HR User Group Meeting Agenda
Alumni Hall Ballroom
Thursday, February 2, 2012 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Ginia Warren joined HR Consulting Services (HRCS) as an HR Consultant on January 30. She was formerly one of our “Super Temps”.

Meghan Mathias, temporary employee with the UHR Service Center, has accepted a position with the Boars Head as their new Childcare Manager. Her last day with UHR was January 27.

Please join us in wishing these folks well!

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

- Development Specialist
- HR Consultant
- Learning and Development Specialist (half-time salaried position)
- Manager, Faculty and Staff Employee Relations

II. Payroll – Darrell Kozuch

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

- **Sunday, February 12:** HRMS Specialist and Salary Approver updates for 01/30 – 02/12 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, February 13:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 01/30 – 02/12 and LD Specialists updates entered in HRMS by 5 pm.
- **Friday, February 24:** HRMS Specialist and Salary Approver updates for 02/13 – 02/26 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Friday, February 24:** HRMS Specialist updates for 01/25 – 02/24 Monthly must be completed in HRMS by 5 pm.
Note early SSTL deadline below due to processing of monthly payroll on Monday, February 27:

- **Sunday, February 26**: Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 02/13 – 02/26 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, February 26**: Salary Approver and LD Specialists updates for 01/25 – 02/24 Monthly must be completed in HRMS by 5 pm.

B. **System Availability Calendar**: The System Availability Calendar has been released for the first quarter of 2012 and can be found at [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/).

C. **Reminder - 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 ones will be for the paycheck on August 3 for the bi-weekly pay period July 16 – 29 and for the paycheck on January 4, 2013 for the bi-weekly pay period December 17 – 30.

D. **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.

E. **Reminder: 2011 W-2’s**: Online W-2’s were available January 16, 2012, two weeks earlier than the paper version. Paper W-2’s were mailed January 31.

F. **Reminder - 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.

G. **Integrated System Planned Extended Downtime**: The Integrated System HR/Finance will have extended downtime on Sunday, February 5, to install hardware and apply required system updates. Production, Effort@UVA, and ODS (Discoverer) will be affected. Production and Effort@UVA will go down, as usual, at 3:00 a.m. and will be available again at 6:00 p.m. ODS will go down, as usual, at 10:00 p.m. Saturday night, February 4. It will be available again at 7:00 a.m. on Monday, February 6, with data current as of Saturday, February 4.
H. **Spring Break Day:** Friday, March 9, is an officially observed holiday for the University Academic Division for Spring Break Day. Your supervisor or department administrators can answer questions about required coverage during holidays. The 2012 Holiday Memorandum can be found on the UHR web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule/](http://www.hr.virginia.edu/calendars/university-holiday-schedule/).

I. **Lost Leave Statistics:**

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<thead>
<tr>
<th></th>
<th># Employees</th>
<th># Hours</th>
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<tbody>
<tr>
<td><strong>Annual Leave:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>460</td>
<td>12,883</td>
</tr>
<tr>
<td>2009</td>
<td>404</td>
<td>8,531*</td>
</tr>
<tr>
<td>2010</td>
<td>455</td>
<td>12,259</td>
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<tr>
<td>2011</td>
<td>365</td>
<td>8,252</td>
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*Perhaps lower due to extended time until Jan 17, 2010 to use leave before lost

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<tr>
<td><strong>University Leave:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>195</td>
<td>$84,146.86 paid out</td>
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<tr>
<td>2011</td>
<td>335</td>
<td>$212,924.96 paid out</td>
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<tr>
<td><strong>Family/Personal Leave:</strong></td>
<td></td>
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<tr>
<td>2011</td>
<td>517</td>
<td>7306</td>
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<tr>
<td><strong>VSDP Sick Leave:</strong></td>
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</tr>
<tr>
<td>2011</td>
<td>1394</td>
<td>44,746</td>
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J. **2012 Restarts Clock for Annual $2,000 Employee Education Benefit:** With the start of the new calendar year, every University of Virginia Academic Division employee with at least one year of benefits-eligible service (including part-time service) once again has an annual $2,000 education benefit funded centrally by University Human Resources, to spend on practically any education or training, provided it's from a regionally accredited school. Full eligibility details can be found on the UHR web site at [http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/education-benefits/education-benefits-eligibility/](http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/education-benefits/education-benefits-eligibility/).

