I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Christopher Kinney joined Benefits on March 4 as a temporary VSDP Disability Specialist.

Michael Pierce joined HR Consulting Services on February 21 as a temporary compensation consultant on the Job Family Project.

Please join us in wishing these employees 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.

Disability Coordinator
Foreign National Tax Advisor

II. Payroll – Darrell Kozuch

A. Payroll Processing Schedule and Key Dates: The 2013 schedule can be found at http://www.hr.virginia.edu/calendars/2013-payroll-calendar/.

- **Sunday, March 10:** HRMS Specialist and Salary Approver updates for 02/25 – 03/10 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, March 11:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 02/25 – 03/10 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, March 24:** HRMS Specialist and Salary Approver updates for 03/11 – 03/24 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, March 24:** HRMS Specialist and LD updates for 02/25 – 03/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, March 25:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 03/11 – 03/24 and LD Specialists updates must be entered in HRMS by 5 pm.
B. **Staff Recognition Pancake Breakfast Rescheduled:** The second annual staff recognition pancake breakfast has been RESCHEDULED due to prediction of inclement weather on Wednesday and Thursday, March 6/7. We apologize for the inconvenience, but we hope you’ll understand that we want as many staff to be able to attend as possible. The vice presidents and deans are serving you a free breakfast in recognition for all that you do. All Academic Division and Medical Center staff are invited to enjoy pancakes, bacon, muffins, fruit salad and conversation with your friends and colleagues. The event will be held in the Newcomb Hall Ballroom, from 6:30 am to 9:30 am on Tuesday, March 19. One hour free parking at the Central Grounds Garage between 6:15 am and 10:00 am will be provided as well as a shuttle running between the Lee Street garage and the Central Grounds Garage starting at 6:15 am. No RSVP is required. Questions may be directed to the HR Service Center at 982-0123 or AskHR@virginia.edu.

C. **Reminder - Post-Tax Roth 403(b):** An email was sent to qualifying employees on January 22 announcing the availability of the Post-Tax Roth 403(b) election. This will be followed by communications being mailed to employees’ homes from TIAA-CREF and Fidelity. The Roth feature allows employees to set post-tax money aside for retirement in addition to pre-tax money. The combination of pre- and post-tax deferrals cannot exceed the 2013 IRS limits of $17,500 for under age 50 and $23,000 for age 50 or greater. More information can be found on the UHR web site at [http://www.hr.virginia.edu/news-events/news/new-403b-retirement-option-available/](http://www.hr.virginia.edu/news-events/news/new-403b-retirement-option-available/).

D. **Reminder - 2013 Service Award Program:** This program is currently in the planning stages. More details, including opportunities to volunteer, will be forthcoming over the coming weeks.

- **Service Awards Day Ceremony**
  - Date: Wednesday, May 15, 2013
  - Time: 1:30 pm – 3:30 pm
  - 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 4, 2013
  - Time: 5:30 pm – 8:30 pm
  - Location: John Paul Jones Arena
  - Celebrating: Employees with 25 through 50-plus years of service
  - Dinner will be served at 6 pm

E. **2013 Leonard W. Sandridge Outstanding Contribution Award:** This program gives members of the University community the opportunity to honor employees who have shown exemplary service and commitment to the University. It is the highest honor for staff at the University. The nomination deadline is Tuesday, March 19, 2013. Nominations should be submitted either via email to AskHR@virginia.edu or as hard copy to the Office of University Human Resources, PO Box 400127, 914 Emmet Street, Michie South, by 5:00 PM on March 19, 2013. Nomination information details are available on the UHR Web site at [www.hr.virginia.edu/go/oca](http://www.hr.virginia.edu/go/oca) and are also available through employee council representatives and the person who handles HR in your area.
F. **Reminder - New Affirmative Action/Equal Opportunity Statement:** University Human Resources, in collaboration with Equal Opportunity Programs (EOP) have reviewed and updated out existing AA/EO statement to the following:

   *The University of Virginia is an affirmative action/equal opportunity employer committed to diversity, equity, and inclusiveness.*

   This revised AA/EO statement will be used in recruitment materials and Jobs@UVa advertisements.

