HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
November 6, 2014 at 10:00 am

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

A. Recognition of New Users:

B. UHR Postings:

Manager, HRIT (Human Resources Information Technology)

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, November 16:** HRMS Specialist and Salary Approver updates for 11/03 – 11/16 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, November 17:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 11/03 – 11/16 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Monday, November 24:** HRMS Specialist and LD Specialist updates for 10/25 – 11/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, November 30** HRMS Specialist and Salary Approver updates for 11/17 – 11/30 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, December 1:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 11/17 – 11/30 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **2015 Payroll Calendar:** The 2015 Payroll Calendar is available on our web site at http://www.hr.virginia.edu/calendars/2015-payroll-calendar/. 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. **2015 System Availability Calendar:** The 2015 System Availability Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/).

D. **2015 Holiday Calendar:** The 2015 Holiday Calendar is available on our web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2015/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2015/).

E. **Holiday Comparison Table:** The Governor’s Office has approved the 2015 Holiday Calendar for the Commonwealth of Virginia. Here’s how it compares to UVa’s 2015 Holiday Calendar. More information can be found on the UHR web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2015/holiday-comparison-table-2015/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2015/holiday-comparison-table-2015/).

### Holiday Comparison Table
University of Virginia vs. Commonwealth of Virginia
2015

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Status</td>
<td>Hours</td>
<td>Status</td>
<td>Hours</td>
</tr>
<tr>
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<td>8</td>
<td>Closed</td>
<td>8</td>
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<tr>
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<td>Closed</td>
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<td>Closed</td>
<td>8</td>
</tr>
<tr>
<td>Friday, January 16, 2015</td>
<td>Additional Holiday Time</td>
<td>Open</td>
<td>Closed</td>
<td>8</td>
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<tr>
<td>Monday, January 19, 2015</td>
<td>Lee-Jackson Day</td>
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<td>George Washington Day</td>
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<td>8</td>
</tr>
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<td>Friday, March 13, 2015</td>
<td>Spring Break Day</td>
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<tr>
<td>Monday, May 25, 2015</td>
<td>Memorial Day</td>
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<tr>
<td>Friday, July 3, 2015</td>
<td>Independence Day</td>
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<td>Monday, September 7, 2015</td>
<td>Labor Day</td>
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<tr>
<td>Monday, October 12, 2015</td>
<td>Columbus Day</td>
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<td>Veterans Day</td>
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<tr>
<td>Wednesday, November 25, 2015*</td>
<td>Day Before Thanksgiving</td>
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<td>Half Day</td>
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<tr>
<td>Thursday, November 26, 2015</td>
<td>Thanksgiving</td>
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<td>Friday, November 27, 2015</td>
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<td>8</td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 23, 2015</td>
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<td>Closed</td>
<td>8</td>
<td>Open</td>
</tr>
<tr>
<td>Thursday, December 24, 2015</td>
<td>Christmas Eve</td>
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<td>8</td>
<td></td>
</tr>
<tr>
<td>Friday, December 25, 2015</td>
<td>Christmas Day</td>
<td>Closed</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Thursday, December 31, 2015</td>
<td>New Year's Eve</td>
<td>Closed</td>
<td>8</td>
<td>Open</td>
</tr>
</tbody>
</table>

| TOTAL                        | 112    | 116   | 4**    |

* The day before Thanksgiving is observed as a full day holiday. The state is observing a half day.

** Four hours of compensatory special time will be awarded on Dec. 29, 2014, the start of the 2015 leave year
F. Reminder - Upcoming Holidays:

The Thanksgiving, 2014 holidays are:

Wednesday, November 26 (Full day holiday)
Thursday, November 27
Friday, November 28

The December, 2014 holidays are:

Wednesday, December 24
Thursday, December 25
Friday, December 26
Wednesday, December 31

G. 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.

H. Reminder - Last Paydays for 2014: Friday, December 19, 2014 is currently scheduled as the last bi-weekly payday in 2014. Tuesday, December 30, 2014 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/2014-payroll-calendar/ as dates are particularly subject to change around the holidays.

I. Social Security Wage Base for 2015: The Social Security Administration (SSA) has announced that the 2015 social security wage base will be $118,500, an increase of $1,500 from the 2014 wage base of $117,000. 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 2014, wages paid in excess of $200,000 in 2015 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 2015 up to the social security wage base. The maximum social security tax employees and employers will each pay in 2015 is $7,347. This will be an increase of $93 for employees and employers.

J. Limits for 2015: Changes to the limits for Tax Deferred Savings Plans for 2015 are:

- Standard Limit $18,000
- Age = or >50 $24,000

K. Exempt Tax Status: Persons claiming “exempt” for their 2014 W-4 or VA-4 forms must file new tax forms no later than Monday, February 9, 2015 to continue this status during 2015. 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.