K. **Benefit Reviews:**

**UVA Health Plan Dependent Eligibility Verification:** The UVA Health Plan is conducting a dependent eligibility verification with the assistance of ACS HR Solutions (ACS). The verification will confirm that dependents on the Health Plan meet the eligibility guidelines so we do not pay claims for ineligible participants. Several hundred employees have been selected at random by ACS to be part of this pilot project. Selected employees will be asked to provide documentation of their dependent(s) eligibility. To streamline the process and to protect employees’ privacy, ACS’s eligibility specialists will be available to answer questions or assist with the completion of forms, rather than
the UHR Service Center.

**Education Benefit Program Compliance Review:** UHR is reviewing those who have received education benefits between May, 2010 and April, 2011. This review will help us track compliance with the program requirements. Seventy randomly-selected employees have been asked to provide documentation that they satisfactorily completed their courses. This information is due back to UHR by February 1, 2012.

L. **Retirement Fair:** A retirement fair is in the planning stages for late April or early May.

M. **The 2012 Service Award Program:** This program is currently in the planning stages. More details, including opportunities to volunteer, will be forthcoming over the coming weeks. One big change: this year BOTH events will be held at the John Paul Jones Arena.

Day Ceremony – Wednesday, May 16, 2012
Location: John Paul Jones Arena
Celebrating: 10, 15 and 20 years of service
Light Refreshments in Sandridge Hall will follow the ceremony

Evening Ceremony – Tuesday, June 5, 2012
Location: John Paul Jones Arena
Celebrating: 25 through 50-plus years of service
Dinner will be served

N. **2012 Leonard W. Sandridge Outstanding Contribution Award:** Nominations are tentatively slated to open in mid-February and end in mid-March; a little earlier this year. Watch your email for an announcement in mid-February, or you can check the UHR web site at [http://www.hr.virginia.edu/](http://www.hr.virginia.edu/) for details around that same time.

O. **2012 Elizabeth Zintl Leadership Award:** The U.Va. Women’s Center is pleased to announce that nominations are now being accepted for the fourteenth annual Elizabeth Zintl Leadership Award. The award is presented in memory of Elizabeth Zintl, an accomplished writer and journalist, who served as Chief of Staff in the Office of the President at the University of Virginia. The Elizabeth Zintl Leadership Award honors the high degree of professionalism, creativity, and commitment that characterized Elizabeth’s significant contributions to the University. This award recognizes that such leadership is found in many areas and positions within the academic community. More information can be found on the Women’s Center’s web site at [http://womenscenter.virginia.edu/events-2012-zintl-award.php](http://womenscenter.virginia.edu/events-2012-zintl-award.php).

P. **Staff Appreciation Event:** Save the date! On Monday, March 5, 2012, President Sullivan and the vice presidents and deans will serve up a pancake breakfast to the staff of both the Medical Center and the Academic Division from 7 a.m. to 9 a.m. Check the UHR web site at [http://www.hr.virginia.edu/](http://www.hr.virginia.edu/) for more details, including the location, to be available in the next few weeks.

Q. **Interim Performance Evaluations:** An email was sent to staff and A&P faculty from Susan Carkeek, Vice President and Chief Human Resources Officer, on January 23 with information on the 2011-12 interim evaluations. The mid-year evaluation is a great time
for a check-in to revisit goals, competencies and the career development plan. This is not a formal process that affects pay or establishes performance ratings, but a chance for employees and their supervisors to reconnect on the plans made together. It also makes it easier to keep up with progress and accomplishments, rather than trying to remember them all at the end of the year.