   Users posting faculty positions can modify the statement, however, EOP requires that they have ‘the University of Virginia is an equal opportunity/affirmative action employer’ included in the statement. Please contact EOP at 924-3200 if you have any questions.

G. **Reminder - 2012 – 13 Interim Performance Evaluations:** Between June and September of last year, staff and many A&P faculty completed the annual evaluation process using the Lead@UVa online performance management system, with schools and units establishing their own internal deadlines within that time period. We are now approaching the halfway mark of the 2012-2013 performance cycle, an appropriate time for the interim performance review.

   As a good management practice, it is important to formally revisit goals, competencies and the career development plan at mid-year. This process does not establish performance ratings, but it gives employees and their supervisors a chance 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.

   As you may recall, last year we 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](http://www.hr.virginia.edu/uploads/documents/media/Interim_Toolkit.pdf), or find a link to it on our performance management toolkit page, which features a wealth of performance planning resources, at [http://www.hr.virginia.edu/go/pm-toolkit](http://www.hr.virginia.edu/go/pm-toolkit).

   We appreciate your support of this important part of the evaluation process. Please check with your school/unit for your due dates. Questions may be directed to AskHR@virginia.edu or call the UHR Service Center at 982-0123.

H. **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 15 bi-weekly paycheck (March 29 paycheck for monthly employees) as part of the annual common date update if they had a salary change in 2012/13 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.

I. **Reminder - Flexible Spending Account (FSA) Grace Period Through March 15:** Employees who participated in an FSA for medical and/or dependent care expenses in 2012 have until March 15, 2013 to “spend” any outstanding FSA account balance from their 2012 FSA account. This means that an employee who still has money to spend from his/her 2012 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 2012 **must file claims by April 30, 2013.**
J. **Reminder - Salary Approval for Students and Faculty Wage:** There still continues to be an issue of unapproved bi-weekly salaries for student and faculty wage before payroll processing. UHR has begun to elevate notifications to upper management of salaries not approved by the stated deadlines.

K. **Reminder – Volunteer Tax Assistance (VITA):** In partnership with IRS-trained and certified student volunteers from VITA at Virginia Law, in cooperation with CASH at Madison House, UHR is again offering free income tax return preparation services for eligible employees at UHR offices at 918 Emmet Street.

**When:** Monday through Thursday: 5:30 pm and 6:30 pm  
Saturday: 10:30 am and 11:30 am

**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.

**Note:** The appointment system for Tax Year 2012 is currently available for appointments. No appointments are offered after April 15, 2013 (filing deadline for federal income tax return). Tax preparation services also will not be available between March 8, 2013 and March 17, 2013 due to U.Va. Spring Break. Dates and times are subject to change. More information can be found on the VITA web site at [http://www.vitavirginia.org/appointments](http://www.vitavirginia.org/appointments). Questions may be directed to the UHR Service Center at 982-0123.

L. **Reminder - Super Temp Cohort IV:** Our fourth cohort of Super Temps begins training March 18 through March 29. Just as a reminder, the purpose of this program is to help you, our partners, fulfill departmental staffing needs while providing excellent opportunities to 12 extremely talented, capable and skilled individuals. This one-of-a-kind program provides Super Temps with Integrated System Human Resources, Finance, and Student Information System training, as well as equipping them with an I-key and ID. Combining their already outstanding talents with knowledge of the Integrated System, the Super Temps immediately contribute to departments by filling challenging roles.

This cohort of Super Temps will be ready to begin work on April 1. Much like last year, you will want to reserve a Super Temp early! Contact Janet Turner-Giles via email at jmt4q@virginia.edu or via phone at 434.924.3330 to reserve your Super Temp today!

