HR User Group Meeting Agenda
Commonwealth Room, Newcomb Hall
Thursday, March 3, 2011 at 9:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. R12 Upgrade: You are encouraged to stay for the R12 Upgrade Overview session that will immediately follow our meeting today.

C. UHR Staffing Changes: Michael Latsko of HR Consulting Services will be leaving UHR on March 4. Dacota (Cody) Grannis will be joining UHR on March 21 as our Meeting and Event Coordinator. Cody will be coming to us from Arts & Sciences-Development.

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

Summer Internship for College Students
Director, Executive & Management Search Group and UVA Temps
Project Manager
Computer Systems Engineer
International Compliance Officer
UVA Temporary Services Recruitment Coordinator
HR Consultant

II. Payroll – Darrell Kozuch


- **Sunday, March 13:** HRMS Specialist and Salary Approver updates for 02/28 – 03/13 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, March 14:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 02/28 – 03/13 and LD Specialists updates entered in HRMS by 5 pm.
- **Saturday, March 26:** HRMS Specialist and Salary Approver updates for 02/25 – 03/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, March 27:** LD Specialist updates for Monthly 02/25 – 03/24 must be completed in HRMS by 5 pm.
- **Sunday, March 27:** HRMS Specialist and Salary Approver updates for 03/14 – 03/27 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, March 28:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/14 – 03/27 and LD Specialists updates entered in HRMS by 5 pm.
B. **Integrated System Downtime:** The Integrated System (HR/Finance) will be unavailable on Saturday, March 5, from 7:00 a.m. until 2:00 p.m. as ISDS conducts performance testing for the upgrade. ODS (Discoverer) will be available, as usual, on Saturday and from noon until 10 p.m. on Sunday.

C. **2010 W2 File:** The 2010 W2 file will soon be sent to the IRS. Any adjustments after the file is sent will be handled as a W-2C and federal and state taxes cannot be credited. Anyone knowing of any adjustments that need to be made must contact Beth Van Hook in University Payroll at ear3b@virginia.edu or via phone at 924-4221 as soon as possible in order to be included in the 2010 W2 file. The State file has already been submitted.

D. **Exempt Tax Status:** Employees who claimed “exempt” for their 2010 W-4 or VA-4 forms had to file new forms by February 14 to continue this status for 2011. There were over 1,000 assignments involving 866 employees where Payroll had to manually set the tax status so they were no longer “exempt.” Affected employees were notified via email but there was very limited response back. Departments who may be contacted as to why a paycheck decreased should direct the employee to their online Payslip where they can see what their tax status is and compare it to the prior period. An employee can initiate a change in their federal withholding using the W-4 form via Self-Service. Changes in state tax withholding must be done via the paper VA-4 form. HRMS Specialists are encouraged to terminate employees/assignments that have left and will no longer be returning. Many of the manual updates performed by Payroll were for assignments on the Inactive Payroll.

E. **2011-12 Fringe Benefit Rates Proposal:** The proposal for the 2011-12 Fringe Benefit Rates will be submitted by April 30 to the Department of Health and Human Services (DHHS) for approval. The table of proposed rates will be provided at the May HR User Group meeting.

F. **Fiscal Year End:** Note that the last payrolls included in the 2011 fiscal year end are:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Date</th>
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<tbody>
<tr>
<td>Monthly</td>
<td>04/25-05/24/2011</td>
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<tr>
<td>Bi-weekly</td>
<td>06/06-06/19/2011</td>
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G. **Reminder: Tax Preparation Assistance is Continuing:** UHR is continuing to offer tax preparation assistance to all UVa employees earning less than $49,000, who claim the Standard Deduction (not itemizing deductions), do not have investment income in excess of $3,100, do not have capital gains or losses, and who are not non-resident aliens. Sessions are offered every Monday and Wednesday evenings from 5:30 pm to 7:30 pm and Saturday morning from 10:30 am to 12:30 pm until April 18. (Tax preparation services will not be available between March 5 and March 13 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). Want to help spread the word
about this service in your school or unit? Print this poster.

**H. Reminder: Flexible Spending Account (FSA) Grace Period Through March 15:** Employees who participated in an FSA for medical and/or dependent care expenses in 2010 have until March 15, 2011 to “spend” any outstanding FSA account balance from their 2010 FSA account. This means that an employee who still has money to spend from his/her 2010 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 2010 must file claims by April 30, 2011.

