, the UHR Representative for the EAN (Exceptional Assistants’ Network), helped lead the EAN’s Day of Caring Team on Tuesday. This motivated team collected over 200 bags of groceries and $200 cash from Kroger shoppers (Rio Hill) for the Shelter for Help in Emergency!! The Shelter provides comprehensive services to women and children who are victims of domestic violence. The EAN participates in at least two community service events per year. Thank you, EAN, for caring! And thanks Tonia for leading the way.

UVa was well represented at the Charlottesville SHRM annual Human Resource Excellence Awards (“HREA’s” pronounced “HOO-RAYS”) In September; UVa received one of their three excellence awards and an honorable mention!

Bryan Garey received an award for leading the Charlottesville SHRM’s chapter’s efforts to reach out to college students interested in pursuing a career in HR. Garey developed a three-tiered program – student meetings, one-on-one mentorship, and chapter involvement -- that provided students with a range of learning experiences. In its first year, the program has been an unqualified
success.

Charlottesville SHRM also presented an honorable mention to the University of Virginia School of Medicine’s (SOM) “One HR Pilot Project,” a two-month program that reimagined the roles of HR professional’s in the University’s largest school.

Congratulations to both teams and a big “HOO-RAY” for HR all across UVa!!

E. **Election Day Volunteers:** Election Day is November 3. Employees who act as an Officer of Election can charge their absence to Civil Leave and Work-Related Leave. This is labeled as “Officer of Election” on the online timecard. See the policy at [http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-leave-policies-and-procedures/civil-and-work-related-leave/](http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-leave-policies-and-procedures/civil-and-work-related-leave/). If employees elect to use Civil and Work Related leave they must reimburse Payroll once they receive the check for services rendered from the voting precinct; if they use their annual, comp, family personal, university leave or other applicable leave, then they may keep the check. If the employee needs to attend a training session they may also use Civil and Work Related Leave – Officer of Election if this training session is not offered outside of their normal work schedule. School Assistance and Volunteer Service leave may not be used in connection with the upcoming election.

F. **Upcoming Holidays:**

The Thanksgiving, 2015 holidays are:

Wednesday, November 25 (Full day holiday)
Thursday, November 26
Friday, November 27

The December 2015 and January 2016 holidays are:

Wednesday, December 23
Thursday, December 24
Friday, December 25
Thursday, December 31
Friday, January 1st
Monday, January 18th

G. **Last Paydays for 2015:** Thursday, December 31, 2015 is currently scheduled as the last bi-weekly payday in 2015. Wednesday, December 30, 2015 is currently scheduled as the last payday for the Monthly payroll. Users are reminded to always check the Payroll Calendar at [http://www.hr.virginia.edu/calendars/2015-payroll-calendar/](http://www.hr.virginia.edu/calendars/2015-payroll-calendar/) as dates are particularly subject to change around the holidays.

H. **Taxable Gifts – Quarterly Submission:** Be sure to notify University Payroll at the beginning of each quarter of any taxable gifts given to an employee so
they can be added as taxable income to the employee’s W2. Gift cards of any dollar value are considered “cash” and are 100% taxable. A non-cash item less than $100 is not considered taxable, but all non-cash gifts above that threshold are taxable. Tangible personal property (UVa chairs, blankets, etc.) awarded to employees to recognize the employee’s length of service (including retirement) is not taxable. However, the award must involve something other than cash, a gift certificate, or other equivalent item, and must be given for length-of-service. The amount that the employee can receive tax free is limited to the employer’s cost and cannot exceed $1,600 for all awards the employee receives during the year. In addition, the employer must make the award as part of a meaningful presentation. The tax-free employee achievement award exception does not apply if:

The length-of-service award is for less than five years of service or if the employee received another length-of-service award during the year or the previous four years.

I. **Tax Withholding on Education Benefits:** Employees that have received Education Benefits will have any excess above $5,250 added to their taxable wages. Social Security and Medicare taxes will be withheld on the taxable amount and the employee will be responsible for paying Federal and State taxes on their own. Over the next month we will be reviewing all education benefit usage to identify those employees who have amounts greater than $5,250. Payroll will add this taxable amount to bi-weekly employees’ wages for the pay period ending November 1 (pay day November 6) and for monthly employees’ wages for the pay period ending November 24 (pay day December 1). If the taxable amount exceeds $300, we will divide it over the remaining pay periods of the calendar year to lessen any negative impact. University Payroll will contact employees via email to inform them of any taxable benefits to be added to their wages. Questions may be directed to Lori O’Connor in University Payroll at ldo2n@virginia.edu or 924-4221.

J. **Employees Missing Direct Deposit:** Users with the Integrated System responsibility of UVA ODS Specialist-Limited, UVA ODS Specialist-Limited Plus, or UVA ODS Specialist-Restricted may customize the Discoverer report named **HR_Compensation-Limited** to pull in the field named Direct_Deposit_Indicator as shown in the screen shot below. Please encourage employees who have this indicator set to ‘N’ to set up their direct deposit information by using Employee Self-Service>Banking Information.
Employees who update their direct deposition information using Employee Self Service are reminded to be sure to click the ‘Apply’ button and then continue the action until they see the ‘Submit’ button. Some users are closing out of the action after clicking on ‘Apply’ but this does not commit the change to the database. You must continue and click on the ‘Submit’ button for the change to take effect. After changing the banking information contact the HR Service Center at 434-924-0123.

