HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
June 10, 2014 at 10:00 am

Happy Father's Day

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

A. Recognition of New Users

B. UHR Staffing Changes:

Mariela Benitez joined UHR Compliance & Immigration Services as an Immigration Compliance Officer on April 21.

Brandon Kenty started June 2 as our UVA Health Plan Administration Coordinator in the Benefits Office.

Ginia Warren, HRCS Consultant, will be leaving the University on June 18.

Please wish these employees well!

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.*

- **Sunday, June 15:** HRMS Specialist and Salary Approver updates for 06/02 – 05/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, June 16:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/02 – 06/15 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Wednesday, June 25:** HRMS Specialist updates for 05/25 – 06/24 Monthly must be completed in HRMS by 5 pm.
- **Wednesday, 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 29: HRMS Specialist and Salary Approver updates for 06/16 – 06/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.

Monday, June 30: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 06/16 – 06/29 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. Labor Distribution Adjustments: The last day for submission of LD Adjustments for this fiscal year (2014) will be Tuesday, June 24, 2014 at 5 pm for grant-funded adjustments (impacting G or Z awards) and Wednesday, June 25, 2014, at 5 pm for all other adjustments.

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

D. Limited Deduction Pay Period: The bi-weekly pay period June 16 – 29 paid on Thursday, July 3, 2014, 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.

E. Reduced Rates for VRS/VLORS Optional Life Insurance: Minnesota Life has announced new lower Optional Life insurance rates effective July 1, 2014 for employee and spouse optional life insurance for VRS/VLORS employees in certain age brackets. Rate reductions vary based on the age of the insured person. No age group will experience a rate increase. There were no changes to Optional Life insurance for children or for Employee/Spouse rates in age bracket 50-54. Employee/Spouse rates for the age bracket 30-34 are being reduced $0.01 from $0.06 (per thousand dollars of coverage) to $0.05. Rates for those in age bracket 35-39 are being reduced $0.01 from $0.07 to $0.06. Rates for those in the age bracket 55-59 are being reduced $0.01 from $0.34 to $0.33. Rates for those in age bracket 60-64 are being reduced $0.01 from $0.66 to $0.65. Rates for those in age bracket 65 – 69 are being reduced $0.12 from $1.27 to $1.15. These changes will be reflected in the July 18 bi-weekly check and the August 1 monthly check for qualifying employees.

F. July 4 Holiday: Friday, 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 2014 Holiday Memorandum can be found on the UHR web site at [http://www.hr.virginia.edu/news-events/news/holiday-schedule-for-2013-and-2014/](http://www.hr.virginia.edu/news-events/news/holiday-schedule-for-2013-and-2014/).

G. UHR Service Center Holiday Coverage: Employees who need emergency assistance from UHR during the holiday can call our UHR Service Center at 434-982-0123 where a recording will give them the phone number for the “manager on duty” for that day.

H. Salary Increases:
I. Reminder - Responses to APA Audit: Executive Vice President and Chief Operating Officer, Patrick Hogan, has issued communications to staff regarding the implementation of new security measures for the University’s Integrated System (Human Resources, Finance, and Student Information Systems). These new security requirements are the result of a recent audit by the Commonwealth of Virginia. The audit required improvements in how we grant and control access to the Integrated System and other systems. There are several major changes that are being implemented.

- Required annual password changes for system users, including those who use manager self-service
- Termination of system access when an employee changes positions within the University. This will also include the termination of system access (other than Employee or Manager Self-Service) when a bi-weekly wage employee is moved to the Inactive Payroll. *Note: This process will be placed into effect June 10, 2014. Email notifications were sent on June 3.*
- Enforcement of employee offboarding to ensure managers terminate access completely for employees leaving the University
- Current audit procedures will be expanded
- The IS website has been improved to clarify procedures on granting user access to the University’s Integrated System: http://www.virginia.edu/integratedsystem/gettingStarted/

C. Reminder - Offboarding Quarterly Audit: The University has an offboarding program in place that outlines managerial responsibility around system and facilities access. Managers should request Integrated System responsibilities be terminated on the employee’s last day of work. Terminating employees' access to the Integrated System is revoked within 24 hours, but they retain rights to Employee Self-Service to access their own records. Managers are also required to complete an Offboarding Checklist (http://www.hr.virginia.edu/uploads/documents/forms/OffboardingChecklist.pdf) upon an employee’s (staff or wage employees) termination or transfer. The completed checklists should be scanned to the Document Imaging System or retained in department files. UHR’s Compliance and Immigration will be conducting periodic audits to ensure compliance with this policy. For more on offboarding, see www.hr.virginia.edu/go/offboarding. For questions about offboarding, contact the Human Resources Service Center at 924.0123.

