Welcome to the Circle!!

Agenda

- **CORE Quality Network Upcoming Programs:** Lee Baszczewski & Morgan Hembarsky, Organizational Excellence
- **BOV Docket Reminders:** Jenny Mikulski, Office of the Provost
- **Center for Leadership Excellence (CLE) 2018 Class Preview:** Theran Fisher, CLE
- **UVA HR Leadership Introductory Interview:** John Kosky, AVP IMPACT and Decision Support
- **Ufirst Updates**

**HRCC Updates**

- **Next meeting:** Wednesday, November 15, 8:30 a.m. Holloway Hall, Bavarro Hall
  ***This date has changed from the originally scheduled date- be sure to update your calendar***
- **Agenda ideas? Questions?** Reach out with agenda items, constructive feedback, and other ideas at hrcc-request@virginia.edu.

**Celebrating Successes:** The HRCC is an excellent venue to acknowledge and celebrate both the professional and personal successes of our fellow HR community members. Please email ideas for kudos or recognition of individuals and teams at our next meeting to hrcc-request@virginia.edu.

**Key HR Operations Reminders:**

- The 2018 Academic Division Holiday Schedule is now available. Find it (along with remaining 2017 holidays) on the HR web site at www.hr.virginia.edu/news-events/news/holiday-schedule-for-2017-and-2018
- Free flu shots are now available to faculty, staff, and team members through November 30. Visit the UVA WorkMed site for a schedule of vaccination sites across Grounds. https://www.medicalcenter.virginia.edu/occupational-health
- Payroll Processing Schedule
  - 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. System availability calendars: http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/
- **BOV Docket Information:** Direct your questions to Jenny Mikulski, Faculty Actions Specialist, Office of the Provost, 434-243-8996 Jam6ux@virginia.edu
- **Election Day Volunteers:** Election Day is November 7. 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.

- **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 from October 1, 2016 through September 30, 2017 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. The Payroll Department has already contacted affected individuals. Questions may be directed to Lori O’Connor in University Payroll at ldo2n@virginia.edu or 924-4221.

- **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://is.admin.virginia.edu/upk/index.html?Guid=b5a212bc-ef40-4dbc-b173-bce61e93593a

- **Reminder – Off boarding:** 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/
  - Faculty and Professional Research Staff: http://provost.virginia.edu/sites/provost.virginia.edu/files/Faculty-Departure-Checklist-2015_508.pdf

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-Affordable Care Act Benefit Standard Reporting Year Ended October 2, 2017 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, 2017. Employees who reached the 1500 hour limit and stopped work prior to October 2, 2017 may resume work as of October 3, 2017 for the next reporting period ending October 2, 2018 including the College at Wise. Southwest Higher Education Center hourly wage employees will continue on a different reporting period of May 1, 2017 through April 30, 2018.