HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
Thursday, July 5, 2012 at 10:00 am

I. Welcome – Darrell Kozuch

   A. Recognition of New Users

   B. UHR Staffing Changes:

       Leslie Andrus joined the Leadership Development Center team as a Leadership Development Specialist on July 2 working for Tamara Sole.

       Monica Petrich joined the Temporary Search Group as a fulltime recruiter on July 2. She was formerly a temporary employee in this area.

       Rod Kelly, UHR’s Compensation Manager, left the University at the end of June. With thanks for the energy and enthusiasm he has brought to his work over the years, we wish him the best of luck in all his future endeavors.

       Ashley Martin joined the Executive Search Group as a temporary Junior Recruiter on May 31 and will be helping with outreach, research, sourcing candidates, and coordinating.

       Tom Zahorik joined the Employee Development team on June 11 as a temporary project manager to help with the Oracle Learning Management implementation.

       Eirine Vlavianos joined the HR Consulting Services team on June 12 as a temporary coordinator on a project to clarify and streamline our titles by job families, which is an outgrowth of the process improvement project.

       Please join us in wishing these employees 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.

       Compensation Manager
       Director of Human Resources Consulting Services
       Employee Relations Manager
       HR Consultant
       Recruitment Manager
II. Payroll – Darrell Kozuch

A. Payroll Processing Schedule and Key Dates: The 2012 schedule can be found at http://www.hr.virginia.edu/calendars/2012-payroll-calendar/#m.

- **Sunday, July 15:** HRMS Specialist and Salary Approver updates for 07/02 – 07/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, July 16:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 07/02 – 07/15 and LD Specialists updates entered in HRMS by 5 pm.
- **Tuesday, July 24:** HRMS Specialist updates for 06/25 – 07/24 Monthly must be completed in HRMS by 5 pm.
- **Wednesday, July 25:** Salary Approver and LD Specialists updates for 06/25 – 07/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, July 29:** HRMS Specialist and Salary Approver updates for 07/16 – 07/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, July 30:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 07/16 – 07/29 and LD Specialists updates entered in HRMS by 5 pm.

B. System Availability Calendar: The System Availability Calendar for July – December, 2012 has been posted to the UHR web site and can be found at http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/.

C. Limited Deduction Pay Period: The bi-weekly pay period July 16 - 29 paid on Friday, August 3rd, 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.

D. 20th Annual United Way Laurence E. Richardson Day of Caring Wednesday, September 19, 2012: Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard. Last year at U.Va, more than 1,000 employees volunteered at nearly 100 projects in schools and nonprofit organizations in Charlottesville, Albemarle, Fluvanna, Greene, Louisa, and Nelson. To volunteer or for information, Academic Division employees should contact Liz Christian of U.Va.’s Community Relations Office at 924-1321 or echristian@virginia.edu or http://www.dayofcaring.info/Volunteer/Home/index.shtml to register a team.

E. UVA Salaried Employee Minimum Hiring Wage: The UVA minimum hiring rate for salaried employees has increased from a fulltime annual salary base of $22,152 ($10.65 per hour) to $23,504 ($11.30 per hour) effective July 16, 2012. These updates have been processed by UHR and do not apply to employees at the College at Wise or Southwest Virginia Higher Education Center. It also does not apply to existing temporary wage or classified wage employees.

F. 1500 Hour Year Began June 18, 2012: Departments are reminded that the 1500 hour limit year began June 18, 2012 for fiscal year 2013 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 2012 to see the previous fiscal year’s data for their employees. You will need to enter 2013 as the fiscal year in the report parameter after the bi-weekly period ending July 1, 2012, paid on July 6, which is the first bi-weekly pay period of the 2013 fiscal year.
G. **State Auditors** are on-site. HRMS Specialists and Timekeepers should be prepared to produce source documents if asked.

H. **Reminder - 2012-13 Fringe Benefit Rates:** The proposal for the 2012-13 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 that began June 18 and the Monthly pay period that began May 25.

