HR User Group Meeting Agenda
Kaleidoscope Room, Newcomb Hall
Tuesday, April 3, 2012 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

We are pleased to welcome Cary Shaffer to the HR IT team as of March 26.

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.

HR Consultant
Learning and Development Specialist
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, April 8:** HRMS Specialist and Salary Approver updates for 03/26 – 04/08 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 9:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/26 – 04/08 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, April 22:** HRMS Specialist and Salary Approver updates for 04/09 – 04/22 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, April 22:** HRMS Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, April 23:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 04/09 – 04/22 and LD Specialists updates entered in HRMS by 5 pm.
- **Monday, April 23:** Salary Approver and LD Specialists updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
B. **2012 UVA Football Tickets Payroll Deduction Available:** UHR has once again partnered with the Athletics Department to offer an interest-free payroll deduction program to assist in the purchase of Virginia football season tickets. To take advantage of the payroll deduction program, UVa faculty and staff should call the Virginia Athletics Ticket Office at 1-800-542-UVA1 (8821).

C. **Reminder - Fiscal Year End:** Note that the last payrolls included in the 2012 fiscal year end are:

- Monthly: 04/25-05/24/2012
- Bi-weekly: 06/04-06/17/2012

D. **Reminder - 1500 Hour Year Ends June 17, 2012:** Departments are reminded that the 1500 hour limit year ends June 17, 2012 for hourly wage employees who are subject to this policy. HRMS Specialists can run the Discoverer report named **HR_Wage Limit Hour Balances** with fiscal year of 2012 to see this year’s data for their employees.

E. **Reminder – 2011 Flexible Spending Account (FSA) Claims Filing Deadline:** Employees who participated in the FSA (Medical and/or Dependent Care) program in 2011 must file claims by April 30, 2012.

F. **Reminder - Retirement Fair:** University Human Resources will be sponsoring a Retirement Fair on Tuesday, April 24 from 8 am to 1 pm at Newcomb Hall. Participating organizations include the Virginia Retirement System, TIAA-CREF and Fidelity, JABA and Social Security. This year’s event will include vendors and presentations of interest to both current employees and UVA retirees. Information about specific presentations and presentation times will be available soon.

G. **Reminder - 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. Recipients will be emailed to visit a special web site to update their information. If you have questions or would like to volunteer to help, please contact Cody Grannis, Meeting and Events Coordinator in UHR, at cgrannis@virginia.edu or by calling 434-924-1484.

**Day Ceremony –** Wednesday, May 16, 2012  
**Time:** 1:30 p.m. – 3:30 p.m.  
**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  
**Time:** 5:30 p.m. – 8:30 p.m.  
**Location:** John Paul Jones Arena  
**Celebrating:** 25 through 50-plus years of service  
**Dinner will be served at 6:00 p.m.**

H. **Reminder - Volunteer Income Tax Assistance (VITA) Continues Until April 17:** In partnership with IRS-trained and certified student volunteers from Madison House and UVa Law School, UHR is continuing to offer 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. until April 17th. 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.

I. **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.

J. **Non-12 Month Employee Maintenance:** Now is the time for users to begin processing actions for their non-12 month (9, 10, or 11-month) employees. The procedure for special handling of these employees who are terminating May 24, June 24, or July 24 respectively is found at [http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7010H.htm](http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7010H.htm). If you have additional questions after reviewing the procedure, contact the UHR Service Center at 982-0123.

K. **Mobile vs. Private Mobile Phone Entries:** It was brought to our attention recently that phone number records with the “type” of “Mobile” are displayed in the online [UVa Electronic Directory Search Results](http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7010H.htm) also known as “whois”. UHR is working with EA-ITS to convert existing “Mobile” phone records for active employees to a type of “Private Mobile” which will not display in “whois”. HRMS Specialists are advised to be mindful when entering phone numbers for their employees that they should now select “Private Mobile” unless the employee desires their cell phone number to be published online. Phone numbers with a “type” of “Home” are not published online unless the employee desires to do so.

L. **Reminder - HR_Appointment Expiration Report:** HRMS Specialists are encouraged to run the Discoverer report HR_Appointment Expiration for their Organization(s) and use it to obtain the necessary information to update the appointment date information for their employees’ assignments. As of March 26, 2012 the statistics for expired appointments for Primary assignments are shown below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
<th>Previous Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>97</td>
<td>98</td>
</tr>
<tr>
<td>Non-Paid Faculty</td>
<td>150</td>
<td>188</td>
</tr>
<tr>
<td>Salaried HSF Faculty</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Non-Paid HSF Faculty</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>583</td>
<td>609</td>
</tr>
<tr>
<td>Salaried Research Assistants</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Salaried Research Associates</td>
<td>22</td>
<td>20</td>
</tr>
</tbody>
</table>
Expired appointments for Secondary assignments were:

103 Non-Paid Faculty (was 149)
5 Non-Paid HSF Faculty (was 5)
49 Non-Paid Visiting Faculty (was 52)

III. Faculty Background Check Policy and Procedure – Donna Kauffman, Manager, Dual Career and Special Projects, HR Consulting Services

A. Faculty Background Check Policy: Effective Wednesday, March 21st, the University of Virginia began conducting faculty background checks. The faculty background check policy is located on the policy directory as HRM-034. Policy questions may be directed to John Teahan of the Provost’s Office at jwt5z@virginia.edu or 434-924-0119. Questions regarding the procedure, the process, frequently asked questions (FAQ’s), and the updated third party vendor authorization form may be directed to HR Consulting Services (HRCS) members Robert Smith at rs9w@virginia.edu or 434-924-8938 or Donna Kauffman at dkd3u@virginia.edu or 434-924-4717.

IV. Payroll and Timekeeping – Nancy Knight

A. Corrected Timesheets: The number of corrective timesheets being received by the UHR Leave Center for manual adjustments continues to be an issue. We will be exploring with Timekeepers the reasons for the adjustments to see if there are opportunities for improvement.

V. 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 are today’s topics:

• Terminating an Employee Using Resignation - Another Job or Resignation - Other

When terminating an employee, it is important to select the Resignation or Separation Leaving Reason that most accurately reflects the reason that the employee is leaving UVa. If using either 'Resignation-Another Job' or 'Resignation-Other,' additional information must be included in the attachment field (paper clip). For 'Resignation-Another Job' the note in the attachment should confirm that the new job is outside of UVa. For 'Resignation-Other' the note in the attachment should provide a brief description of why the employee is leaving. If your employee is transferring to another academic department within UVa, there is no need to terminate the employee. The new department will change the Assignment Details to fit the new job in the new department.

• Returning an Employee’s Assignment from Inactive Payroll to Bi-weekly Payroll

After each bi-weekly payroll, a process is run to identify all wage assignments that have received no pay in the previous 12 bi-weekly pay cycles (or 168 days). Assignments identified by this process are changed from “Bi-weekly” payroll to “Inactive Payroll,” and no further payroll processing will occur on the assignments. The Assignment Change Reason used by the process is “Term 180 Days (HR Use Only).” They will remain on the “Inactive Payroll” until the department wishes to return them to the “Bi-weekly” payroll to initiate payment again; otherwise they will be automatically terminated after being on the “Inactive
Payroll” for one year.

To pay an employee who has been placed on the “Inactive Payroll,” the assignment must be updated back to “Bi-weekly,” using an effective date that reflects the pay period start date when the employee is to start receiving pay again. The Assignment Change Reason to be used to reinstate the employee to bi-weekly payroll is “Return 180 Days.”

These topics 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.

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

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 Thursday, May 3, 2012, 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/.