HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
Tuesday, April 5, 2011 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes: Dacota (Cody) Grannis joined UHR on March 21 as our Meeting and Event Coordinator.

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

   International Compliance Officer

II. Payroll – Darrell Kozuch


   Note: Several changes have been made to both the Payroll Calendar and the System Availability Calendar for the remaining months of 2011. If you have printed them, please print a new copy.

   • Sunday, April 10: HRMS Specialist and Salary Approver updates for 03/28–04/10 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
   • Monday, April 11: Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 03/28 – 04/10 and LD Specialists updates entered in HRMS by 5 pm.
   • Sunday, April 24: HRMS Specialist and Salary Approver updates for 04/11–04/24 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
   • Sunday, April 24: HRMS Specialist and Salary Approver updates for 03/25 – 04/24 Monthly must be completed in HRMS by 5 pm.
   • Sunday, April 24: LD Specialist updates for Monthly 03/25 – 04/24 must be completed in HRMS by 5 pm.
   • Monday, April 25: Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 04/11 – 04/24 and LD Specialists updates entered in HRMS by 5 pm.
B. **R12 Upgrade and Integrated System Downtime:** Testing continues to go well and is on schedule for the Integrated System upgrade to version R12. Below are some key dates and important information for users and employees.

**Tuesday, April 26, 5 pm:** Upgrade and “blackout period” begins. Integrated System is unavailable. ODS (Discoverer) is available during usual hours.

**Wednesday, April 27:** Integrated System is unavailable. ODS (Discoverer) is available during usual hours.

**Thursday, April 28:** Integrated System is unavailable. ODS (Discoverer) is available during usual hours.

**Friday, April 29:** Integrated System is unavailable. ODS (Discoverer) unavailable after 5 pm.

**Saturday, April 30:** Integrated System and ODS (Discoverer) are both unavailable.

**Sunday, May 1:** Integrated System and ODS (Discoverer) are both unavailable.

**Monday, May 2, 7 am:** Integrated System and ODS (Discoverer) are both available. “Blackout period” ends. Upgrade is complete.

**Payslip Information:** Monthly payroll will be processed on April 25 and Bi-weekly payroll will be processed on April 26. Checks from both payrolls will be deposited as usual on Friday, April 29. Since the Integrated System will not be available for employees to check their Payslip, employees may verify their deposit with their bank. Employees will be able to view their Payslip via Employee Self-Service when the Integrated System is available again on Monday, May 2, at 7 am.

**Scheduled Discoverer Reports:** Scheduled Discoverer reports will be deleted with the upgrade. All Discoverer workbooks that you schedule to run in the background either during off hours or some other time, and the results, will be deleted when the upgrade cutover begins at 5 pm on Tuesday, April 26. You will have to reschedule your workbooks after the upgrade on May 2.

**Integrated System Password:** All users will be able to log into the system on May 2 with their existing (pre-upgrade) password (as long as it didn’t expire during the blackout period). Passwords for employees having only Employee Self-Service will never expire. Those employees should never have to create a new password unless they forget their password and then have to do a “password re-set”. Users with other Integrated System responsibilities will have to re-set their password one more time during the 45 days following May 2 to conform with new, stronger, password requirements. After that, they also will not be required
to change their password again unless they forget it.

C. Parking Permit Rates Changing June 1, 2011: New parking permit rates effective June 1, 2011 have been announced by the Department of Parking and Transportation and can be found on their web site at http://www.virginia.edu/parking/documents/Rates11-12.pdf. Most permits are increasing by $1 per month. A detailed article was also in the March 22 UVA Today and can be found at http://www.virginia.edu/uvatoday/newsRelease.php?id=14540.

D. Reminder - 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.

E. Reminder - 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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F. Reminder - Tax Preparation Assistance is Continuing Until April 18: 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 through Thursday evenings from 5:30 pm to 7:30 pm and Saturday morning from 10:30 am to 12:30 pm until April 18. By appointment only—limited walk-ins available. Appointments may be scheduled online at www.vitavirginia.org/appointments. Want to help spread the word about this service in your school or unit? Print this poster.

G. Reminder - 2010 Flex Spending (FSA) Claims Filing Deadline: Employees who participated in the FSA (Medical and/or Dependent Care) program in 2010 must file claims by April 30, 2011.

H. Retirement Planning Program: The Retirement Planning Program will take place on Monday, April 25, from 9:00 am to 2:00 pm at Alumni Hall. Presenters will include the Virginia Retirement System (VRS), Ned Sledge from Social Security Administration, Sally Mank from the Jefferson Area Board for Aging (JABA) speaking about Medicare, and the UVa Credit Union. Employees are welcome to attend as many sessions as they’d like and no reservations are required. Information on specific presentation times will be available on the UHR website soon. Last year’s sessions were extremely well received, so please encourage your employees to attend this very worthwhile event.
I. **Reminder - 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/).

J. **Reminder - 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.

K. **Reminder: 2011 Leonard W. Sandridge Outstanding Contribution Award:** This award is the highest honor for staff at the University. The nomination deadline is Friday, April 22, 2011. Nominations must be received in the Office of University Human Resources, PO Box 400127, 914 Emmet Street, Michie South, by 5:00 PM on April 22, 2011. Nominations may also be submitted electronically to willy@virginia.edu. 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.

L. **Reminder - 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.
M. **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.

N. **1500 Hour Year Ends June 19, 2011:** Departments are reminded that the 1500 hour limit year ends June 19, 2011 for hourly wage employees who are subject to this policy. HRMS Specialists can run the Discoverer Plus report named *HR_Wage Limit Hour Balances* with fiscal year of 2011 to see this year’s data for their employees. You will need to enter 2012 as the fiscal year in the report parameter after the bi-weekly period ending July 3, 2011, paid on July 8, which is the first bi-weekly pay period of the 2012 fiscal year.

O. **Deduction Information:** This meeting we are reviewing the retirement plans at UVa.

**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.

**Employer Liabilities:** Contributions made by UVa on behalf of the employee.

**Plan 1:** Retirement Plan in effect prior to July 1, 2010. There is currently no employee deduction associated with Plan 1.

**Plan 2:** Retirement Plan in effect July 1, 2010. A 5% employee contribution is paid by the employee.
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<th>Benefit Category</th>
<th>Payslip Name</th>
<th>Description</th>
<th>Tax Category</th>
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<td>Virginia Retirement System – Plan 1 – Employer-Paid Contribution</td>
<td>Employer Liabilities</td>
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<td>Virginia Law Officers Retirement System – Plan 1 – Employer-Paid Contribution</td>
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*Note: There is also a YTD row on the Payslip for the Employer Contribution

IV. Expiring Appointments – Jacque Daniel, Office of Equal Opportunity Programs

A. 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 29, the statistics for expired appointments for Primary assignments were:

3     Salaried Classified Staff
72    Salaried Faculty
168  Non-Paid Faculty
31  Salaried HSF Faculty
25  Non-Paid HSF Faculty
 2  Salaried Visiting Faculty
598  Non-Paid Visiting Faculty
 6  Salaried Research Assistants
26  Salaried Research Associates
 1  Salaried University Executive Staff
 9  Salaried University Managerial & Professional Staff
 2  Salaried University Operational & Administrative Staff

Expired appointments for Secondary assignments were:

224  Non-Paid Faculty
13  Non-Paid HSF Faculty
40  Non-Paid Visiting Faculty

V.  Nancy Knight, University Payroll

A.  **Timekeeping**

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 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/).