HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
November 5, 2015 at 10:00 am

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

A. Recognition of New Users:

B. UHR Staffing Changes:

Peggy Reitz left Human Resources on October 30th to take an Administrative Services Manager position for the Health Sciences Library.

Andrea Haley left Human Resources on November 4th to take a position at Augusta Health.

Eirine Vlavianos will leave Human Resources on November 27th to take a Human Resources Generalist position in Facilities Management.

Michael Schwartz will leave Human Resources on November 23rd.

Please join us in wishing them well!

C. UHR Postings:

Manager, HR Consulting Services

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 website.

- Sunday, November 15: HRMS Specialist and Salary Approver updates for 11/02 – 11/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
• **Monday, November 16:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 11/02 – 11/15 and LD Specialists updates must be entered in HRMS by 5 pm.

• **Monday, November 22:** HRMS Specialist and LD Specialist updates for 10/25 – 11/24 Monthly must be completed in HRMS by 5 pm.

• **Sunday, November 29:** HRMS Specialist and Salary Approver updates for 11/16 – 11/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Monday, November 30:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 11/16 – 11/29 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **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 27 bi-weekly pay dates in 2015 that will be reflected on the 2015 W2.

C. **Reminder - 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 (Martin Luther King Day)

D. **UHR Service Center Holiday Coverage:** Employees who need emergency assistance from UHR during the holidays 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. **Reminder Holiday Entry:** Timekeepers are encouraged to review the guide for handling holidays in timecards online at the following 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)

F. **Reminder - 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.

G. **Social Security Wage Base for 2016:** The Social Security Administration (SSA) has announced that the 2016 social security wage base will be $118,500, which is the same wage base as 2015. As in prior years, there is no limit to the wages subject to the Medicare tax;
therefore, all covered wages are still subject to the 1.45% tax. As in 2015, wages paid in excess of $200,000 in 2016 will be subject to an extra 0.9% Medicare tax that will only be withheld from employees' wages. Employers will not pay the extra tax. The FICA tax rate, which is the combined social security tax rate of 6.2% and the Medicare tax rate of 1.45%, will be 7.65% for 2016 up to the social security wage base. The maximum social security tax employees and employers will each pay in 2016 is $7,347.

H. Limits for 2016: The limits for Tax Deferred Savings Plans for 2016 are:

<table>
<thead>
<tr>
<th>Standard Limit</th>
<th>$18,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age = or &gt;50</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

I. Exempt Tax Status: Persons claiming “exempt” for their 2016 W-4 or VA-4 forms must file new tax forms no later than Monday, February 15, 2016 to continue this status during 2016. This is an IRS regulation. If the employee neglects to file new tax forms, the employee will be switched to have taxes withheld with a status of Single and zero exemptions.

J. Reminder Va-4 Tax Guide: The Va-4 tax guide is available for use with employees, particularly employees who claim ‘Exempt’ and need to redo their tax forms. A copy of the guide can be found at the end of this agenda.

K. Reminder Selective Service Process for Students: As part of an on-going effort to streamline compliance with selective service law, all newly hired male students must complete the Selective Service requirement through Employee Self-Service in the Integrated System. Once the Selective Service selection has been made in Employee Self-Service, the Selective Service field in the Integrated System will populate immediately.

Male applicants cannot begin employment with the University until they have satisfied Federal and State law (Code of Virginia §2.2-2804), and selective service compliance is a condition of employment at the University. Federal law requires most male U.S. Citizens and lawful permanent residents between the ages of 18 and 26 and living in the United States to register with the U.S. Selective Service. Males not registering by age 26 may be subject to prosecution, and may become ineligible for student financial aid, U.S. Citizenship, Federal job training, and Federal jobs.

L. Fall Patch Testing/New Minimum Java Requirement: Enterprise Applications will be raising the minimum version of Java required to log into the Integrated System with the fall patching project (scheduled Nov 7-8) to version 8-51. You may want to start the upgrade process now for your folks to minimize the impact.

