I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Migiam Yiu joined the Executive Management Search Group (EMSG) as the Recruitment Coordinator on December 12. She was formerly one of our “Super Temps”. Please join us in congratulating Migiam!

C. UHR Postings:  UHR is currently seeking applicants for the following posting in Jobs@UVa. Interested parties should submit an application via Jobs at UVa.

HR Consultant
Human Resources Information Technology Business Analyst

II. Payroll – Darrell Kozuch

A. Payroll Processing Schedule and Key Dates:  The 2012 schedule can be found at http://www.hr.virginia.edu/calendars/2011-payroll-calendar/.

Note extended time entry deadlines January 3 and January 17 due to Monday holidays.

- **Sunday, January 1:** HRMS Specialist and Salary Approver updates for 12/19 – 01/01 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Tuesday, January 3:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 12/19 – 01/01 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, January 15:** HRMS Specialist and Salary Approver updates for 01/02 – 01/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Tuesday, January 17:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 12/19 – 01/01 and LD Specialists updates entered in HRMS by 5 pm.
- **Tuesday, January 24:** HRMS Specialist updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.
• **Wednesday, January 25:** Salary Approver and LD Specialists updates for 12/25 – 01/24 Monthly must be completed in HRMS by 5 pm.

• **Sunday, January 29:** HRMS Specialist and Salary Approver updates for 01/16 – 01/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

• **Monday, January 30:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 01/16 – 01/29 and LD Specialists updates entered in HRMS by 5 pm.

B. **Limited Deduction Bi-weekly Check:** The paycheck on February 3 for the bi-weekly pay period January 16 – 29 is the first “limited deduction” paycheck for 2012. The next one will be for the paycheck on August 3 for the bi-weekly pay period July 16 – 29.

C. **27 Bi-weekly Pay Periods in 2012:** In 2012, there are 27 bi-weekly pay periods instead of 26. Bi-weekly staff will be paid for the 27th pay period of 2012 in January, 2013, so there is NO CHANGE to anyone’s pay.

Classified Staff and Research Assistants: Accruals for Annual leave and Personal Sick leave under the old non-VSDP sick plan will be slightly less per pay period. Note that the 2013 leave year will not begin until December 31, 2012. Employees will have through December 30, 2012 to use any leave that they would otherwise lose, but will need to make sure to manage their leave so as to have enough to extend them through the 2012 holiday season.

University Staff: University leave is awarded as an allotment at the beginning of each leave year. The 2013 leave year won’t begin until December 31, 2012, so University Staff should manage their leave so as to have enough to extend them through the 2012 holiday season. While University Staff receive their leave allotment up front at the beginning of the leave year, an employee who separates in 2012 will have their leave owed or used calculated according to the appropriate amount by years of service across the 27 pay periods rather than 26.

More information, including the 2012 accrual chart, may be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/2012-leave](http://www.hr.virginia.edu/other-hr-services/2012-leave).

D. **FICA Processing:** The process that will switch student assignments for those enrolled in the Spring, 2012 semester to be exempt from FICA will be run on January 20 so that students enrolled for the semester beginning on January 18 will be FICA exempt for the Bi-weekly payroll #3 (01/16 – 01/29). If users encounter a situation where the FICA eligibility has not been properly handled, please notify Payroll by calling 924-4350 or via email at payroll@virginia.edu.

E. **Reminder - 2012 Federal Tax Changes:** Changes to the limits for Tax Deferred Savings Plans for 2012 are:

- Standard Limit $17,000
- Age = or >50 $22,500

The Social Security Contribution and Benefit Base wage limit for 2012 is $110,100.
2012 Federal Income Tax Brackets have been adjusted by the IRS for inflation adjusted tax brackets. This will reduce the amount of Federal Tax withheld.

The person exemption amount rose to $3,800, up $100 from 2011.

F. Reminder - Taxable Gifts: Be sure to notify University Payroll no later than Wednesday, January 11, 2012 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.

G. Reminder - Exempt Tax Status: Persons claiming “exempt” for their 2011 W-4 or VA-4 forms must file new tax forms no later than Monday, February 13, 2012 to continue this status during 2012. 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.

