I. Welcome – Darrell Kozuch, Assistant Vice President, Human Resources

A. Recognition of New Users

B. UHR Staffing Changes:

Gay Tonelli, HR Consultant, with HR Consulting Services left the University on March 18.

Please wish her 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

Learning and Development Senior Specialist (2 postings)

II. Payroll – Darrell Kozuch


Note: The Payroll processing calendar is subject to change, particularly around holidays. If you print a copy of the calendar, always be sure you have printed the most recent version which is maintained on our web site.

- **Monday, April 7:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 03/24 – 04/06 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, April 20:** HRMS Specialist and Salary Approver updates for 04/07 – 04/20 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, April 21:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 04/07 – 04/20 and LD Specialists updates must be entered in HRMS by 5 pm.
• **Friday, April 25:** HRMS Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.

• **Saturday, April 26:** LD Specialist updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.

**B. 2013-14 Fringe Benefit Rates:** The proposal for the 2013-14 Fringe Benefit Rates has been approved by the Department of Health and Human Services (DHHS).

<table>
<thead>
<tr>
<th>Burden Cost Code</th>
<th>FY07 Rate</th>
<th>FY08 Rate</th>
<th>FY09 Rate</th>
<th>FY10 Rate</th>
<th>FY11 Rate</th>
<th>FY12 Rate</th>
<th>FY13 Rate</th>
<th>FY14 Rate</th>
</tr>
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<tbody>
<tr>
<td>FB, Classified Staff</td>
<td>36.80%</td>
<td>36.80%</td>
<td>38.60%</td>
<td>38.90%</td>
<td>31.30%</td>
<td>27.60%</td>
<td>35.60%</td>
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<tr>
<td>FB, Univ Staff (O&amp;A and M&amp;P)</td>
<td>38.60%</td>
<td>38.90%</td>
<td>31.30%</td>
<td>27.60%</td>
<td>35.60%</td>
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<tr>
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<td>25.70%</td>
<td>26.90%</td>
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<td>27.00%</td>
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<tr>
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<td>27.00%</td>
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<tr>
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<td>18.00%</td>
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<td>FB, Part-Time Employee, Fac</td>
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<tr>
<td>FB, Wage Employee</td>
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<tr>
<td>FB, Univ Staff Wage</td>
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**C. Pancake Breakfast a Success!:** The second annual Staff Appreciation Pancake Breakfast on March 12 was declared a success with approximately 1,400 University and Medical Center staff in attendance who were served by 25 different Vice Presidents and Deans of the University and Chiefs of the Medical Center.

**D. 2014 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).

**E. 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 6 months. 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.

**F. 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 on page 375 of the Maintaining Employee Information document at [http://www.hr.virginia.edu/uploads/documents/media/HR_Maintaining_Employe](http://www.hr.virginia.edu/uploads/documents/media/HR_Maintaining_Employe)
G. **Final Exercises 2014:** Final Exercises will be held on Sunday, May 18. More information can be found on the UVa web site at [http://www.virginia.edu-finals/](http://www.virginia.edu-finals/).

H. **UVA’s Federal Work Study Program:** The last day to work for the 2013-2014 academic year is May 4, 2014. No student may work as a work-study student after this date. However, supervisors may choose to select an earlier end date. Work-Study is not available during the summer. If the work study assignment is the only active assignment the student worker has, then you will terminate the person via the End Employment process with Actual Last Day of May 4. If the work study student has other active assignments, then you will terminate just the work study assignment via the Terminate Assignment process by date-tracking to May 5 and updating the work study assignment to Terminate Assignment status. If the work study student is going to continue to work for the department as a non-work study student worker after May 4, a new assignment must be added effective May 5. Do not update the existing work study assignment as a non-work study student worker. The first day to work for the 2014-2015 academic year as a work study student is August 26, 2014.

I. **Reminder - Payroll Reconciliation / Overpayments:** Timely reconciliation of departmental payroll charges is essential. If an employee has been overpaid by the University, the overpayment is a legal debt and must be repaid in full. It is the policy of the University of Virginia Payroll Department to initiate collection proceedings through the University’s Accounts Receivables system on all payroll overpayments as soon as the discrepancy is detected. Departments should not initiate collection. The amount of overpayment collected by the Payroll Department will vary depending upon whether the current and/or prior calendar year records must be adjusted. When a department or employee determines that an overpayment has occurred, the department or employee must notify Payroll in writing. Details must include the date the issue was discovered, the period of overpayment, the amount and type of overpayment (i.e., Regular wages, bonus, goal pay, etc.), and the reason for the overpayment. Notification should be sent to [askhr@virginia.edu](mailto:askhr@virginia.edu). It is the intention of the Payroll Department to work amicably with the affected employee, while acting responsibly in administering state regulations and University policies, to affect an orderly return of all excess payments to the University. The Discoverer report **PAY_Payroll Reconciliation Report** provides schools and departments the ability to review pay from hours entered on the time card through the computation and distribution of gross pay. A PowerPoint presentation on this report and many others can be found in the Integrated System web site at [http://www.virginia.edu/integratedsystem/reports/](http://www.virginia.edu/integratedsystem/reports/). More information regarding payroll overpayments can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/overpayments/](http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/overpayments/).

J. **Reminder - Fiscal Year End:** Note that the last payrolls included in the 2014 fiscal year end are:
K. **Reminder - FICA Processing for the 2014 Summer Session:** The process that will switch student assignments for those enrolled in the 2014 Summer Session to be exempt from FICA will be run on Friday, **May 30th** so that students enrolled for the 2014 Summer Session beginning on May 19th will be FICA exempt for Bi-weekly payroll #11 (05/19 – 06/01). 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.