M. **Fiscal Year End:** Note that the last payrolls included in the 2013 fiscal year end are:

- Monthly 04/25-05/24/2013
- Bi-weekly 06/03-06/16/2013

N. **1500 Hour Year Ends June 16, 2013:** Departments are reminded that the 1500 hour limit year ends June 16, 2013 for hourly wage employees who are subject to this policy. HRMS Specialists can run the Discover Plus Report named *HR_Wage Limit Hour Balances* with fiscal year of 2013 to see this year’s data for their employees.
O. **FICA Processing for the 2013 Summer Session:** The process that will switch student assignments for those enrolled in the 2013 Summer Session to be exempt from FICA will be run on **May 23rd** so that students enrolled for the Summer Session beginning on May 13th will be FICA exempt for Bi-weekly payroll #10 (05/06 – 05/19). 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.

P. **FICA Processing for the 2013 Fall Semester:** The process that will switch student assignments for those enrolled in the 2013 Fall Semester to be exempt from FICA will be run on **September 12th** so that students enrolled for the Fall 2013 Semester beginning on August 27th will be FICA exempt for the Bi-weekly payroll #18 (08/26 – 09/08). 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.

Q. **University Leave Reporting Enhancement:** The SSTL timecard has been modified to include a new line in the *Employee Leave Information* drop-down box. A new line called ‘**University Leave Plan Accrued YTD**’ will show the employee how much of the allotment that was given at the beginning of the leave year (12/31/12) has actually been accrued as each pay period is processed. Timekeepers can also access this information as it has been added to the Discoverer report *PAY_Leave Balance*, under the “Leave Mgmt” tab. This enhancement was developed to help prevent employees who separate from the University from overusing their University Leave.

R. **In-Person Application Assistance:** Need help with a UVa job application? Now you can visit with UVa Human Resources counselors in two locations:

- **Downtown at the Jefferson School City Center (JSCC)**, 233 Fourth Street, NW, every Friday from 9:00 a.m. – 11:00 a.m.
- **Out on route 29 North at the Virginia Workforce Center**, 2211 Hydraulic Road, every Monday from 11:00 a.m. – 1:00 p.m.

UHR representatives are available at both locations to answer questions about UVa employment and to assist with completing the Jobs@UVa on-line application.

You can sign up in advance for a 15-minute session at the [JSCC location](#) or at the [Virginia Workforce Center](#) through these live sign-up sheets.

Please note the following dates without a Human Resources presence:

- March 15 at the Jefferson School
- May 27 and September 2 at the Virginia Workforce Center

Please feel free to either sign up individuals that do not have computer access or provide these links to them in order to sign-up for a session themselves.
III. UVa Information Technology Services – Tracy Smith and Stacey Hughes
   A. Overview of the Oracle/Mercury VPN Retirement Project and Current Status

IV. Payroll and Timekeeping, Nancy Knight, University Payroll

V. Quality Assurance Program – Erica Wheat, Manager, HR Operations and Service Center

A. Tip of the Month – The Position Decision Box on an Employee’s Assignment

When updating the position key flexfield on an assignment, you will see the following ‘decision box’:

![Decision Box Image]

Please click ‘No’.

When you say yes:

- The Integrated System automatically pulls information from the position record into the employee’s assignment record
- This information may not accurately reflect the employee’s status in your department

For Example:

- If you enter a faculty record as part time salaried 20 hours and the default value is 40 hours, your record will be out of sync
- If you enter a record for a student who will work 10 hours and the default value is 20 hours, the record will be out of sync. It will cause problems if your student has another assignment, because it will appear that he/she is already at the 20 hour max

Tip of the month: Please answer ‘No’ in the position decision box and then key the information specific to the employee’s assignment.

VI. Floor Open for Discussion and Questions from the Audience
VII. Closing Remarks – Darrell Kozuch

VIII. **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 4, 2013, at 10:00 a.m.** in the Kaleidoscope 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/).