**I. Reminder: Retirement Planning Session:** The Retirement/Financial Planning Program is tentatively scheduled for Thursday, March 31, from 9:00 am to 1:00 pm at Newcomb Hall. Programs offered during the event will include sessions on Budgeting Basics, Basics of Investing, Understanding Social Security, Planning for a VRS Retirement, Investing in a Volatile Market and more. Each session will run approximately 50 minutes and the presenters include the Virginia Retirement System (VRS), TIAA-CREF, Sally Mank from the Jefferson Area Board for Aging (JABA), David Rogers from the Social Security Administration to name a few. Employees are welcome to attend as many sessions as they’d like and no reservations are required. Representatives from Vanguard, Fidelity, TIAA-CREF, VRS, the UVA Benefits Office and the Faculty and Employee Assistance Program (FEAP) will also be available in the South Meeting Room. Information on specific session times will be available soon on the UHR website. Please encourage your employees to attend this very worthwhile event.

**J. Inauguration of President Sullivan:** Although Teresa A. Sullivan has been in office since August, the University community will wait until April 15 to officially inaugurate her as the University’s eighth president. The inauguration will include a five-day, community-wide celebration, inviting students, faculty and staff to gather at the Lawn and ground themselves in the founding values of the University while looking forward to the mission foreseen by the institution’s newest leader. More information can be found on the University’s web at [http://www.virginia.edu/inauguration/](http://www.virginia.edu/inauguration/).

**K. Picnic Lunch for Leonard Sandridge:** The University Community was invited via a February 4 email from President Sullivan to a picnic lunch honoring Leonard Sandridge, Executive Vice President and Chief Operating Officer, as he prepares to step down from these duties at the end of this academic year. The event will be on Monday, April 4, from 11:30 am to 2 pm, at the John Paul Jones Arena.
L. **2011 Service Award and Outstanding Contribution Award Programs:** Planning efforts are underway for this year’s service award and outstanding contribution award programs.

Service Awards Day Ceremony  
**Date:** Wednesday, May 18, 2011  
**Time:** 1:30 p.m. – 3:30 p.m.  
**Location:** John Paul Jones Arena  
Celebrating: Employees with 10, 15 and 20 years of service  
Light refreshments in Sandridge Hall will follow the ceremony

Service Awards Evening Ceremony  
**Date:** Tuesday, June 7, 2011  
**Time:** 5:30 p.m. – 8:30 p.m.  
**Location:** Boar’s Head Inn Pavilion  
Celebrating: Employees with 25 through 50+ years of service  
Dinner will be served at 6 p.m.

M. **Reminder: Monthly Payday for March:** Since March 31 is the end of a quarter, employees are reminded that the salaried payday will be Thursday, March 31 instead of the usual 1st of the month.

N. **Reminder: Spring Break Day:** Friday, March 11, 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 2011 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/).

O. **Reminder: Interim Performance Evaluations:** An email was sent to staff and A&P faculty from Susan Carkeek on February 2 with information on the 2010-11 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 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 then all at the end of the year. Here are some helpful links for conducting an interim review, including a self-evaluation:

[http://www.hr.virginia.edu/go/perfmgmt](http://www.hr.virginia.edu/go/perfmgmt) (suggested timelines and tips on interim evaluations – please check with your school/unit for its timeline)  
[http://www.hr.virginia.edu](http://www.hr.virginia.edu) (choose the LEAD@UVa button)

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.
P. **Reminder: 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 18 bi-weekly paycheck (March 31 paycheck for monthly employees) as part of the annual common date update if they had a salary change in 2010/11 or have moved into a higher age range bracket. This benefit is a multiple of salary. Rates are based on age ranges for the coverage amount elected. Call the UHR Service Center 434-982-0123 if you have questions.

Q. **Benefit Reminders:** Susan Carkeek sent an email to the University Community on February 11 reminding them of some important benefit information; The Employee Connection and Same Day Clinic programs; our backup child and elder care benefit; and the expanded use of Benefits@UVa. More information can be found on the UHR web site at [http://www.hr.virginia.edu/news-events/news/benefits-reminders/](http://www.hr.virginia.edu/news-events/news/benefits-reminders/).

R. **Walking Study:** UVa’s Curry School of Education seeks Women 50 and over to participate in a study examining self-perceptions and health-benefits of a 10-week fitness walking program. Instruction & equipment provided! They are especially looking for individuals trying to lose weight or begin a new exercise program.

Time Required: 2x/week (Monday/Wednesday) for 10 weeks beginning March 14 (12:15-1:15 pm).

Participation limited – please call or email today!

For more information please contact Diane Whaley, (434) 924-6193 or email dwhaley@virginia.edu, IRB SBS #2010-0314.

S. **Terminating Students:** HRMS Specialists are encouraged to terminate students who are leaving the University rather than letting their assignments systematically go on the Inactive Payroll since they would remain on the Inactive Payroll for a year. Also, remember to encourage the student to use Employee Self-Service to update their address in the Integrated System. The HRMS Specialist may also obtain a forwarding address and enter it into the Integrated System for them. Remember, foreign addresses must be entered as a secondary address with University Payroll as the primary address.