L. **Reminder - FICA Processing for the 2014 Fall Semester:** The process that will switch student assignments for those enrolled in the 2014 Fall Semester to be exempt from FICA will be run on Friday, **September 5th** so that students enrolled for the Fall 2014 Semester beginning on August 26th will be FICA exempt for the Bi-weekly payroll #18 (08/25 – 09/07). 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.

M. **Reminder - Student Summer Internship Program:** UVa’s 2014 Summer Internship Program offers current college students or recent graduates the opportunity to gain experience working in various schools and departments at the University of Virginia.

Up to nine students will be accepted in the program and will work 40 hours per week beginning Monday, June 2, through Thursday, July 24, 2014. The rate of pay is $12.00/hr.

Positions are posted at jobs.virginia.edu. More information about the program, including comments from past interns and the areas in which they worked, can be found on the UHR web site at [http://www.hr.virginia.edu//news-events/news/uhr-summer-internships-available/](http://www.hr.virginia.edu//news-events/news/uhr-summer-internships-available/) and at [http://www.hr.virginia.edu/uploads/documents/media/summer_interns_2014_1_29_14_rev_final.pdf](http://www.hr.virginia.edu/uploads/documents/media/summer_interns_2014_1_29_14_rev_final.pdf). Alfreda Morris, HRCS Consultant, can also provide information. She can be reached at 434-924-4748, or via email at aam2s@virginia.edu.

N. **Reminder - Volunteer Income Tax Assistance (VITA) for Tax Year 2013:** In partnership with IRS-trained and certified student volunteers from the School of Law and Madison House, UHR is again offering free income tax return preparation services for eligible employees at UHR offices at 918 Emmet Street.

**When:** By appointment, Monday through Thursday: 5:30 pm and 6:30 pm; Saturday: 10:30 am and 11:30 am.

**Note:** The appointment system for Tax Year 2013 is available now to schedule appointments. No appointments are offered after April 15, 2014 (filing deadline for federal income tax return). Dates and times are subject to change. More information, including eligibility requirements, 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
O. Reminder - 2014 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: Tuesday, May 13, 2014
Time: 1:30 pm – 3:30 pm
Location: John Paul Jones Arena
Celebrating: Employees with 10, 15 and 20 years of service
Reception on the arena floor to follow

Service Awards Evening Ceremony
Date: Monday, June 9, 2014
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 6:15 pm

P. Reminder - VRS Hybrid Retirement Plan Opt-In Period Closes April 30: On January 1, 2014, the Virginia Retirement System (VRS) introduced a new “hybrid” retirement plan that combines the features of the traditional VRS defined benefit plan with those of a defined contribution plan.

All employees currently enrolled in VRS are eligible to move to this new plan. The opt-in period runs from Jan. 1, 2014, through April 30, 2014, with an effective date of July 1, 2014. If an employee chooses to change to the hybrid plan, there are specific, detailed steps that must be taken to enroll.

VRS is offering in-person sessions, webinars, FAQs and other resources to help employees understand the new plan, along with a new Hybrid Retirement Plan Support Team, available by phone Monday-Friday, 8:30 am – 5:00 pm at 1.855.291.2285 (toll free). Find out more at http://www.varetire.org/.

Q. 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 27, 2014 the statistics for expired appointments for Primary assignments are shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Previous Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>101</td>
<td>97</td>
</tr>
<tr>
<td>Non-Paid Faculty</td>
<td>142</td>
<td>145</td>
</tr>
<tr>
<td>Salaried UPG Faculty</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
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<td>0</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
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<td>285</td>
</tr>
<tr>
<td>Salaried Research Assistants</td>
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<td>4</td>
</tr>
<tr>
<td>Salaried Research Associates</td>
<td>16</td>
<td>14</td>
</tr>
</tbody>
</table>
Expired appointments for Secondary assignments were:

- 76 Non-Paid Faculty (was 79)
- 2 Non-Paid UPG Faculty (was 2)
- 24 Non-Paid Visiting Faculty (was 27)

**R. 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. Persons with the Integrated System responsibility of **UVA HRMS Student & Faculty Wage Approver** are reminded that they have the responsibility of approving bi-weekly student and faculty wage salaries for payment by the stated deadline. UHR sends a courtesy reminder email on the Thursday prior to the end of the pay period reminding Approvers that salaries must be approved by 5 pm on the Sunday of the pay period end. Approvers should react to this courtesy email by running the Discoverer report named **HR_Approvals for Hires and Salary Changes** on the last Friday of the pay period to determine if they have salaries that need approval. If HRMS Specialists enter salaries on the last Friday/Saturday/Sunday of the pay period requiring approval, they should notify their Approver so they are aware that there are new entries requiring their approval.

**IV. Temporary Search Group – Janet Turner-Giles, Manager**

**A. Super Temp Cohort VI** – Our sixth cohort of Super Temps began training March 17 through March 28. 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 began work on March 31. Contact Janet Turner-Giles via email at jmt4q@virginia.edu or via phone at 434.924.3330 to reserve your Super Temp today!

**V. Payroll, Timekeeping, Moving and Relocation, Nancy Knight, University Payroll**

**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 AskHR@virginia.edu.

The next HR User Group meeting is scheduled for **Thursday, May 1, 2014, 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/).