For those that do perform the upgrade now, please keep in mind it is still technically an ‘expired’ version. Your users will still be prompted to upgrade and will see a warning message that 8-65 is not installed on your system and that they recommend running with the latest version of Java on the computer…. It will look very similar to this one.
Click on “Run with the latest version” and Java should launch.

The Integrated System (HR/FIN), Effort Reporting, and ODS will be down starting Saturday morning 11/7 at 7:00 AM through Sunday 11/8 at Noon

If you have any questions on the java upgrade, please contact the ITS Help Desk at 434-924-HELP (4357).

M. UHR Service Center Statistics: In October, the UHR Service Center:

The Service Team received 4570 calls and 1358 emails during Open Enrollment 2015. The most called about topic was the UVa Health Plan, accounting for over 25% of total call volume, followed by Hoos Well, the FSA and 403(b).

By comparison, during Open Enrollment 2014 we received 4779 calls and 1445 emails. The top call reasons were exactly the same: Health Plan, Hoos Well, FSA and 403(b).

N. Reminder- The SSTL link on the Human Resources website:

As a reminder to all employees, SSTL should be accessed using Internet Explorer. It is not compatible with other browsers, particularly Chrome http://its.virginia.edu/integratedsystem/gettingstarted/desktop.html

O. Reminder - 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.

P. **Reminder - 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. University Payroll has already identified those employees who have amounts greater than $5,250 and have notified them. 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. Questions may be directed to Lori O’Connor in University Payroll at ldo2n@virginia.edu or 924-4221.

For your information, for the past year (October 2014 – October 2015), the University has paid out almost $2.0 million in education benefits. Approximately $1.8 million is centrally funded with the remaining being funded departmentally.

Q. **Reminder Insert or Replace**-When you need to enter a change with an effective date that is **before** a previously saved change, you will not only receive the ‘Update’ or ‘Correction’ option; the next option is to choose ‘Replace’ or ‘Insert’. **Always use the ‘Insert’ option.** Never select Replace. Using the ‘Insert’ option will insert your retroactive update in-between the last two effective-dated actions. For example, if your last assignment update was effective 05-Nov-2015 for an Appointment Renewal and you need to do a retroactive change in Supervisor effective 03-Nov-2015, you would date-track to 03-Nov-2015, change the supervisor, select ‘Update’ and then select ‘Insert’. This will insert your supervisor change as of 03-Nov-2015. The next thing you must remember is that you then need to go on the Appointment Renewal record that is effective 05-Nov-2015 and ‘correct’ the supervisor on that record too since your ‘insert’ does not affect the record that follows it.

![Insert option](image1)

![Replace option](image2)

R. **Add Hyphens to SSN:** Users are reminded that the required format for social security number on the People form is xxx-xx-xxxx. Social security numbers entered without the
required hyphens will prevent the employee from being automatically issued an Integrated System user account with Employee Self-Service.

S. **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 in early November with instructions on how to enroll.

T. **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.*

U. **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.

V. **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.

W. **2015 VSDP and University Leave Allotments:** The new allotments of Family/Personal, VSDP Sick leave, and University Leave will be given the beginning of the new leave year.
This year, the new leave year begins on **December 28, 2015.** For those *non-University Staff* employees enrolled in the Virginia Sickness and Disability Program, the new Family/Personal and VSDP Sick leave allotments will be available for use on December 28, 2015. For *University Staff,* the new University Leave allotments will be available for use on December 28, 2015. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 10, 2016 bi-weekly payroll on January 12. The timecards and reports will be reflective of the new allotments when accessed on or after **January 13, 2016.**

**X. 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 October 30, 2015 the statistics for expired appointments for Primary assignments are shown below.

