I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Alex Collins-Shotwell joined UHR March 22 and Heather Humphrey joined UHR May 15 as temps assisting with the Job Family Project.

Katie Rust joined UHR June 3 as our new intern assisting with the Job Family Project.

Joyce Johnson joined UHR Operations as a temp on July 2.

Jessica Schaer joined UHR July 8 as a temp assisting in Temp Services.

Jacqwi Campbell joined UHR July 8 as a temp assisting with communications.

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.

Benefits Associate
Disability Coordinator
UVA Temps Recruiter

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, July 14**: HRMS Specialist and Salary Approver updates for 07/01 – 07/14 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, July 15**: Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 07/01 – 07/14 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, July 28**: HRMS Specialist and Salary Approver updates for 07/15 – 07/28 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
• **Monday, July 29:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 07/15 – 07/28 and LD Specialists updates must be entered in HRMS by 5 pm.

• **Sunday, July 28:** HRMS Specialist updates for 06/25 – 07/24 Monthly must be completed in HRMS by 5 pm.

• **Sunday, July 28:** LD Specialist updates for 06/25 – 07/24 Monthly must be completed in HRMS by 5 pm.

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

*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.*

C. **System Availability Calendar:** The System Availability Calendar for July – December is available and can be found on the UHR web site at [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/).

D. **Reduced Rates for VRS/VLORS Optional Life Insurance:** Minnesota Life announced new lower Optional Life insurance rates effective July 1, 2013 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. Employee/Spouse rates for the age bracket 35-39 were reduced $0.01 from $0.08 (per thousand dollars of coverage) to $0.07. Those in the age bracket 50-59 were reduced $0.01 from $0.21 to $0.20 and those in age bracket 55-59 were reduced $0.06 from $0.40 to $0.34. These changes will be reflected in the July 15 bi-weekly check and the August 1 monthly check for qualifying employees.

E. **Grounds for Success:** Beginning July 1, Grounds for Success is being offered every other Monday from 8:30 a.m. to 12:30 p.m., in Newcomb Hall, replacing the separate faculty and staff orientations formerly held on Mondays and Wednesdays. Additional sessions will be offered during peak hiring times. A complete schedule is available at [http://www.hr.virginia.edu/go/grounds-for-success](http://www.hr.virginia.edu/go/grounds-for-success). Questions? Contact the UHR Service Center at 982-0123.

F. **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.
G. Reminder - 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 17 and the Monthly pay period beginning May 25.

<table>
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<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>
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<td>36.80%</td>
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H. 2013 Annual Evaluations:

The annual evaluation window opened June 3 and runs through September 30, 2013. 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/go/performance](http://www.hr.virginia.edu/go/performance).

- **Between mid-June & mid-July**: Employee completes 2012-13 annual self-evaluation (step 5) and sends form forward to supervisor (step 6)

- **Between mid-July & August 31**: Supervisor completes 2012-13 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 31 & September 30**: 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
I. **Reminder - 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. **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 8, 2013 the statistics for expired appointments for Primary assignments are shown below.

308  Salaried Faculty (was 251)
219  Non-Paid Faculty (was 169)
   16  Salaried UPG Faculty (was 2)
   9  Non-Paid UPG Faculty (was 5)
   3  Salaried Visiting Faculty (was 3)
900  Non-Paid Visiting Faculty (was 843)
   11  Salaried Research Assistants (was 7)
   28  Salaried Research Associates (was 20)

Expired appointments for Secondary assignments were:

   163  Non-Paid Faculty (was 105)
   3   Non-Paid UPG Faculty (was 3)
   44  Non-Paid Visiting Faculty (was 43)

K. **Reminder - 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.

L. **Reminder - Review “Use/Lose” Leave:** We are now past 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.**

M. **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).
N. **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.

O. **Reminder - Non-12 Month Employee Maintenance:** Now is the time for users to process 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.

P. **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.

Q. **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.

R. **Reminder - 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.

IV. Compensation – Alison Miller, Compensation Manager

A. July Salary Increases

B. Minimum Hiring Rate Increase

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, August 8, 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/.