HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
Thursday, June 2, 2011 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Anne Mercer joined UHR April 25 as a Consultant for HR Consulting Services (HRCS). Since 1993 she has held a variety of human resources generalist positions that included recruitment, employee relations, and compensation. Most recently she was involved in creating a systematic employee relations case tracking system and decision making tool.

JoEllen Wilkins joined the UHR Employee Learning & Development team May 25th as Learning and Development Specialist. Her focus is on supervisory and managerial education. JoEllen comes to the University after 14 years at Walt Disney World Parks and Resorts, where she was the Curriculum Manager responsible for leadership development.

Elizabeth Allan is joining the UHR Employee Learning & Development team June 6th in an 18-month appointment as Project Manager for Oracle Learning Management (OLM). She will work with us half-time on the LMS project, and lead process re-engineering with HRCS half-time. She began her professional career as a management consultant, specializing in corporate and operational strategy, with PricewaterhouseCoopers in London. In addition to stints at Sony Pictures Entertainment and as a private consultant, Elizabeth has held HR positions at Edelman Public Relations and University of California, Los Angeles, where she was a senior human resources manager and finance analyst. Elizabeth was an HRCS consultant for 6 months in 2010 and did excellent work as the lead on the performance management support team.

Marc Amos is joining the Office of Compliance and Immigration team as International Compliance Officer on June 13th. He is a member of the Virginia Bar, and is fluent in Spanish. In addition to practicing immigration law privately, he has also served as International Employment Manager at NC State University, where he was responsible for all faculty and staff employment immigration cases. Marc’s focus for the first few months will be bringing green card cases back in-house, collaborating with others to reinstate the Immigration Workshop Program, and assisting in the drafting of a new Employment Immigration policy.

Please join us in congratulating these employees!
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.

Recruiter, Executive and Management Search Group
Recruitment Coordinator, Executive and Management Group

II. Payroll – Darrell Kozuch


- **Sunday, June 5:** HRMS Specialist and Salary Approver updates for 05/23 – 06/05 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, June 6:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 05/23 – 06/05 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, June 19:** HRMS Specialist and Salary Approver updates for 06/06 – 06/19 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
  
  *Please note that actions processed during this period for Bi-weekly employees will be the last actions included in this fiscal year’s processing.*
- **Monday, June 20:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 06/06 – 06/19 and LD Specialists updates entered in HRMS by 5 pm.

- **Sunday, June 26:** HRMS Specialist and Salary Approver updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, June 26:** LD Specialist updates for Monthly 05/25 – 06/24 must be completed in HRMS by 5 pm.
- **Monday, July 4:** HRMS Specialist and Salary Approver updates for 06/20 – 07/03 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Tuesday, July 5:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 06/20 – 07/03 and LD Specialists updates entered in HRMS by 5 pm.

B. 2012 Payroll Calendar: The 2012 Payroll Calendar is currently being worked on and should soon be available.

C. Labor Distribution Adjustments: The last day for LD Adjustments will be Monday, June 27, 2011, at 5 pm. All LD responsibilities will be disabled at that time.
D. **2011-12 Fringe Benefit Rates:** The proposal for the 2011-12 Fringe Benefit Rates has been submitted to the Department of Health and Human Services (DHHS), but it has not yet been approved.

