HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
Thursday, March 11, 2010, at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

II. Payroll – Darrell Kozuch


- **Sunday, March 14:** HRMS Specialist and Salary Approver updates for 03/01 – 03/14 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, March 15:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/01 – 03/14 and LD Specialists updates entered in HRMS by 5 pm.
- **Thursday, March 25:** HRMS Specialist and Salary Approver updates for 02/25 – 03/24 Monthly must be completed in HRMS by 5 pm.
- **Thursday, March 25:** LD Specialist updates for Monthly 02/25 – 03/24 must be completed in HRMS by 5 pm.
- **Sunday, March 28:** HRMS Specialist and Salary Approver updates for 03/15 – 03/28 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, March 29:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/15 – 03/28 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, April 11:** HRMS Specialist and Salary Approver updates for 03/29 – 04/11 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 12:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/29 – 04/11 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, April 25:** HRMS Specialist and Salary Approver updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, April 25:** LD Specialist updates for Monthly 03/25 – 04/24 must be completed in HRMS by 5 pm.
- **Sunday, April 25:** HRMS Specialist and Salary Approver updates for 04/12 – 04/25 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 26:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 04/12 – 04/25 and LD Specialists updates entered in HRMS by 5 pm.

B. **2010 System Availability Calendar:** The System Availability Calendar will soon be available through June, 2010. It is found at http://www.hrs.virginia.edu/infomgmt/systemavailability/default.html.

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

D. **2009 W2 File:** The 2009 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 2009 W2 file.
E. **2010-11 Fringe Benefit Rates Proposal:** The proposal for the 2010-11 Fringe Benefit Rates will be submitted by March 31 to the Department of Health and Human Services (DHHS) for approval. The table of proposed rates will be provided at the April HR User Group meeting.

F. **Reminder - Tax Preparation Assistance Continuing:** UHR is continuing to offer tax preparation assistance to all UVa employees earning less than $49,000 and who claim the Standard Deduction (not itemizing deductions) and who are not non-resident aliens. Employees are able to request appointments through an on-line appointment system found at [http://www.hrs.virginia.edu/taxprephelp/](http://www.hrs.virginia.edu/taxprephelp/). 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 through Wednesday, April 14. More information can also be found at [http://www.hrs.virginia.edu/taxprephelp/poster.pdf](http://www.hrs.virginia.edu/taxprephelp/poster.pdf).

G. **Reminder - Flexible Spending Account (FSA) Spend Deadline March 15:** Employees who participated in the FSA program in 2009 have until March 15, 2010 to “spend” any outstanding FSA account balance from their 2009 medical and/or dependent care FSA accounts. This means that an employee who still has funds remaining in a 2009 FSA can use eligible medical or dependent care expenses incurred through March 15, 2010 to exhaust his/her 2009 account. April 30, 2010 is the deadline to file claims for a 2009 FSA.

    *Note: This is a correction from last month’s agenda item where only the medical FSA was listed as eligible for this grace period.*

H. **UHR Web Site Upgrade:** UHR is launching a new web site over the course of the next month, with a new look and feel and a new navigation. The site uses a content management system that allows us to organize and update information more easily and logically. As one of our biggest groups of HR professionals, we’ll be sending the HR Users group a link to the new site in a testing phase and asking for feedback. You can expect to see that email come out the week of March 22 and we really look forward to hearing what you think!

When the site goes live in the beginning of April, it will be announced University-wide. When that happens, it’s important to note that the new URL will be [http://www.hr.virginia.edu/](http://www.hr.virginia.edu/) rather than [http://www.hrs.virginia.edu/](http://www.hrs.virginia.edu/). This change, and the new navigation, means that you will have to reset a lot of your familiar links to forms and policies. We appreciate that this is a big inconvenience, but UHR is hoping going forward you’ll find it easier to find information you need.

I. **2010 Service Award Programs:** This year Linda Coiner and Teresa Stevens in University Human Resources are leading planning efforts for the Service Awards. Linda will be handling our day ceremony and can be reached at lgc3u@virginia.edu or (434) 924-8939. Teresa will be handling our evening ceremony and can be reached at tls5w@virginia.edu or (434)924-4093.

    **Service Awards Day Ceremony**
    Date: Wednesday, May 19, 2010
    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: Thursday, June 3, 2010  
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.

H. Fiscal Year End: Note that the last payrolls included in the 2010 fiscal year end are:

- Monthly: 04/25-05/24/2010  
- Bi-weekly: 06/07-06/20/2010

I. 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 19 bi-weekly paycheck (March 31 paycheck for monthly employees) as part of the annual common date update if they had a salary change in 2009 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.

J. Long Term Care Initial Enrollment: The Commonwealth has selected Genworth as the new vendor for long term care. As the new vendor, Genworth will offer an initial enrollment period for part-time and fulltime salaried faculty and staff who work at least 20 hours per week. The initial enrollment is also open to Medical Center employees – including House Staff – who meet the same criteria. More information about Genworth and the enrollment period will be available soon on the UHR website. Information sessions will be held around Grounds the week of April 12th.

K. Retirement Planning Session: The Retirement/Financial Planning Program kick off will take place Wednesday, 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, Genworth (the state’s new long term care provider), 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.

IV. HR Consulting Services – Donna Roach

A. Reminder - Spring Break Day: Friday, March 12, 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 2010 Holiday Memorandum can be found on the UHR web site at http://www.hrs.virginia.edu/calendars/holiday.html.
B. **Reminder - Interim Evals:** It’s time for the mid-year check-in on performance evaluations! Employees are encouraged to do their mid-year self-evaluation in Lead@UVa and submit them to their supervisor for review.

*The following timeline is a recommendation only. Consult with your supervisor or local HR representative for your area’s internal deadlines.*

<table>
<thead>
<tr>
<th>Timeframes</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Between now and March 12</td>
<td>Employee completes interim self-evaluation and sends forward to supervisor (step 4)</td>
</tr>
<tr>
<td>Between March 15 and April 16</td>
<td>Supervisor completes interim evaluations and meets with employee to review progress and revise plans accordingly</td>
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<tr>
<td>Between April 19 and the end of cycle</td>
<td>The form resides in step 5 with the employee until the annual self-evaluation phase begins unless the goals need to be edited, in which case the form should be re-sent to the supervisor for review</td>
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C. **Manager Self-Service for Learning History Status:** Supervisors may now view Learning History and enroll their employees for classes using UVA Manager Self-Service>Learner Manager>Learning Management for Managers>Learner Home.

D. **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.

V. **Timekeeping – Nancy Knight**

A. **Status Update**

B. **Recording March 12 Holiday**

VI. **New Earning Policy – Jdavyd Williams, University Payroll**

A. **New “Hybrid” Earning Policy:** A new “hybrid” Earning Policy has been developed that will give a salaried non-exempt employee compensatory leave for extra hours worked that are less than 40 and time and one-half overtime pay for extra hours worked that are greater than 40. The new Earning Policy is named *40 hour week OT Leave, OT2 Pay.*

VII. **UHR Service Center – Erica Wheat**

A. **Statistics**

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, April 8, 2010, at 10:00 a.m. in Room 168, Ground Floor, Newcomb Hall. Just a reminder that information pertaining to the HR/Payroll User’s Group is located at http://www.hrs.virginia.edu/infomgmt/oraclegroup/default.html.