HRCC Workshop – 10:00 a.m.

- FLSA Implementation Update – Jennifer Atkins, UHR Compensation Program Manager
- UVA Benefits Open Enrollment – Joe Esposito Manager, Total Rewards Compliance

HRCC Meeting – 11:00 a.m.

- Welcome to the Circle – Kelley Stuck, Chief Human Resources Officer and Vice President
- Organizational Excellence Update – Carolyn Politis, Organizational Excellence Program Communicator and Coordinator
- BOV Docket Reminders – Jenny Mikulski, Faculty Actions Specialist
- How to Engage the Dual Career Program to Work for You - Carolyn Kalantari, Dual Career Program Director
- Next HR Community Circle: Nov 3, 2016 – Curry-Bavaro 116 Holloway, 10:00 am – Noon Ufirst Update

Key HR Operations Reminders:

- **BOV Docket Information:** The University’s Board of Visitors must approve the new hires (election), elections to eminent or endowed chairs, promotions and tenures, resignations, retirements, and special (off-cycle, for changes in responsibility or retention) salary actions of all faculty members who hold professorial rank. These actions are not legally official until they have gone before the board for approval.

  Four times a year this information is aggregated into a report called the President’s Recommendations for faculty actions, and is entered into the docket for review. Immediately following the meeting these actions are published for the public online, each faculty member receives a letter announcing their action, and cc: copies are sent to their Dean and Department Chair.

  HR professionals in the schools must enter faculty actions fully and accurately into oracle, and then work hand-in-hand with the Provost’s office to review the draft of this report and edit it as appropriate to be sure the actions that go to the board are correct.

  **Designated school HR contacts are responsible for coordinating the review of this report within their school, and the accuracy of the actions related to their own faculty.**

  Upcoming deadlines for the December 9, 2016 meeting:
  - **Tuesday, October 25** - deadline for entering any actions in Oracle/HRMS for this meeting.
  - **Wednesday, November 2** - school HR contacts will receive a draft to review.
  - **Wednesday, November 9** - edits due back from school HR contacts.
  - **Friday, November 25** - deadline to make any changes. After this date any changes will have to go to the next meeting as “corrections.”

  **Action items:**
  1) Mark your calendars with all deadlines
2) Don’t wait until the last possible day to make entries or edits
3) For new hires, pay close attention to the appointment dates and lengths, include all degrees and a complete and contiguous work history, and follow conventions for formal faculty titles (Rank + Academic Area).
4) For new hires & salary changes, also check with Maggie Harden, faculty salary approver, to be sure the salary is approved before the October 25 deadline.

Questions?
Contact:
Jenny Mikulski, Faculty Actions Specialist 434-243-8996 Jam6ux@virginia.edu

- The 2016 UVa Flu Shot Schedule:

- The 2016 and 2017 University Holiday Schedules can be found on the UHR web site at:
  http://www.hr.virginia.edu/calendars/university-holiday-schedule/
  http://www.hr.virginia.edu/calendars/university-holiday-schedule-2017/

- Payroll Processing Schedule:
  http://www.hr.virginia.edu/calendars/2016-payroll-calendar/
  http://www.hr.virginia.edu/calendars/2017-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.

- Election Day Volunteers: Election Day is November 8. 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/. 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.

- Last Paydays for 2016: Friday, December 30, 2016 is currently scheduled as the last bi-weekly payday in 2016. Friday, December 30, 2016 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/2016-payroll-calendar/ as dates are particularly subject to change around the holidays.

- 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.

- **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 October 30 (pay day November 4) and for monthly employees’ wages for the pay period ending October 24 (pay day November 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.

- **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.

- **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

- **Reminder - Off boarding Update:** Commonwealth of Virginia auditors are currently reviewing the University’s compliance with our off boarding program. Off-boarding can be more complicated than one might imagine and is an area of risk for the University. Please share the information below with managers and supervisors in your respective units.

Here are the various off boarding forms:
- University and Classified Staff: [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/)

Please take special notice of the following:

**Timing**
As soon as you know a person is leaving, please remind the manager/supervisor of that individual of the need to complete the appropriate off-boarding checklist. These checklists must be completed by Managers/supervisors in partnership with the employee 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.

**Scanning**
Please scan completed off boarding checklists into the ImageNow system, when possible. The ability to retrieve checklists from the scanning system decreases audit time and allows for faster retrieval for audit and UHR compliance purposes.

- **Reminder – 2016 W-2’s:** Get your W-2 sooner! The online W-2 will be available mid-January, 2017, 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, 2017. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

- **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.

- **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 25, 2016 (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 25, 2016) 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 08, 2017 for check date of January 13, 2017.

- **Reminder-Affordable Care Act Benefit Standard Reporting Year Ended October 2, 2016 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 ended October 2, 2016. Employees who reached the 1500 hour limit and stopped work prior to October 2, 2016 may resume work again as of October 3, 2016 for the next reporting period ending October 2, 2017 including the College at Wise. Southwest Higher Education Center hourly wage employees will continue on a different reporting period of May 1, 2016 through April 30, 2017.