HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
Thursday, June 6, 2013 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Scott Willis, former Super Temp, accepted the fulltime position of Accountant and Financial Analyst on May 1.

Chris Kinney’s last day in Benefits was May 31st. The disability coordinator position is currently posted. Should folks have questions about a disability claim or issue in the meantime, please contact Carrie Harper at 924-4404.

Christopher Ditmar is moving on after five years with UHR, having worked with the Leadership Development Center, Employee Development, and Benefits. His last day will be June 28.

Please join us in wishing them 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

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, June 16:** HRMS Specialist and Salary Approver updates for 06/03 – 06/16 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, June 17:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/03 – 06/16 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Monday, June 24:** HRMS Specialist updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm.
Tuesday, June 25: LD Specialist updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm. Please note that actions processed during this period for monthly employees will be the first actions included in the new fiscal year’s processing.

Sunday, June 30: HRMS Specialist and Salary Approver updates for 06/17–06/30 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

Monday, July 1: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/17 – 06/30 and LD Specialists updates must be entered in HRMS by 5 pm. Please note that actions processed during this period for bi-weekly employees will be the first actions included in the new fiscal year’s processing.

B. 2014 Payroll Processing Calendar: The 2014 Payroll Processing Calendar is now available and can be found on the UHR web site at http://www.hr.virginia.edu/calendars/2014-payroll-calendar/.

C. System Availability Calendar: The System Availability Calendar for July – December has now been posted to the UHR web site at http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/.

D. System Down Times for Year-End Closing: The Integrated System, including self-service functionality will be down for an extended period during year-end closing. The system will be available up until around 3:30 PM on Saturday, June 29th and will then be shut down for all users and will not come back up until 12:01 AM on Monday, July 1. We will be communicating to employees to submit their timecards early so they can be approved by noon on Saturday, June 29th. If a manager approves a timecard during the system down period via email, those transactions will be posted once the system comes back up on Monday, July 1.

E. Labor Distribution Adjustments: The last day for submission of LD Adjustments for this fiscal year (2013) will be Tuesday, June 25, 2013 at 5 pm for grant-funded adjustments (impacting G or Z awards) and Wednesday, June 26, 2013, at 5 pm for all other adjustments.

F. Super Temp Program Receives Super Award!: The CUPA-HR National Awards Committee has selected The University of Virginia’s Temporary Search Group to receive one of three HR Innovation Awards for its Super Temp program! This competitive award recognizes demonstrated innovations that advance the human resources profession. The Super Temp program will be honored at the 2013 CUPA-HR Annual Conference and Expo in Las Vegas.

G. July 4 Holiday: Thursday, 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 2013 Holiday Memorandum can be found on the UHR web site at http://www.hr.virginia.edu/news-events/news/holiday-schedule-for-2012-and-
H. **Limited Deduction Pay Period:** The bi-weekly pay period June 17 – 30 paid on Friday, July 5, 2013, is a limited deduction pay period with no benefit deductions with the exception of tax deferred saving plans withheld. Third-party deductions such as garnishments, child support, Cavalier Computers, and charitable campaign are also withheld.

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

J. **2013-14 Fringe Benefit Rates:** The proposal for the 2013-14 Fringe Benefit Rates has been submitted to the Department of Health and Human Services (DHHS), but it has not yet been approved. These new rates are in effect for the Bi-weekly pay period beginning June 1 and the Monthly pay period beginning May 25.

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<th>FY07 Rate</th>
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K. **2013 Performance Evaluations Began June 3:** Employees were sent an email from Susan Carkeek on June 3 advising them that it is time to complete their self-evaluations for the 2012-13 performance evaluations and to begin goal-setting for the 2013-14 performance cycle. The 2013-14 annual evaluation form became available on Monday, June 3 and runs through September 30, 2014. UHR has resources to help you understand the process, including recommended timelines, overviews of the entire performance cycle, links to training, and a useful toolkit including assistance in writing S.M.A.R.T goals. Read more at [http://www.hr.virginia.edu/go/performance](http://www.hr.virginia.edu/go/performance). Schools and units establish their own internal deadlines within these time periods, so check with your HR professional to make sure you know your area's specific due dates. As a reminder for when you are ready to begin planning for next year: if you supervise others, your 2014 form has a pre-populated goal statement that reflects that role. You should expand this statement into a S.M.A.R.T. goal that is appropriate for your individual area of responsibility. To read more about this goal, look under performance planning on the tool kit page. Questions may be directed to the UHR Service Center at AskHR@virginia.edu, or call 982-0123.
L. **I-9 Tips and Reminders:** The Office of Compliance and Immigration have noticed a few issues happening with the I-9 process and would like to provide users with the following important tips and reminders. Questions may be referred to Christine Langford, UHR Compliance and Immigration Services. She may be reached at 434-924-4393, via email at crf6b@virginia.edu, or via fax at 434-924-3194.

**Paper I-9’s**

Paper I-9’s are not to be used unless the employee is located outside of Charlottesville and cannot reach an I-9 Specialist. If the employee is located in Charlottesville or is able to come to Charlottesville, he/she must visit their department or they may come to UHR to have their I-9 completed in the online system. If the employee has a paper I-9 completed remotely, the I-9 Specialist will enter the I-9 into the I-9 system using the “Upload I-9” function.

**I-9 Date and Timeline Requirements**

Section One must be completed no later than the first day the employee is physically at work.

Section Two must be completed no later than the third business day after the employee is physically at work.

The “hire date” required on Section Two can be any date after the employee accepts the position, but no later than the first day of work (the first physical day at work). I-9 Online does not allow dates that occur in the future. If the I-9 is being completed earlier than the actual first physical day of work, please use the date that you are completing the form. Please remember that the hire date listed on the I-9 is what triggers the 1 day/3 day rule.