<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>
</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>
<td>35.60%</td>
</tr>
<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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<td></td>
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<tr>
<td>FB, Faculty</td>
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<td>25.70%</td>
<td>26.90%</td>
<td>27.50%</td>
<td>27.00%</td>
<td>26.80%</td>
<td>26.30%</td>
</tr>
<tr>
<td>FB, Univ Staff (Exec)</td>
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<td>26.90%</td>
<td>27.50%</td>
<td>27.00%</td>
<td>26.80%</td>
<td>26.30%</td>
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<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>
<td>26.30%</td>
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<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>
<td>26.30%</td>
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<tr>
<td>FB, Univ Staff PT</td>
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<td>23.00%</td>
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<td>26.30%</td>
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<tr>
<td>FB, Wage Employee</td>
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<td>7.00%</td>
<td>6.30%</td>
<td>6.70%</td>
<td>5.50%</td>
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<tr>
<td>FB, Univ Staff Wage</td>
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<td></td>
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<td>6.70%</td>
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<tr>
<td>UVA Temp Svcs Fee</td>
<td>10.50%</td>
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<td>10.50%</td>
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I. **Reminder - Salary Approval for Students and Faculty Wage:** The issue of unapproved salaries has gotten worse. For the bi-weekly payroll period June 4-18 that ran on June 19, there were 367 unapproved salaries for student and faculty wage assignments after the approval deadline of Sunday, June 17 at 5 pm. This required over several hours of UHR research and communication with departmental approvers before the payroll processing could begin. 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.
J. **2012 Annual Evaluations:**

The annual evaluation window opened June 4 and runs through September 28, 2012. **Schools and units establish their own internal deadlines within that time period so check with your HR professional to make sure you know your area's specific due dates.**

Below is a schedule guideline. Detailed information can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/](http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/) and [http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/whats-happening-now/](http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/whats-happening-now/).

**Between mid-June & July 16**

Employee completes 2011-12 annual self-evaluation (step 5) and sends form forward to supervisor (step 6)

**Between July 16 & August 30**

Supervisor completes 2011-12 annual evaluation and sends form forward to the reviewer for calibration and signature (step 7); the reviewer sends the form forward to the supervisor for signature (step 8)

**Between August 30 & September 28**

The form resides in step 8 with the supervisor until he/she meets with the employee to conduct the annual evaluation; employee signs form and sends it forward to archive it (step 9)

Additionally, during this same timeframe, supervisors and managers should work with employees to draft goals, select competencies, and identify development opportunities for the coming year on the 2013 evaluation form.

The 2013 performance form contains an Organizational Goals tab which is used to help inform the creation of individual employee SMART goals. Using the org. goal functionality is not required but can be very useful to help inform each person's individual contributions. Org. goals are not rated.

K. **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 July 2, 2012 the statistics for expired appointments for Primary assignments are shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Faculty</td>
<td>278</td>
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<tr>
<td>Non-Paid Faculty</td>
<td>220</td>
</tr>
<tr>
<td>Salaried HSF Faculty</td>
<td>37</td>
</tr>
<tr>
<td>Non-Paid HSF Faculty</td>
<td>9</td>
</tr>
<tr>
<td>Salaried Visiting Faculty</td>
<td>4</td>
</tr>
<tr>
<td>Non-Paid Visiting Faculty</td>
<td>696</td>
</tr>
</tbody>
</table>
Salaried Research Assistants (was 9)
Salaried Research Associates (was 23)

Expired appointments for Secondary assignments were:

Non-Paid Faculty (was 109)
Non-Paid HSF Faculty (was 6)
Non-Paid Visiting Faculty (was 50)

III. Timekeeping, Nancy Knight, University Payroll

A. Recording the July 4th Holiday: Wednesday, July 4th, was an official University holiday. Timekeepers have ample time to send notices to non-exempt employees to make sure holiday entries are correct and to remind them to NOT change the pre-populated holiday hours. Timekeepers may also want to distribute the Holiday Entry document found in Timekeeping Tools at http://www.hr.virginia.edu/uploads/documents/media/Holidays.pdf. Timekeepers should run the Oracle report named UVA Time and Leave Summary Exception Report to catch situations where holiday hours have been removed or changed. The Discoverer report named PAY_Timesheets Reported OTL can also be run to view the entries in SSTL for non-exempt employees. Wouldn’t it be great if we could be 100% accurate for the July 4 holiday entries????!!

IV. Employee Development –Elizabeth Allan and Tom Zahorik, UHR Project Managers

A. Oracle Learning Management V12.1 Demo

V. Quality Assurance Program – Elizabeth Allan, UHR Project Manager and Sue Simpkins, Employee Development

A. Purpose: We continue our coverage of some common data issues in the Integrated System. We have identified what areas are the most problematic, causing errors and requests for help. Here are today’s topics:

- Correcting a Date-Track Issue for a Student Worker
- Updating the Person Type from Non-UVA Employee to Employee

These topics have been added to the HRMS toolkit, which can be found on the Employee Development website, under Systems and Technical Training.

http://www.hr.virginia.edu/online/HRMScommonissues/toc0.html

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 August 2, 2012, 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/.