• Welcome to the Circle!! (2 minutes)
• Recognition of Employees New to UVa or in a New Position (2 minutes)
• UFirst Update – Bryan Garey or delegate (20 minutes)
• S3 Moment – Brett Schnell and Joe Esposito (15 minutes)
• Merit Increase – Maggie Harden and Jennifer Atkins (20 minutes)
• 9 month termination issue - Sue Simpkins (5 Minutes)
• Next HR Community Circle: August 4, 2016 Newcomb Hall, South Meeting Room 10:00 am workshop and 11:00 meeting

Key HR Operations Reminders:
• Payroll Processing Schedule
  o http://www.hr.virginia.edu/calendars/2016-payroll-calendar/
  o **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.
  o Reminder - Fiscal Year End: Note that the last payrolls included in the 2016 fiscal year end:
  o Monthly - 04/25-05/24/2016
  o Bi-weekly - 05/30-06/12/2016
• Offboarding: The Off boarding Checklist completion rates have been good for the first half of 2016, but expect the quarterly UHR audits to continue. State Auditors are on grounds and we suspect that they will take a look at the Off boarding Process again this year. If you have questions in regards to Off boarding please contact Logan Hobbs in UHR’s Office of Compliance and Immigration Services at 434-924-1377 or via email at lh7ea@Virginia.EDU.
• Down Time for Fiscal Year-End Close:
  o Monday 06/29/16 5:00 pm All users temporarily disconnected from Integrated System.
  Responsibilities that are not active during year-end close will be disabled.*
  Monday 06/29/16 5:30 pm Holders of IS responsibilities that remain active during year-end close may log back on.*
  Tuesday 06/30/15 Year-end Close
  Wednesday 07/01/16 Previously disabled responsibilities are re-enabled
  *A listing of Active and Inactive responsibilities for year-end close can be found at http://www.virginia.edu/integratedsystem/about/activestatus.html.