The employee must not be allowed to work if the I-9 is not completed in the time required. The I-9 Specialist may change the hire date (if the employee will work once the I-9 is completed) or terminate the assignment (if the employee will not be able to complete the I-9).

**Social Security Numbers**

If an employee does not have a social security number, the department will request a temporary number to use in the Integrated System (Oracle). The temporary number cannot be used on the I-9 form.

The employee will not be able to complete Section One on their own. The I-9 Specialist will complete Section One with the employee and use the “SSN applied for” button. The time requirements for completing the I-9 remain the same.
M. 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 May 29, 2013 the statistics for expired appointments for Primary assignments are shown below.

251 Salaried Faculty
169 Non-Paid Faculty
  2 Salaried UPG Faculty
  5 Non-Paid UPG Faculty
  3 Salaried Visiting Faculty
843 Non-Paid Visiting Faculty
  7 Salaried Research Assistants
 20 Salaried Research Associates

Expired appointments for Secondary assignments were:

  105 Non-Paid Faculty
   3 Non-Paid UPG Faculty
   43 Non-Paid Visiting Faculty

N. 21st Annual United Way Laurence E. Richardson Day of Caring Wednesday, September 18, 2013: Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard. More details will be available at a future meeting.

O. Reminder - Review “Use/Lose” Leave: We are now at the mid-point of the Leave Year. Timekeepers are encouraged to remind their employees to view their “use/lose” leave information that can be found on the SSTL timecard in the Leave Information section by clicking in the drop down area. Timekeepers may also run the Discoverer Plus report PAY_Leave Balance for the tab named “Leave Management” for employees/managers. This report displays the same information as the Leave Information section on the SSTL timecard. The “Leave Management” report is no longer a required report for distribution to employees but Timekeepers should accommodate requests for the report. However, the report should still be run quarterly and distributed to managers.

P. Reminder - Parking Permit Rates Changed June 1, 2013: New parking permit rates effective June 1, 2013 have been announced by the Department of Parking and Transportation and are posted on their web site at http://www.virginia.edu/parking/documents/Rates13-14.pdf.

Q. Reminder - 2013 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).
R. **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.

S. **Reminder - 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.

T. **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.

U. **Reminder - 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

Key processing dates have been posted on the Financial Administration web site at [http://www.virginia.edu/finance/genacct/key_dates.html](http://www.virginia.edu/finance/genacct/key_dates.html).

V. **Reminder - 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.
W. New 1500 Hour Report is Available: Changes have been made to the Discoverer report named HR_Wage Limit Hour Balances in order to comply with the Affordable Care Act. The first tab in the workbook for UVA Academic Report is used for the University’s reporting period of Oct 1, 2012 through September 30, 2013. The second tab in the workbook for Wise_SWVHE Report is used for the College at Wise and the Southwest Virginia Higher Education Center’s reporting period of May 1, 2013 through April 30, 2014.

Beginning January 1, 2014, employers with 50 or more employees are required to provide health benefits to all employees who work an average of 30 or more hours per week. In addition, the Commonwealth of Virginia now limits the maximum number of hours that wage employees are permitted to work to 29 hours weekly or 1500 hours annually. Failure to comply with these regulations could result in significant penalties.

Under the Affordable Care Act, employers are required to identify a twelve month “look back” period to determine whether employees are eligible for health benefits based on the hours they worked. The University’s new “look back” period runs from October 1 – September 30.

Please be aware:

- Hours worked last year, from July 1, 2012 through September 30, 2012 do not count toward the new measurement period. Think of this as a “grace” period. If you have wage employees who have already stopped working based on the fiscal year reporting period, they may return to work.

- Once an employee hits 1500 hours as measured from October 1, 2012, he or she may not return to work as a wage employee until October 1 of 2013. The new report will allow you to track this.

- Hours worked by students are included in the new 1500 hour report for both UVa and Wise/Southwest Higher Ed. Although students are limited by Provost policy to 20 hours per week while school is in session, the Affordable Care Act applies to ALL employees. Thus, the hours worked by students must now be tracked like any other wage employee.

- Faculty wage, GTAs and GRAs are also covered by the Affordable Care Act. The Provost Office working on how to best measure hours worked by employees in these assignments as most are paid by goal pay. In addition, there are some student and staff wage employees who are currently paid by goal pay and these too will need to be addressed.

- College at Wise and Southwest Higher Education Center employees are on the state’s health plan. The state’s plan runs on the fiscal year, and their “look back” period will run from May 1 through April 30, beginning May 1, 2013. Hours worked from July 1, 2012 through April 30, 2013 do not count toward the new May 1 through April 30 reporting period. This means that wage employees at Wise and Southwest Higher Ed who have stopped working based on hitting 1500 hours as of the fiscal year may return to work.
X. **Tip of the Month:** HRMS Specialists who have hourly wage students that will temporarily be working fulltime during the summer months do **NOT** have to make any adjustments to their Assignment record for Assignment Category to show it as Fulltime-Regular or Working Hours per Week to change them to 40 hours. **No Assignment changes are necessary.** The increased hours are just reported as usual via the Self-Service timecard since this is a temporary change. This saves much data entry time in not having to change them to fulltime in the summer and back to part-time in the fall.

   
   IV. HR Consulting Services – Alison Miller, Compensation Manager

      A. **July Salary Increases**

      V. Payroll and Timekeeping, 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 hrdept@virginia.edu.

The next HR User Group meeting is scheduled for **Thursday, July 11, 2013,** 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/).