K. **Timely Salary Approval for Students and Faculty Wage:** Timely approval of student and faculty wage salary proposals is becoming an issue again. Persons with the Integrated System responsibility of **UVA HRMS Student & Faculty Wage Approver** are reminded that they have the responsibility of approving bi-weekly student and faculty wage salaries for payment by the stated deadline. UHR sends a courtesy reminder email on the Thursday prior to the end of the pay period reminding Approvers that salary must be approved by 5 pm on the Sunday of the pay period end. Approvers should react to this courtesy email by running 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 salaries 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. It is important that HRMS Specialists knows the name of their salary approver.

L. **Rehiring an Ex-Employee**- HRMS Specialist are reminded if you need to hire an Ex-employee and there is a break in service, you must use the ‘Rehiring an Ex-employee’ process. This is not a situation where you would request a reverse termination. The Rehiring an Ex-employee topic url is:

https://e1prdw2.admin.virginia.edu:8090/upk/index.html?Guid=b5a212bc-ef40-4dbc-b173-bce61e93593a
M. **Retro Goal Pay**- HRMS Specialist are reminded if a goal pay is missed you don’t have to request a 'Special Check' for your new Goal Pay employee. You may remedy this by entering the employee in the current payroll entering 1 goal pay period, and a salary that equals the retro plus the current bi-weekly goal amount. Use the paperclip attachment to describe the issue. After your Student and Faculty Wage approver approves the salary, you must date-track to the next payroll and enter the amount of pay periods and the Goal Pay amount for the rest of the Goal Pay period(s).

N. **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/](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. Please take special notice of the following:

**Timing**
Managers/supervisors must complete and sign 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 Resources Service Center at 924-0123.

O. **Reminder - 2015 W-2’s:** Get your W-2 sooner! The online W-2 will be available mid-January, 2016, 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, 2016. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

P. **Reminder - 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 (all tabs), HR_Employee Information for Labels, HR_Current Salary Information, and HR_Employees by Supervisor and Organization.

Q. **Reminder - Affordable Care Act Reporting Year Ends October 2, 2015 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, 2015. Employees who reached the 1500 hour limit and stopped work prior to October 3, 2015 may resume work again as of October 3, 2015 for the next reporting period ending October 2, 2016 including the College at Wise. Southwest Higher Education Center hourly wage employees will continue on a different reporting period of May 1, 2015 through April 30, 2016.

R. **Day of Caring Update:** Dozens of teams totaling more than 1,000 UVa workers – about half from the Health System and half from the academic division – turned out to donate their time to more than 100 projects and 54 sites. This year’s participation was a record for UVa, which represents approximately 60 percent of Day of Caring volunteers.

S. **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 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.**

T. **Reminder - 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.
U. 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 30, 2015 the statistics for expired appointments for Primary assignments are shown below.

143 Salaried Faculty (was 217)
168 Non-Paid Faculty (was 167)
  7 Salaried UPG Faculty (was 7)
  0 Non-Paid UPG Faculty (was 5)
  0 Salaried Visiting Faculty (was 0)
291 Non-Paid Visiting Faculty (was 281)
  30 Salaried Research Associates (was 33)

Expired appointments for Secondary assignments were:

118 Non-Paid Faculty (was 115)
  3 Non-Paid UPG Faculty (was 4)
  22 Non-Paid Visiting Faculty (was 20)

III. Virginia Film Festival – Braden Hassett, Business Administrator

A. Faculty/Staff Discounts: The 28th annual Virginia Film Festival takes place November 5 – 8. A full schedule of films and events will be released September 29th, and tickets will go on sale October 2. More information can be found on their web site at [http://www.virginiafilmfestival.org/](http://www.virginiafilmfestival.org/). You can take advantage of the Faculty/Staff discount by ordering your tickets via the film festival website, by phone at 434-924-3376, or in person at the UVa Arts Box Office located in the lobby of the UVa Drama Building.

IV. Benefits – Joanne Hoagland, Manager Health and Welfare Benefits Program

A. Join Us for a Benefits Fair!

October 14: Academic Division Benefit and Wellness Fair, Newcomb Hall, 8:30 a.m. to 2 p.m.
October 15: Medical Center Benefit and Wellness Fair, Main Hospital, Dining Conference Room, 7 a.m. to 3 p.m.

Questions? Contact the UHR Service Center at AskHR@virginia.edu or call 982-0123

B. Open Enrollment Update: Open Enrollment for benefit changes will begin on Monday, October 5 and end on Saturday, October 31, 2015.

V. HR Consulting Services – Bobbi Thibo, Human Resources Consultant

A. 2015 Annual Evaluation Process Update

VI. Payroll and Timekeeping - Bess Landolt University Payroll

VII. Floor Open for Discussion and Questions from the Audience
VIII. Closing Remarks – Darrell Kozuch

IX. 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, November 5, 2015, at 10:00 a.m. in the South Meeting Room, Newcomb Hall. Just as 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/.