I. Welcome – Michael Schwartz, Director of Compliance and Immigration Services

A. Recognition of New Users

B. UHR Staffing Changes:

- Elizabeth Allan joined UHR staff on July 12 as an HRCS Consultant.
- DeLois Wood started August 2 as Manager of UVA Temporary Services.
- Brett Schnell will join our staff Aug 9 as an HRCS Senior Consultant. Brett comes to us from the Athletic Department.

II. Payroll – Michael Schwartz

A. Payroll Processing Schedule and Key Dates: The schedule can be found at http://www.hr.virginia.edu/calendars/2010-payroll-calendar/.

- **Sunday, August 15:** HRMS Specialist and Salary Approver updates for 08/02 – 08/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 16:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/02 – 08/15 and LD Specialists updates entered in HRMS by 5 pm.
- **Thursday, August 26:** HRMS Specialist and Salary Approver updates for 07/25 – 08/24 Monthly must be completed in HRMS by 5 pm.
- **Thursday, August 26:** LD Specialist updates for Monthly 07/25 – 08/24 must be completed in HRMS by 5 pm.
- **Sunday, August 29:** HRMS Specialist and Salary Approver updates for 08/16 – 08/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 30:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/16 – 08/29 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, September 12:** HRMS Specialist and Salary Approver updates for 08/30 – 09/12 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, September 13:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/30 – 09/12 and LD Specialists updates entered in HRMS by 5 pm.
- **Friday, September 24:** HRMS Specialist and Salary Approver updates for 08/25 – 09/24 Monthly must be completed in HRMS by 5 pm.
- **Friday, September 24:** LD Specialist updates for Monthly 08/25 – 09/24 must be completed in HRMS by 5 pm.
- **Sunday, September 26:** HRMS Specialist and Salary Approver updates for 09/13 – 09/26 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, September 27:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 09/13 – 09/26 and LD Specialists updates entered in HRMS by 5 pm.
B. **Limited Deduction Pay Period:** The bi-weekly pay period August 16-29 paid on Friday, September 3rd, is a limited deduction pay period with no benefit deductions with the exception of tax deferred saving plans withheld.

C. **2011 Payroll Calendar:** The 2011 Payroll Calendar is now available and can be found on the UHR web site at [http://www.hr.virginia.edu/calendars/2011-payroll-calendar/](http://www.hr.virginia.edu/calendars/2011-payroll-calendar/).

D. **Student FICA Processing:** We will change to parameter “20103” (i.e., Fall session of 2010) on August 18 (after BW payroll #17 for 8/02 through 8/15 has processed on August 17) in order that students enrolled and beginning classes on Tuesday, August 24, and employed by the University are exempt from FICA withholding for the BW pay period #18 (8/16 through 8/29; paying on 9/03).

E. **Pay Cards:** UHR is exploring the implementation of “pay cards” for those employees who are not set up for direct deposit. More information will follow in the month of September.

F. **Tentative Extended Downtime:** The Integrated System is tentatively planned to be unavailable the weekends of September 4th and 5th and September 18th and 19th for system maintenance. When the exact downtimes are known, they will be posted on the “System News”.

III. **HR Consulting Services – Michael Schwartz**

A. **September 6 Holiday:** Monday, September 6, will be observed as the holiday for Labor Day. How to record Holiday time can be found on the UHR web site at [http://www.hr.virginia.edu/uploads/documents/media/holidaysandagencyclosing.pdf](http://www.hr.virginia.edu/uploads/documents/media/holidaysandagencyclosing.pdf). The 2010 University Holiday Schedule 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/).

B. **United Way Laurence E. Richardson Day of Caring Wednesday, September 22, 2010:** Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard. More than 1,000 UVa employees worked on nearly 100 projects in 2009. To volunteer or for information, Academic Division employees should contact Lis Christian of U.Va.'s Community Relations Office at 924-1321 or ec8a@virginia.edu. Health System employees should contact Angela Taylor of Health System Community Relations, Outreach and Service Office at 243-5862 or adt4x@virginia.edu.

C. **Bonus Announcement:** We are pleased to announce that all of the University's salaried Classified and University Staff, Teaching & Research Faculty, Administrative & Professional Faculty, and Professional Research Staff hired on or before June 30, 2010, are eligible for this bonus. This bonus is merit-based for all Faculty and University Staff. We are developing guidelines for paying the bonuses, which are expected on Nov. 26 for those paid biweekly and Dec. 1 for those paid monthly. We will provide more detailed information to the University community when those guidelines are finalized.

D. **Updating Foreign Home Address:** HRMS Specialists are reminded that a Foreign Home Address cannot be listed as the Primary address for Person Types of “Employee” or for an “Ex-Employee” who has been paid in the current tax year and will receive a W2. The Primary address for an Employee or Ex-Employee who will receive a W2 must be listed with the address for University Payroll. Procedures can be found on the Integrated System web site at [http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7005H.htm](http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7005H.htm).
E. **Reminder – 2010 Annual Evaluations:**

The annual evaluation window opened June 1 and runs through September 30, 2010. Schools and units establish their own internal deadlines within that time period. 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/). A poster has also been developed to help promote the process to employees.