New this year we have added a comprehensive toolkit that will help maximize this mid-point check-in. You can find the Interim Performance Evaluation Toolkit at http://www.hr.virginia.edu/uploads/documents/media/Interim_Toolkit.pdf, or find a link to it on our toolkits page, which also features a wealth of performance planning resources, at http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/toolkits/performance-management-toolkit/. At http://hr.virginia.edu/go/perfmgmt you’ll find links to training on how to maximize performance evaluations as well as a suggested timeline; please check with your school/unit for your due dates. You can get to Lead@UVa from HR’s home page at www.hr.virginia.edu.

If you have any questions, UHR is here to help. Email us at AskHR@virginia.edu, or call the UHR Service Center at 982-0123.

R. VRS/VLORS Optional Life Premium Changes: Employees with VRS/VLORS Optional Life for employee or spouse may see an increase in their March premium with the March 16 bi-weekly paycheck (March 30 paycheck for monthly employees) as part of the annual common date update if they had a salary change in 2011/12 or have moved into a higher age range bracket. This benefit is a multiple of salary. Employees who received the June base salary increase of 5% and who have this optional life insurance would be among those impacted. Rates are based on age ranges for the coverage amount elected. Call the UHR Service Center 434-982-0123 if you have questions.

S. Follow-up to Background Check Question From Jan 3 HR User Group Meeting: At the January 3, 2012 HR User Group Meeting, a question from the audience raised concern regarding background checks and when they are required. Here is the information from the follow-up on that question:

HRCS staff spoke with the users and provided options to accomplish what was desired.

The individual they wanted to pay “extra” is a member of their team and as such Temp Pay is the appropriate option.

Dual employment was not the correct option. As noted above, the individual they wanted to compensate is a member of their team.

Below are the links to information that will assist individuals in completing the requirements for Dual Employment.

Of note: “The University also conducts background checks (investigative consumer reports) on all current University staff and wage employees who are recommended for hire to a different position if there has been time period greater than 90 days time frame from when a previous background check (investigative consumer report) was conducted. If the current employee has been evaluated the results of the evaluation will be shared...
with the hiring official on a confidential/need-to-know basis. Third party reference information is confidential and is not available to applicants.”

Additional information on Dual Employment and Background Checks can be found on the UHR web site at:

http://www.hr.virginia.edu/hr-for-you/temp-wage-employees/dual-employment/

http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/employment/hiring-procedures/

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

A. Respectful Workplace Initiative

B. 2011 1042-S’s: 758 1042-S forms were printed and mailed. This year, UHR Compliance and Immigration and the International Studies Office are making a new program, the Foreign National Tax Resources (FNTR) available to all non-resident alien (NRA) students and staff. FNTR is a web-based program that enables NRA’s to complete their annual tax returns (1042NR/1040NREZ) on-line, as well as their Virginia state tax form. Foreign nationals having questions regarding their 2011 1042-S form should call Joni Louque (UHR Compliance and Immigration) at 434-924-1377.

C. Reminder - 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.

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.

D. Reminder – Upcoming Presentation: I-9 Specialists and other interested parties are invited to a presentation on Foreign National Tax Overview to be held on Tuesday, February 7, 10:00 a.m. to 11:30 a.m. in the Kaleidoscope Room in Newcomb Hall. 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.
IV. Payroll and Timekeeping – Nancy Knight

A. Timekeeping

B. Moving and Relocation

V. HR Consulting Services – Janet Turner-Giles, Manager, UVa Temps

A. Upcoming Super Temp Program

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 Appointment End Dates and Correcting Incorrect Birthdates:** This can actually be one of the most challenging concepts in the HRMS module. When a retroactive adjustment must be made to either the assignment history or the person record, you must update each date-tracked block with the new information. We will share an example of both types of updates 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.

- February 9, 9 am – noon, Room 136, Old Ivy Road
- March 1, 1 pm – 4 pm, Room 136, Old Ivy Road
- April 4, 1 pm – 4 pm, Room 136, Old Ivy Road
- May 1, 9 am – noon, Room 136, Old Ivy Road

VII. Sharon Brooks, Office of Sponsored Programs

VIII. Floor Open for Discussion and Questions from the Audience

IX. 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, March 1, 2012**, 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/.