139 Salaried Faculty (was 143)  
164 Non-Paid Faculty (was 168)  
5 Salaried UPG Faculty (was 7)  
0 Non-Paid UPG Faculty (was 0)  
1 Salaried Visiting Faculty (was 0)  
268 Non-Paid Visiting Faculty (was 291)  
24 Salaried Research Associates (was 30)

Expired appointments for Secondary assignments were:

105 Non-Paid Faculty (was 118)  
3 Non-Paid UPG Faculty (was 3)  
19 Non-Paid Visiting Faculty (was 22)

**III. Total Rewards- Joe Esposito, Manager, Total Rewards Compliance**

**IV. Payroll and Timekeeping - Lori O’Connor, Payroll Accounting & Tax Manager**  
Bess Landolt, Payroll Specialist, University Payroll

**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, December 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/](http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/).

**How to Populate Selective Service Using Employee Self-Service**

1. Log into the Integrated System.

7
2. Go to UVA Employee Self-Service, “Personal Information”.
3. Click on “Update”.
4. Click “Next”.
5. Click the “magnifying glass” to view all options.
6. Make selection, click “select”.
Click below for the online tutorial:

https://e1prdw2.admin.virginia.edu:8090/upk/index.html?Guid=a6d5f9a8-56b1-429c-9c1d-e0e43b5915ed

**Va-4 Tax Guide**
FORM VA-4 INSTRUCTIONS

Use this form to notify your employer whether you are subject to Virginia income tax withholding and how many exemptions you are allowed to claim. You must file this form with your employer when your employment begins. If you do not file this form, your employer must withhold Virginia income tax as if you had no exemptions.

PERSONAL EXEMPTION WORKSHEET

You may not claim more personal exemptions on form VA-4 than you are allowed to claim on your income tax return unless you have received written permission to do so from the Department of Taxation.

Line 1. You may claim an exemption for yourself.
Line 2. You may claim an exemption for your spouse if he or she is not already claimed on his or her own certificate.
Line 3. Enter the number of dependents you are allowed to claim on your income tax return.
   NOTE: A spouse is not a dependent.
Line 5. If you will be age 65 or over by January 1, you may claim one exemption on Line 5(a). If you claim an exemption for your spouse on Line 2, and your spouse will also be age 65 or over by January 1, you may claim an additional exemption on Line 5(b).
Line 6. If you are legally blind, you may claim an exemption on Line 6(a). If you claimed an exemption for your spouse on Line 2, and your spouse is legally blind, you may claim an exemption on Line 6(b).

FORM VA-4

Be sure to enter your social security number, name and address in the spaces provided.

Line 1. If you are subject to withholding, enter the number of exemptions from:
   (a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet
   (b) Subtotal of Exemptions for Age and Blindness - line 7 of the Personal Exemption Worksheet
   (c) Total Exemptions - line 8 of the Personal Exemption Worksheet

Line 2. If you wish to have additional tax withheld, and your employer has agreed to do so, enter the amount of additional tax on this line.

Line 3. If you are not subject to Virginia withholding, check the box on this line. You are not subject to withholding if you meet any one of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year for which you claim exemption from Virginia withholding.
   (a) You had no liability for Virginia income tax last year and you do not expect to have any liability for this year.
   (b) You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:

<table>
<thead>
<tr>
<th>Filing Status</th>
<th>2006 and 2007</th>
<th>2008 and 2009</th>
<th>2010 and 2011</th>
<th>2012 and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$7,000</td>
<td>$11,250</td>
<td>$11,850</td>
<td>$11,950</td>
</tr>
<tr>
<td>Married</td>
<td>$14,360</td>
<td>$22,500</td>
<td>$23,360</td>
<td>$23,900</td>
</tr>
<tr>
<td>Married, filing separate return</td>
<td>$7,600</td>
<td>$11,250</td>
<td>$11,850</td>
<td>$11,950</td>
</tr>
</tbody>
</table>

   (c) You live in Kentucky or the District of Columbia and commute on a daily basis to your place of employment in Virginia.
   (d) You are a domiciliary or legal resident of Maryland, Pennsylvania or West Virginia whose only Virginia source income is from salaries and wages and such salaries and wages are subject to income taxation by your state of domicile.