<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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>FB, Univ Staff (O&amp;A and M&amp;P)</td>
<td>36.80%</td>
<td>38.60%</td>
<td>38.90%</td>
<td>31.30%</td>
<td>27.60%</td>
<td></td>
</tr>
<tr>
<td>FB, Faculty</td>
<td>28.30%</td>
<td>25.70%</td>
<td>26.90%</td>
<td>27.50%</td>
<td>27.00%</td>
<td>26.80%</td>
</tr>
<tr>
<td>FB, Univ Staff (Exec)</td>
<td></td>
<td></td>
<td>26.90%</td>
<td>27.50%</td>
<td>27.00%</td>
<td>26.80%</td>
</tr>
<tr>
<td>FB, Part-Time Employee, Class</td>
<td>14.00%</td>
<td>18.00%</td>
<td>23.00%</td>
<td>26.50%</td>
<td>27.50%</td>
<td>26.80%</td>
</tr>
<tr>
<td>FB, Part-Time Employee, Fac</td>
<td>14.00%</td>
<td>18.00%</td>
<td>23.00%</td>
<td>26.50%</td>
<td>27.50%</td>
<td>26.80%</td>
</tr>
<tr>
<td>FB, Univ Staff PT</td>
<td></td>
<td></td>
<td>23.00%</td>
<td>26.50%</td>
<td>27.50%</td>
<td>26.80%</td>
</tr>
<tr>
<td>FB, Wage Employee</td>
<td>4.50%</td>
<td>7.00%</td>
<td>6.30%</td>
<td>6.70%</td>
<td>5.50%</td>
<td>5.50%</td>
</tr>
<tr>
<td>FB, Univ Staff Wage</td>
<td></td>
<td></td>
<td>6.30%</td>
<td>6.70%</td>
<td>5.50%</td>
<td>5.50%</td>
</tr>
<tr>
<td>UVA Temp Svcs Fee</td>
<td>10.50%</td>
<td>10.50%</td>
<td>10.50%</td>
<td>10.50%</td>
<td>10.50%</td>
<td>10.50%</td>
</tr>
</tbody>
</table>

E. **Summer Goal Pays:** HRMS Specialists are reminded to be sure to enter their goal payments for the summer by the specified pay period deadlines.

F. **Sort Order Changed on SSTL Timecards:** ISDS is pleased to announce that the sort order on the online timecards in Self-Service Time and Leave (SSTL) now show most recent to oldest as the default.

G. **Cash Match Returning to Former Contribution Level:** Effective July 1, 2011, the cash match program for both 403(b) and 457 plans (supplemental retirement) will be increased from $20 per month back to its former level of $40 per month.

H. **5% Salary Increase for VRS Participants Hired Prior to July 1, 2010:** The General Assembly and Governor have approved a budget that includes a 5% pre-tax contribution to VRS retirement funds, offset by a 5% salary increase to base pay, for those enrolled in VRS before July 1, 2010. UVa will implement both the raise and the contribution for those paid biweekly effective June 20, 2011 with the raise and the contribution appearing in the biweekly pay check dated July, 8, 2011. The raise and contribution will take effect on June 25, 2011 for those 12-month employees paid monthly, and appear in the monthly check dated August 1, 2011. The raise and contribution will take effect on August 25, 2011 for those non-12 month employees paid monthly, and appear in the monthly check dated September 30, 2011. Frequently Asked Questions (FAQ’s) can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/compensation/whats-happening-now-comp/](http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/compensation/whats-happening-now-comp/).

I. **Reduced Rates for VRS/VLORS Optional Life Insurance:** Minnesota Life has announced new lower Optional Life insurance rates effective July 1, 2011 for employee and spouse optional life insurance for VRS/VLORS employees. Rate reductions will vary based on the age of the insured person and will range from 0 percent to 14 percent. No age group will
experience a rate increase. There will be no changes to Optional Life insurance for children. Employee/Spouse in the age bracket 30-34 should see a reduction of approximately 14% while those in the age bracket 50-54 and 55-59 should see reductions of approximately 5% and 7% respectively.

J. **July 4 Holiday:** Monday, July 4, will be observed as the holiday for Independence Day. Your supervisor or department administrators can answer questions about required coverage during the holiday. The 2011 Holiday Memorandum can be found on the UHR web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule/](http://www.hr.virginia.edu/calendars/university-holiday-schedule/).

K. **Outstanding Official Documents:** HRMS Specialists are reminded to run the Discoverer report named *HR_Outstanding Official Documents* for their Org(s). This workbook lists reports for outstanding I-9, Visa, Selective Service, and Healthcare Licensure documents. It should be run weekly to ensure that all compliance documents are submitted timely to UHR.

L. **Reminder - UVA Minimum Hiring Wage:** President Sullivan announced that the UVA minimum hiring rate will increase from $10.14 to $10.65 effective July 4, 2011, a 5% increase. More information can be found on the President’s Office web site at [http://www.virginia.edu/president/commitment.html](http://www.virginia.edu/president/commitment.html)

M. **Reminder - Supplemental Benefit Credit:** UHR is revising the current subsidy for fulltime benefit eligible employees earning at or below $40,000 to include employees earning at or below $42,000 (to reflect the 5% increase) and will increase the current benefit of $300 per year to $450 per year. This change will take effect with the bi-weekly pay period beginning June 20, 2011. Information on the Supplemental Benefit Credit can be found at [http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/supplemental-benefits-credit/](http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/supplemental-benefits-credit/).