H. Reminder: W-4 and Direct Deposit Forms: All employees, including students who are employees, should be using Employee Self-Service to make W-4 and Direct Deposit updates online. Paper VA-4 forms are accepted as the Integrated System does not offer an online option for that form. Students who are not employees should also be doing their direct deposit online using the new form located on the Student Accounts web site at www.virginia.edu/studentaccounts/.

I. Reminder: 2011 W-2’s: Get your W-2 sooner! This year, the online W-2 will be available January 16, 2012, 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, 2012. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

J. Integrated System Patching December 26 -28: The patches were successfully applied. Congratulations to our partners at EA-ITS!

K. Reminder - Ethnic Origin Change: With the application of the patches on December 26-28, Oracle has changed how it captures and stores Ethnic Origin. The current Ethnic Origin field shown on the People form has been made obsolete. Ethnic Origin is now stored in the Extra Information section, Others button>Extra Information>US Ethnic Origin. In the past, an employee could declare their Ethnic Origin as “Two or more races” but we had no way of storing what those races were. Now, the HRMS Specialist (or the employee, using Employee Self-Service) can select the multiple categories with which the employee identifies. The field for “Two or more races” is automatically populated based on the number of selections made. If more than one value is selected, it will populate with “Yes”. If only one value is selected, it will populate with “No”. Note: If your Organization has internal documents that currently capture Ethnic Origin/Race for your hires, you will want to revise them in order to comply with this change. See screen shots below:
Changes were also necessary to Employee Self-Service for the updating of Ethnic Origin since it is now part of Extra Information. The “W2 Online Options” was removed from the navigation choices as a separate item and has been added to “Personal Information” along with the new way to select Ethnic Origin. See screen shots below.
L. **Reminder - University Leave Cash-Out:** This payout was processed in the first pay period of the new leave year which ended January 1, 2012 for check date of January 6, 2012. It is considered 2012 earnings. More than 500 University Staff employees received cash outs.

M. **Reminder - Emergency Event Status:** 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 and as of December 29, 2011, they are able to see their status on their SSTL timecard. 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. A Discoverer report named `HR_Emergency Event Status` is also now available which lists the status for all employees. The Discoverer report named `HR_Employee Roster by Org` has also been modified to show the status.

N. **Martin Luther King, Jr. Day:** Monday, January 16, is an officially observed holiday for the University Academic Division for Martin Luther King, Jr. Day. Your supervisor or department administrators can answer questions about required coverage during holidays.
O. **Reminder - 2012 Holiday Schedule:** The 2012 Holiday Schedule is available on the UHR web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/). The University awarded four hours of comp time for 2012 on Dec. 19, 2011, the start of the new leave year to account for the difference between the Commonwealth’s total holiday hours for 2012 vs. the University’s. A holiday comparison table of the University and Commonwealth schedules can be found at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/holiday-comparison-table-2012/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/holiday-comparison-table-2012/).

P. **Reminder – 2012 VSDP and University Leave Allotments:** The new allotments of Family/Personal, VSDP Sick leave, and University Leave were given the beginning of new leave year, **December 19, 2011**. The timecards and reports will be reflective of the new allotments when accessed on or after **January 5, 2012**.

III. Office of Compliance and Immigration Services – Michael Schwartz, Director

A. **Volunteer Income Tax Assistance (VITA):** In partnership with IRS-trained and certified student volunteers from Madison House and UVa Law School, UHR is again offering free income tax return preparation services for eligible employees at UHR offices at 918 Emmet Street.

**When:** Monday through Thursday evenings, 5:30 p.m. to 7:30 p.m., and Saturdays, from 10:30 a.m. to 12:30 p.m. between January 30th and April 17th. (Tax preparation services will not be available between March 3rd and March 11th due to Spring recess for U.Va. students). By appointment only – limited walk-ins available. Appointments may be scheduled online at [www.vitavirginia.org/appointments](http://www.vitavirginia.org/appointments).

**Who’s Eligible:** All U.Va. employees (including wage and part-time and Medical Center employees), who earn $50,000 or less annually, who do not have rental income, and who are not non-resident aliens. The $50,000 income limit includes your spouse’s income if you are filing a “married filing jointly” return.

