HRCC – 8:30 a.m.

- Welcome and May Meeting Change Reminder
- Faculty Employee and Assistance Program Presentation – Anna DeLong, MSW, LCSW
- UFirüst Update
  - Review the UFirüst video
  - Introduction to the future-state HR organizational design
  - Introduction to the future-state Position Descriptions
  - Upcoming engagement activities
  - Preparing for next steps

To send along ideas, kudos, or constructive feedback on the HRCC meetings or to add or remove yourself from the HRCC list serve, please e-mail hrcc-request@virginia.edu

Reminders and Upcoming Events:

HR Professional Development and Education Classes are available! Please visit the UFirüst web site to browse available classes and to register! [https://ufirst.virginia.edu/hr-professional-development-education](https://ufirst.virginia.edu/hr-professional-development-education)

SERVICE AWARDS RECEPTIONS
Dates: TBA; planning is underway. We hope these will take place in June and July, depending on department schedules.

SERVICE AWARDS DINNER for ACADEMIC STAFF
Date: Tuesday, June 6
Time: 5:30 p.m. – 8:00 p.m.
Location: Boar’s Head Inn Pavilions
Celebrating: Employees with 25–50+ years of service

SERVICE AWARDS DINNER for HEALTH SYSTEM STAFF
Date: Monday, June 12
Time: 5:30 p.m. – 8:00 p.m.
Location: Boar’s Head Inn Pavilions
Celebrating: Employees with 25–50+ years of service

Key HR Operations Reminders (Academic Side Only):

- Reminder that a number of areas on the academic side of the University have performance management deadlines approaching for completion of the performance cycle.

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

- Payroll Processing and System Availability Schedule: [http://www.hr.virginia.edu/calendars/2017-payroll-calendar/](http://www.hr.virginia.edu/calendars/2017-payroll-calendar/)
  [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/)

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.

- **Education Benefits**: Reminder that this benefit has changed!! Consider sending an e-mail to your organization about it! [http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/education-benefits/](http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/education-benefits/)

- **Fringe Rate for Fiscal Year 2017/18**: The fringe rate proposal has been submitted to the Department of Health and Human Services (DHHS) for approval. For rates please go to: [http://www.hr.virginia.edu/other-hr-services/payroll-information/fringe-rates/](http://www.hr.virginia.edu/other-hr-services/payroll-information/fringe-rates/)

- **FICA Processing for the Summer 2017 Semester**: The process that will switch student assignments for those enrolled in the 2017 summer session to be exempt from FICA will run on Friday, May 26, 2017 so that students enrolled for the Summer 2017 session beginning on May 16th will be FICA exempt for the Bi-weekly payroll #11 (05/15 – 05/28). If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 434-982-0123 or e-mail askhr@virginia.edu.

- **FICA Processing for the Fall 2017 Semester**: The process that will switch student assignments for those enrolled in the 2017 fall semester to be exempt from FICA will run on Friday, September 1, 2017 so that students enrolled for the Fall 2016 semester beginning on August 22nd will be FICA exempt for the Bi-weekly payroll #18 (08/21 – 09/03). If users encounter a situation where the FICA eligibility has not been properly handled, please contact the UHR Service Center at 434-982-0123 or e-mail askhr@virginia.edu.

- **Taxable Gifts Quarterly Submission**: Please remember to notify University Payroll at the beginning of each quarter of any taxable gifts given to an employee so they can be recorded as taxable income. 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 at $100 or above are taxable. Tangible personal property such as UVa chairs, blankets, Jefferson Cups, etc. awarded to employees to recognize length of service or retirement are NOT taxable as long as they are awarded as part of a meaning presentation, the length of service is for five or more years, and the employee has not received another length-of-service award during the previous four years. Keep in mind that the amount an employee may receive tax free is limited to the employer's cost and may not exceed $1,600 annually.

- **Student Employment**: As we near the end of the academic year it is a good time to review student employment assignments and terminate assignments that students have vacated. As students graduate and end their student employment, their assignments should be terminated. Remember to ask departing student employees to update their address in Employee Self-Service. Note that foreign addresses must be entered as secondary addresses with University Payroll as the primary address.

- **Non-12 Month Faculty and Employee Assignment Updates**: It’s that time of the year where we begin working on changes in months and terminations/end of appointments for persons on 9, 10, or 11 month appointments. If you have questions about how to key changes in months or terminations for faculty who will still receive benefits through the summer even through their appointments are ending, please consult [https://is.admin.virginia.edu/upk/index.html?Guid=e952c261-2f2d-4a4c-8c8d-e7853b8f6c84](https://is.admin.virginia.edu/upk/index.html?Guid=e952c261-2f2d-4a4c-8c8d-e7853b8f6c84).

- **Final Exercises 2017** – The 188th Final Exercises will be held on the Lawn at 10 a.m. on Saturday, May 20 and Sunday, May 21, 2017. For the complete schedule of events for Finals Weekend 2017 please visit: [https://majorevents.virginia.edu-finals-schedule](https://majorevents.virginia.edu-finals-schedule)

- **UVA's Federal Work Study Program**: The last day to work for the 2016-2017 academic year is **Friday, May 12, 2017**. No student may work as a work-study student after this date. However, supervisors may choose to select an earlier end date. Work-Study is not available during the summer. Please remember that this is a federally funded program and we are managing this according to the Department of Education and the University Wage Authorization guidelines. We are not able to charge work study PTAEOs after the last day of classes, which is Friday, May 12 and your assistance with this is very much appreciated. To help us ensure that we don’t charge the 2016-17 PTAEOs after Friday May 12, 2017 please take the following steps:

  - If the work study student has other active assignments, then you will terminate just the work study assignment via the Terminate Assignment process by date-tracking to May 13th and updating the work...
study assignment to Terminate Assignment status. If the work-study student is going to continue to work for the department as a non-work study student worker after May 12th, a new assignment must be added effective May 13th. Please do not update the existing work study assignment as a non-work study worker.

- If the work study assignment is the only active assignment the student worker has and the student is graduating and will not be working over the summer, please terminate the assignment and final process the student as an ex-employee.

- If the work study assignment is the only active assignment and you anticipate that the student will be employed in some capacity in the summer or fall, create a new regular student hourly wage assignment that is not a work study assignment. Be sure to date track according to the summer or fall bi-weekly schedule as necessary when creating a new student wage assignment. Put it in at $0 on the salary screen as a placeholder. Make it primary and then delete the work-study assignment. Please do not end the employment of on-going students as that will require that we complete the I-9 process again.