N. **Reminder - Payroll Deduction for Tickets:** UHR announced on April 13 that a new payroll deduction program for Virginia football season tickets is being offered in collaboration with the Athletics Department. More information can be found on the UHR web site at [http://www.hr.virginia.edu/news-events/news/payroll-football/](http://www.hr.virginia.edu/news-events/news/payroll-football/)

O. **Reminder - Charge for Criminal Background Checks:** Beginning July 1, 2011, UHR will be reinstating the fee associated with background checks on all staff and wage employees who are recommended for hire. The fee will be $52.

In addition to these background checks, UHR will also begin running electronic background checks for all UVa employees (except students) against four federal government databases. The need to conduct these checks on both new and existing employees is a requirement of certain federally-funded research projects. There will be no cost to departments for conducting these electronic background checks, and UHR will contact
departments for further action should such checks result in positive hits. These databases include:


General Services Administration’s (GSA) Excluded Parties List System (EPLS) [https://www.epls.gov/](https://www.epls.gov/)

U.S. Department of the Treasury, Office of Foreign Asset Control’s (OFAC) Specially Designated Nationals List (SDN) [http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)


P. **Reminder - Paycards:** As of June 10, 2011, Paycards will be implemented for those employees still receiving paper payroll checks. We attached the Paycard announcement to every paycheck on both May 13 and May 27. Included in the letter was the website link for Paycard FAQs. Employees who do not enroll in direct deposit by June 1 will be enrolled with a Paycard to be effective for the June 10 payday. It is mandatory for all employees to have direct deposit, so employees can either enroll with their personal bank account (using Employee Self-Service), or they will start to receive the Paycard. More information can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/paycheck-options/](http://www.hr.virginia.edu/other-hr-services/payroll-information/payroll-policies-and-procedures/paycheck-options/).

Q. **Reminder - 2011 Service Award Evening 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.

R. **Reminder - 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.
III. Employee Learning and Development – Tamara Sole, Manager of Supervisory and Managerial Development

A. **2011 Summer Calendar:** Employee Development’s 2011 Summer calendar, with many new classes, is now available at [http://www.hr.virginia.edu/other-hr-services/employee-development/schedule/](http://www.hr.virginia.edu/other-hr-services/employee-development/schedule/).

B. **Performance Cycle:** The 2010/11 performance evaluation cycle opened June 1 and concludes September 30. The 2011 form should be closed out and planning for the 2012 cycle finished within those dates.

IV. I-9 Online Update – Joni Louque and Christine Langford, Office of Compliance and Immigration

V. Office of Sponsored Programs – Sharon Brooks, Director, Research Administration, Outreach and Compliance

A. **Enhanced Labor Distribution (LD) Adjustment Process Affecting Sponsored Projects:** LD adjustments impacting sponsored projects (G and Z award/projects) will no longer auto-approve after entry to the Integrated System LD Module. The Office of Sponsored Programs will review the LD batches on a daily basis creating a workflow format for these specific transactions. LD adjustments not impacting sponsored projects will continue to auto-approve as they do today.

VI. Timekeeping, Nancy Knight, University Payroll

A. **Missing and Rejected Timecard Report:** Timekeepers are required to run the custom Oracle report named *UVA PAY Missing and Rejected Timecard Report* on each payroll deadline Monday. Run the report until all timecards have been accounted for. It is very important to run the report again in the afternoon – close to the 5 pm deadline - to be sure that there are no changes in status (i.e., REJECTED timecards). Timekeepers are required to enter leave hours for any employee who has not created a timecard. University Payroll had to enter leave hours for 7 employees this last pay period and for 13 employees for the prior pay period. These should all have been caught and entered at the departmental level. Review *Chapter 2, Timekeeper Manual – Third Edition*.

VII. Floor Open for Discussion and Questions from the Audience

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 **Tuesday, July 5, 2011, at 10:00 a.m. at Alumni Hall. Parking is available in the Newcomb Hall Garage.** 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/).