**Questions:** Call the UHR Service Center at 434-982-0123.

B. **Reminder – Upcoming Presentations:** I-9 Specialists and other interested parties are invited to an ongoing series of presentations listed below. Please RSVP via email to Christine Langford at crf6b@virginia.edu. If you plan to attend and have questions prepared, it would be helpful (but not necessary) to email these to Christine prior to the presentation so we can prepare a more detailed answer for you. Mark your calendars for our upcoming dates below. Times and Locations are not determined at this time.

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<thead>
<tr>
<th>Taxes/Honoraria</th>
<th>Employing Foreign Nationals</th>
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<tbody>
<tr>
<td>Tuesday, February 7, 2012</td>
<td>Thursday, March 8, 2012</td>
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IV. Benefit Information - Erica Wheat, Manager, UHR Service Center

A. **Flexible Spending Account (FSA) Grace Period Through March 15:** Employees who participated in an FSA for medical and/or dependent care expenses in 2011 have until March 15, 2012 to “spend” any outstanding FSA account balance from their 2011 FSA account. This means that an employee who still has money to spend from his/her 2011 medical or dependent care FSA can use these funds to pay for eligible expenses incurred through March 15 of this year. Employees who participated in the FSA (Medical and/or Dependent Care) program in 2011 must file claims by April 30, 2012.

B. **HoosWell Reward Card:** The second batch of VISA Rewards cards began mailing on December 27. This group includes dependents and employees who completed their Health Risk Assessments toward the latter end of the HoosWell health screening period last fall. Taxes for all Rewards cards issues in 2011 were taken out of the December 23 paycheck for staff and the December 30 paycheck for faculty.

V. Payroll and Timekeeping – Darrell Kozuch

A. **Reminder – Recording No Leave Taken in SSTL for Exempt Employees:** The recent patching removed the current “No Leave Taken” box from the timecard that is used by exempt employees. There is a statement on the current timecard and recent timecards page of **“Exempt Employees: By submitting a blank timecard, you are certifying that you have worked all standard hours in the pay period.”** If an exempt employee takes no leave, they will submit a blank timecard and receive the warning shown below after which they would just submit the timecard. Because the change takes place mid-pay period, the new practice will apply to the bi-weekly pay period December 19 – January 1.

> **Warning**

You are submitting a blank timecard, are you sure?

VI. Quality Assurance Program - Elizabeth Allan, UHR Project Manager and Sue Simpkins, Employee Development

A. **Purpose:** Over the next few months, we will be covering some common data issues in the Integrated System. We have identified what areas are the most problematic, causing errors and requests for help. Here is today’s topic:

- **Updating the Supervisor on an Employee’s Assignment:** It is important to maintain an employee’s Assignment record with the correct supervisor. This affects many areas of an employee’s work including, but not limited to, timecards, Lead@UVa performance evaluations, Lead@UVa salary actions, generation of the Manager Self-Service Oracle responsibility, and ESHARP access requests. When updating the supervisor on an employee’s assignment, it is important to choose “Update” instead of “correct” as you will see in the simulation.
This topic will be added to the HRMS toolkit, which can be found on the Employee Development website, under Systems and Technical Training.

http://www.hr.virginia.edu/other-hr-services/employee-development/sys/is-training/hrms-tk/

Open Workshops will be held on the dates listed below. Please bring your actions that you would like to review/process with assistance from UHR staff. Remember to bring your iKey or VPN so you can access the Integrated System.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 17</td>
<td>9 am – noon</td>
<td>Room 136, Old Ivy Road</td>
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<tr>
<td>February 9</td>
<td>9 am – noon</td>
<td>Room 136, Old Ivy Road</td>
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<td>March 1</td>
<td>1 pm – 4 pm</td>
<td>Room 136, Old Ivy Road</td>
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<td>April 4</td>
<td>1 pm – 4 pm</td>
<td>Room 136, Old Ivy Road</td>
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<tr>
<td>May 1</td>
<td>9 am – noon</td>
<td>Room 136, Old Ivy Road</td>
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VII. Floor Open for Discussion and Questions from the Audience

VIII. Closing Remarks – Darrell Kozuch

A. Future Topics: Please send UHR any topics for future HR User Group Meeting agendas. They can be sent to hrdept@virginia.edu.

The next HR User Group meeting is scheduled for Thursday, February 2, 2012, at 10:00 a.m. in the Alumni Hall Ballroom. Parking is available in the Newcomb Hall Garage. 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/.