T. **Review “Use/Lose” Leave:** We are now past the first quarter of the Leave Year. Timekeepers are encouraged to remind their employees to view their “use/lose” leave information that can be found on the SSTL timecard in the Leave Information section by clicking in the drop down area. Timekeepers may also run the Discoverer Plus report PAY_Leave Balance for the tab named “Leave Management” for employees/managers. This report displays the same information as the new “Leave Information” box on the SSTL timecard. The “Leave Management” report is no longer a required report for distribution to employees but Timekeepers should accommodate requests for the report. **However, the report should still be run quarterly and distributed to managers.**
U. **Deduction Information:** Over the next few meetings, UHR will address employee Payslip deductions and their definitions. This meeting, we will review Group Term Life (GTL) and Health Insurance.

**GTL: Group Term Life.** This represents the value of the employee’s group term life insurance that is greater than $50,000. It is considered taxable income for W2 reporting.

**PreTax:** Income tax rules allow certain payroll deductions to be subtracted from wages or salary before the amount of income tax is calculated. Payroll deductions elected that meet the requirements are called pre-tax deductions. Pre-tax deductions will reduce the amount of wages that are taxable and the amount of income taxes to be paid.

**PostTax:** Post-tax deductions do not reduce taxable wages. They are taken only after taxes have been withheld from taxable wages.

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<th>Benefit Category</th>
<th>Payslip Name</th>
<th>Description</th>
<th>Tax Category</th>
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<td>University Health Plan – High Premium Program</td>
<td>Pre-Tax</td>
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<td>Med Pre UVA Hlth Pln DA</td>
<td>University Health Plan – Low Premium Program</td>
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<td>MedPre PD High Pln</td>
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* No Longer Offering Post-Tax Health Option as a New Election/A Few Current Staff Still Have It

IV. **Discoverer Reporting** – Debbie Deane, UHR Information Technology

A. **Use Audit Reports for Management Reporting:** Users with the Discoverer responsibilities of UVA ODS Specialist-Limited or UVA ODS Specialist-Limited Plus are encouraged to take advantage of the Discoverer “audit reports” to provide them with historical transactional reporting.

For example, if your management wants to know how many hires were done for your Organization for the calendar year 2010, this detail can be provided by the audit report workbook named *HR_Audit Reports – Group 1* for the report named *New Hires and Rehires.*
Audit data is only maintained in Discoverer for 6 months at any one time. In UHR, we run each audit report on January 1 (for the previous July 1 – December 31) data and on July 1 (for the previous January 1 – June 30) data. We export the results to Excel and store on our departmental directory. This way, in order to get a full year’s reporting, we only need to merge 2 Excel files.

The advantage of beginning to store this information on your departmental directory is to have immediate access to the historical transactions for your Organization rather than having to submit a report request to UHR IT which has to be prioritized along with other pending requests.

V. Nancy Knight, University Payroll

A. Moving and Relocation Brown Bag Lunch Sessions:

- Thursday, March 17 (noon-2pm), Room 223, Michie North, 914 Emmet Street
- Tuesday, April 19 (noon-2pm), Room 223 Michie North, 914 Emmet Street

B. SSTL and Timekeeping Brown Bag Lunch Session:

Sponsored by: Accounting Services  
Hosted by: Nancy Knight & Carrie Harper, University Human Resources  
Target Audience: Employees, Managers, and Timekeepers are invited  
Info: You may take advantage of this session to ask questions and discuss any problems you may have experienced related to SSTL timecard entries, approvals, and reports. This session is informal. The agenda will evolve based on the questions and topics that you bring to the table.

- Wednesday, March 23, (noon-2pm), Room 389, Newcomb Hall

C. Closed Timecards: We are currently focusing on documenting approvals for outstanding timecards for employees that have not been approved and are now “Closed” due to the age of the timecard. It is an audit requirement that all timecards must be approved by the manager. After 70 days without being approved, timecards are moved to a “Closed” status and can no longer be approved via email notification or through Self-Service. A paper timesheet approval process is then necessary and upon receipt of the approved timesheet, the audit records will be manually updated by UHR. Timekeepers, your help is greatly needed in getting these “Closed” timecards approved.

You will need to submit one of the documents listed below signed by the manager, along with the approval date of signature. Please either scan the document and send it to njw@virginia.edu or send it via Messenger Mail to: Nancy Knight, University Payroll, PO Box 400127.

- (Preferred Method) Paper timesheet (UVa Time Management Form)
• Timekeeper prints timecard via Timecard Entry Form

• Timekeeper prints Discoverer Report *PAY-Timesheets Reported OTL* (By Employee)

• Go to Manager Self-Service>Time Entry>Select Employee>Action>Details>Print the Details screen(s)

VI. Floor Open for Discussion and Questions From the Audience

VII. 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 **Tuesday, April 5, 2011, 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/](http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/).