L. Selective Service Process for Students: As part of an on-going effort to streamline compliance with selective service law, we are changing the process for all newly hired male students at the University of Virginia. Effective, 11/11/2014, 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. This will eliminate the need for the students to complete the link that was provided in the July 18th email. Please view the document at the end of the agenda for details on how to complete this requirement in Self Service.

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.

M. Veterans’ Day Luncheon: The University of Virginia Military Veterans Networking Community is hosting a 2014 Veterans’ Day luncheon. Through the generous support of Aramark, the Office of the Dean of Students Event Planning Services, and the Office of Equal Opportunity Programs a FREE buffet lunch will be served for military service veterans at the University. Guest speakers for the event include Leonard Sandridge and Capt. Mark Black of the UVa Navy ROTC program.

Date: Tuesday, November 11, 2014
Time: 12 noon – 2 pm
Location: Newcomb Hall Ballroom

For more information on the UVa Mil Vet group please visit http://bit.ly/uvamilvet.

N. Fall Patch Testing/New Minimum Java Requirement: The HR and Finance teams are immersed in testing fall patches to accommodate changes in state and federal regulations and address system issues and new developments. Patching weekend will be November 7-9. The downtime for the Integrated System will be from 10 pm Friday, November 7, until 3 pm Sunday, November 9. The downtime for ODS (Discoverer) will be from 10 pm Friday, November 7, until 7 am Monday, November 10. The minimum version of Java/JRE required in order to access the Integrated System beginning November 10 will be version 1.7.0_67. If you are not already on that version, you may be prompted to upgrade. If you have any questions when this takes place, please contact the ITS Help Desk at 434-924-HELP (4357).

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

Handled 4,779 calls – with a ‘live’ answer rate of 90%. Factoring out calls that abandoned while in queue, the live answer rate as 95%.

Answered 1,450 AskHR emails

Assisted numerous walk-ins

Top call topics were Health Plan, Hoos Well, FSA, TDSP and Retiree Health.
P. **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.

Q. **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 2 (pay day November 7) 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 2013 – October 2014), the University has paid out almost $1.8 million in education benefits. Approximately $1.5 million is centrally funded with the remaining being funded departmentally.

R. **Tips of the Month:**

**Do I use 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-2014 for an Appointment Renewal and you need to do a retroactive change in Supervisor effective 03-Nov-2014, you would date-track to 03-Nov-2014, change the supervisor, select ‘Update’ and then select ‘Insert’. This will insert your supervisor change as of 03-Nov-2014. The next thing you must remember is that you then need to go on the Appointment Renewal record that is effective 05-Nov-2014 and ‘correct’ the supervisor on that record too since your ‘insert’ does not affect the record that follows it.
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 - 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 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. 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 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.

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 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.

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 29, 2014. 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 29, 2014. For University Staff, the new University Leave allotments will be available for use on December 29, 2014. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 11, 2015 bi-weekly payroll on January 13. The timecards and reports will be reflective of the new allotments when accessed on or after January 14, 2015.

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 November 3, 2014 the statistics for expired appointments for Primary assignments are shown below.

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<tr>
<th>Category</th>
<th>Number</th>
<th>Previous Number</th>
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<td>115</td>
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<tr>
<td>Non-Paid Faculty</td>
<td>124</td>
<td>124</td>
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<tr>
<td>Salaried UPG Faculty</td>
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<tr>
<td>Non-Paid UPG Faculty</td>
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<td>Non-Paid Visiting Faculty</td>
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<tr>
<td>Salaried Research Assistants</td>
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<tr>
<td>Salaried Research Associates</td>
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<td>21</td>
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Expired appointments for Secondary assignments were:

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<tr>
<td>Non-Paid Faculty</td>
<td>70</td>
<td>84</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>16</td>
<td>21</td>
</tr>
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</table>
A. **Upcoming Changes to SSTL Timecard:**

In an effort to minimize common employee errors on timecards for salaried non-exempt staff, there will be enhancements coming soon to the timecard. These changes will prompt salaried non-exempt employees with an error to inform them that there is an issue with the timecard and changes need to be made before it can be submitted. These error messages will address employees who accidentally delete the pre-populated holiday hours as well as employees who do not account for a complete 40 hour week, if full time (and part time accordingly.)

This error will not allow you to complete and submit your timecard until appropriate corrections are made. Once corrections are made, the employee can submit the timecard for approval.

Another important change will be that if an employee timecard is not submitted or has been rejected and not corrected and submitted, the Payroll Department will no longer enter leave hours to cover that time. If a timecard is not submitted on time, a paper timecard will be necessary and that time will be included with the next payroll.

Email communication will be going out in the coming weeks to all timekeepers, HR Users Group, HR Exchange and affected employees. These changes will take effect with the pay period November 17 – November 30, 2014. If you have any questions on these changes, please contact either Bess Landolt at 434.924.4367 or Lori O’Connor at 434.924.4221.

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 4, 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/](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.

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”.

7. Click “next”.

8. Verify the selection and hit “submit”.

9. The Changes are saved and will be populated in the Integrated System.