D. Down Time for Fiscal Year-End Close: A full listing of key processing dates can be found on the Financial Administration web site at http://www.virginia.edu/finance/genacct/key_dates.html. Here are a few to note:

- Sunday 06/29/14 5:00 pm All users temporarily disconnected from Integrated System. Responsibilities that are not active during year-end close will be disabled.*
- Sunday 06/29/14 5:30 pm Holders of IS responsibilities that remain active during year-end close may log back on.*
Monday 06/30/14 Year-end Close

Tuesday 07/01/14 Previously disabled responsibilities are re-enabled

*A listing of Active and Inactive responsibilities for year-end close can be found at [http://www.virginia.edu/integratedsystem/about/activestatus.html](http://www.virginia.edu/integratedsystem/about/activestatus.html).

E. **Tips 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.

**Do not update the Timecard Approver field** on the Statutory Information tab of the Assignment as shown in the screen shot below. This field should always be left blank. The system uses the name of the supervisor entered on the Supervisor tab to direct timecard workflow and not this field.

![Timecard Approval Screenshot](image)

F. **Enhancement to HR Audit Reports – Group 1:** Modifications have been made to this report for the report tabs for ‘Terminate Employee’ and ‘Terminate Assignment’ so that they now report system-generated terminations from the Inactive Payroll.

G. **Charlottesville Society for Human Resource Management (SHRM) Events:**
As the local affiliate of the 260,000 member Society of Human Resource Management, the national association for members of the HR
profession, Charlottesville SHRM boasts over 220 members from entities employing 108,000+ employees in the Charlottesville metropolitan statistical area. Charlottesville SHRM holds membership meetings ten times per year on the second Tuesday of each month at the Cavalier Inn at the University of Virginia. Each September an annual conference is held which averages over 100 attendees at Farmington Country Club. The conference features the presentation of the annual Human Resources Excellence Awards (HREAs).

For scheduled events, visit their web site at http://www.cvilleshrm.org/events.html.

H. **Review “Use/Lose” Leave:** We are 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 not 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.**

I. **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 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.

J. **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 on page 375 of the Maintaining Employee Information document at http://www.hr.virginia.edu/uploads/documents/media/HR_Maintaining_Employee_Information.pdf. If you have additional questions after reviewing the procedure, contact the UHR Service Center at 982-0123.

K. **Reminder - Fiscal Year End:** Note that the last payrolls included in the 2014 fiscal year end are:

<table>
<thead>
<tr>
<th>Payroll Type</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>04/25-05/24/2014</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>06/02-06/15/2014</td>
</tr>
</tbody>
</table>

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 - 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 June 4, 2014 the statistics for expired appointments for Primary assignments are shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Expiring Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>272 (was 99)</td>
</tr>
<tr>
<td>Non-Paid Faculty</td>
<td>147 (was 134)</td>
</tr>
<tr>
<td>Salaried UPG Faculty</td>
<td>2 (was 2)</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>2 (was 2)</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
<td>4 (was 0)</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>249 (was 230)</td>
</tr>
<tr>
<td>Salaried Research Assistants</td>
<td>3 (was 3)</td>
</tr>
<tr>
<td>Salaried Research Associates</td>
<td>16 (was 8)</td>
</tr>
</tbody>
</table>

Expired appointments for Secondary assignments were:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Expiring Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Paid Faculty</td>
<td>74 (was 67)</td>
</tr>
<tr>
<td>Non-Paid UPG Faculty</td>
<td>1 (was 1)</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>21 (was 21)</td>
</tr>
</tbody>
</table>

IV. **Heritage Theatre Festival** – Judy McPeak, Assistant Business Manager, Department of Drama & Heritage Theatre Festival

A. **Heritage Theatre Festival**, the summer professional theatre of the University of Virginia, offers a faculty and staff discount for its 40\(^{th}\) Anniversary Season! This year’s lineup includes *An Evening with Groucho*, *Thoroughly Modern Millie*, *Shear Madness* (directed by Bryan Garey), *Avenue Q*, and *One Man, Two Guvnors*. For more information, visit our web site at [www.uvahtf.org](http://www.uvahtf.org).

V. Payroll and Timekeeping - Nancy Knight and Bess Landolt 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](mailto:AskHR@virginia.edu).

The next HR User Group meeting is scheduled for **Thursday, July 3, 2014**, 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/](http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/).