Between mid-June & July 16  
Employee completes 2009-10 annual self-evaluation and sends form forward to supervisor (step 6)

Between July 16 & August 30  
Supervisor completes 2009-10 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 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)

**September 30**  
Ratings must be completed in the system on this date in order to receive the bonus payment.

IV. **Online I-9 System – Michael Schwartz**

A. **Mandatory Training:** Mandatory training will be offered to those designated by their departments as “I-9 Specialists” the week of August 16th and the week of September 6th (actual dates, times and locations to be announced). Go-live will occur mid-September (date and time to be announced). **After go-live, paper I-9s will no longer be accepted.** Only those with the I-9 Specialist responsibility and who have taken the mandatory training will have access to the I-9 Online system. Training is **tentatively** scheduled for:

   August 17 and 20th  
   September 9th and 10th

UHR’s Office of Employee Development will email employees who have been identified as I-9 Specialists by their department to announce the class dates/times/locations so they can enroll via Employee Self-Service.

V. **Moving and Relocation – Michael Schwartz**

A. **New Web Site:** The UHR web site for information on Moving and Relocation is now available at [http://www.hr.virginia.edu/other-hr-services/moving-and-relocation/](http://www.hr.virginia.edu/other-hr-services/moving-and-relocation/).

VI. **Benefit Information – Erica Wheat, Director of UHR Service Center**

A. **Reminder – Retirement and Financial Planning Program:** Our new Retirement and Financial Planning Program is designed to help employees be fiscally fit. UHR offers free sessions each month on topics ranging from basic budgeting to planning for retirement. The remaining planned sessions focus on financial literacy and include:

   * **Borrowing Basics**, August 10, 1 pm, Newcomb Hall, Commonwealth Room  
   * **To Your Credit**, August 18, 1 pm, Newcomb Hall, Commonwealth Room
To find out more, check out this poster or call our Service Center at 982-0123 or email us at AskHR@virginia.edu.

B. Virginia Retirement System (VRS) Retirement Date & Stop Work Date – Knowing the Difference: HRMS Specialists are encouraged to monitor the stop work date (last day worked) for employees who are retiring with VRS benefits. The VRS always uses the first of the month as the official VRS retirement date, and a new retiree cannot receive VRS service credit for the same month in which they retire. For this reason, the employee’s last day of work must be no later than the end of the pay period preceding the anticipated retirement date. For example, a bi-weekly employee who is retiring October 1st can only work through the pay period ending September 26. A monthly employee retiring October 1 can only work through the pay period ending September 24.

VII. Timekeeping – Nancy Knight, University Payroll

A. SSTL Leave Balance Info: At employees’ request, Integrated Systems Deployment and Support (ISDS) developed this great new tool to help you better manage your leave. In other words, you can choose your leave type according to what has the nearest end date, or budget leave with the end of the year in mind. These leave balances, and leave earned, now appear in a new "employee leave information" drop-down above the area for time entry. Managers who go into Self-Service to create a timecard on behalf of an employee will also see this new field. You will still see the leave balances as of the last completed payroll in the "hours type" drop-down on the timecard itself. This new feature gives the employee a good picture of their current balances and projects any annual leave that might exceed leave year-end carryover limits or compensatory leave and the date by which it must be used or it will be lost. More information can be found on the UHR website at http://www.hr.virginia.edu/news-events/news/new-feature-in-sstl-now-available/

B. Leave Year End - Review “Use/Lose” Leave: We are now past the midpoint of the Leave Year which ends on December 19, 2010. Timekeepers are encouraged to remind their employees to view their “use/lose” leave information that can now be found on the SSTL timecard as noted in section VII.A. above. 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 new “Leave Information” box on the SSTL timecard. The “Leave Management” report is no longer a required report for distribution to employees. However, the report should still be run quarterly and distributed to managers.

C. Standard Hours for Non-exempt Employees: Non-exempt employees (excluding wage employees) are required to account for their standard hours (required workweek hours) each week in the SSTL bi-weekly pay period. A non-exempt employee cannot work less than their standard hours in one week, and then make up the hours in the next week. For the recent pay period ending 01-Aug-2010, 22 employees were under standard hours. Most of these were due to employees who averaged their time over the two week pay period. Their managers approved these hours.

Example: Timecard was submitted by employee with 80 hours and was approved by the manager. However, 57 hours were submitted for the first week and 23 hours for the second week. This caused the employee to be compensated for 17 hours of overtime in the first week and charged 17 hours of leave time in the second week where hours were short.

D. SSTL Timecard Period Date: On the payroll deadline Mondays, employees need to be especially careful to change the SSTL timecard period date to the pay period that ended the previous Sunday since the new pay period that begins on Monday is automatically defaulted when selecting “Create Timecard”.
E. Reports for Deadline Mondays: UHR applied leave for 22 employees who were on the 
*UVA Time and Leave Summary Exception Report* and 6 employees who were on the *UVA PAY Missing and Rejected Timecard Report*. Timekeepers are reminded that they should 
run these 2 Oracle reports **often** on deadline Mondays.

PUBLISHED!!! All Timekeepers must print the manual and discard the one you have 
been using! You can find the new manual on the web at  
http://www.virginia.edu/integratedsystem/howdoi/HTML/PDF%20Manuals/OTL_Time_ 
and_Leave_-_Second_Edition_Student_Guide.pdf

G. SSTL – ONE YEAR – September 14\textsuperscript{th}!

VIII. Closing Remarks – Michael Schwartz

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 **Thursday, September 9, 2010, 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/.