I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Jeane Croteau of Temp Services transferred to the Women’s Center on July 29.

Key Rosebrook joined UHR July 31 as a Temp assisting with the Job Family Project.

Joanne Hoagland has been accepted as the new Benefits Associate as of August 19, coming from the UHR Service Center.

Gina Barber joined UHR on July 29 as a Temp in the UHR Service Center.

Elizabeth (Lisa) Fitzgerald’s last day in Payroll was August 2.

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.

Manager, Payroll Accounting and Taxation
UHR Service Center Representative
UVA Temps Recruiter

II. Hoo’s Well – Shana Pack, Hoo’s Well, Wellness Coordinator

A. Updates: Hoo’s Well will be sharing important program updates, discussing the Fall Schedule, and introducing new classes. Shana Pack and Kipton Davis will be available to answer your wellness questions.

III. Benefits – Anne Broccoli, Director of Faculty and Staff Benefits

A. Introduction of Upcoming Changes to the UVA Health Plan for 2014

IV. 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/.
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, August 11:** HRMS Specialist and Salary Approver updates for 07/29 – 08/11 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 12:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 07/29 – 08/11 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, August 25:** HRMS Specialist and Salary Approver updates for 08/12 – 08/25 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, August 25:** HRMS Specialist updates for 07/25 – 08/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, August 25:** LD Specialist updates for 07/25 – 08/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, August 26:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 08/12 – 08/25 and LD Specialists updates must be entered in HRMS by 5 pm.

B. **Compensation Updates:**

**Merit Increases – U Staff and A & P Faculty:** Median increase was 3%. Average increase was 3.18%.

<table>
<thead>
<tr>
<th>2012 Performance Rating</th>
<th>Avg % Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective</td>
<td>2.69%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>3.51%</td>
</tr>
<tr>
<td>Exceptional</td>
<td>4.24%</td>
</tr>
</tbody>
</table>

**Classified Increases:** Median increase was 4.46%. Average increase was 4.7%.

*Application of the Classified methodology to current group of U Staff results in median increase of 2.00%, and average increase of 2.64%.

**Minimum Hiring Rate/University Compression Adjustment:**

Minimum Hiring Rate Implementation (2% increase from $23,504 to $23,983, $11.30/hour to $11.53/hour), effective July 29, 2013.

10 employees impacted University-wide
8 eligible; 2 ineligible due to performance
9 of 10 are in Facilities Management
Compression Adjustment - $479 added to base pay, providing a salary variance between employees just hired into the University at the new minimum hiring rate, and those employees who received the recent merit/classified increases.

Opportunity for 83 employees in the University
Criteria – making less than $25,000, U Staff, and received recent increase, currently at Effective or higher performance level

53 eligible employees are U Staff; 30 are Classified who must switch to U Staff to be eligible.
Employees are in Facilities, School of Medicine, Student Affairs, Provost’s Office, and Business Operations

It is anticipated that 18 U Staff (University-wide) will move from salaries less than $25,000 to a salary slightly over $25,000 through this initiative.

C. 5% VRS/VLORS Employee Deduction in August 16 Bi-weekly Check: Bi-weekly employees in the Virginia Retirement System (VRS) or the Virginia Law Officers Retirement System (VLORS) will see a slight increase in their 5% employee deduction as the 5% is applied to their new July 15 salary for the first deduction period for August. This will be reflected in their August 16 check. For the VRS/VLORS retirement plans, increased deduction amounts for salary changes take place the first deduction period of the following month. These employees did not have an increased 5% deduction for the second half of July in the August 2 check.

Note: This only applies to employees in VRS/VLORS and not employees in an Optional Retirement Plan.

D. New Discoverer Report HR_Salary History Report: In partnership with EA-ITS and the Provost’s Office, we are pleased to announce a new Discoverer report named HR_Salary History Report. This report provides historical salary information for employees and can be run for a range of dates. It can be run for an Organization, an individual employee, a particular Salary Proposal Reason, for particular Staff Types, for salaried vs. wage, part-time vs. fulltime, by pay band, or by primary vs. secondary assignment. It also has a second report tab where the data can be run by MBU. It is available to users with the Discoverer responsibilities of UVA ODS Specialist-Limited, UVA ODS Specialist-Limited Plus, or UVA ODS Specialist-Restricted. If you have Classified staff who would like to know the years of service used to calculate their July 15 salary adjustment, the Salaried Hire Date is reflected on this report.

E. Tip of the Month: Paying a Lump Sum Bonus to a Wage Employee:

Paying a Lump Sum Bonus to a wage employee (i.e., Faculty Wage, Graduate Teaching Assistant, Graduate Research Assistant) does not occur very often, but when it does, there are some things you need to keep in mind.

Since the wage employee is “non-exempt” as defined by the Department of Labor’s Fair Labor Standards Act (FLSA), payments made to them are subject to the Integrated System’s FLSA processing rules during payroll processing.
Part of these rules take the “Amount” that is entered in the Entry Values as shown in the screen shot below and pay that Amount in each of the two weeks that make up the bi-weekly pay period. So, in the example below where the Amount is entered as 3500.00, it would pay $3,500 in the first week and another $3,500 in the second week of the bi-weekly pay period resulting in a total payment of $7,000.

So, it is important to keep in mind that you enter “half” of the total amount you wish to pay for the bi-weekly pay period.

In the screen shot below, if the user wished to pay a total of $3,500 for the pay period, then the Amount should be entered as $1750.00.

**Note:** Entering the “half” amount for a Lump Sum Bonus only needs to be done for WAGE employees. **If you are entering a Lump Sum Bonus for either an “exempt” or “non-exempt” salaried employee, you must enter the total amount to be paid in the “Amount” entry value.**

F. **Missing or Unregistered Email:** HRMS Specialists are reminded to run the Discoverer report named **HR_Missing or Unregistered Email Address**. With so many things now using email as the preferred method of communication, it is important that employees and supervisors have a registered UVa email account. There are approximately 650 employees with no registered email address. Please notify employees in your Organization(s) who appear on this report to register for a UVa email account so they will not miss out on important employee and benefit communications sent to UVa employees via email. The Integrated System also uses email notifications to alert employees of such things as rejected timecards and confirmation of changes made by the employee in Self-Service. Information on how to register for a UVa email account can be found on Information
G. **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.**

H. **University Leave Cash-Out:** The University Staff leave program has a cash-out option for employees who have “use-or-lose” hours at the end of the leave year. These are the hours in excess of the maximum hours allowed for carry forward. Employees will be paid 50 percent of the value of the University Staff leave that they lose, provided they have used a minimum of 10 days (80 hours) during the leave year ending December 29, 2013 (pro-rated for part-time University Staff). This minimum usage requirement is intended to encourage employees to take some time off to relax and rejuvenate. The cash-out payment may be received as taxable income or it may be deposited into a tax-deferred savings plan. After the processing for the final leave period of the year (December 29, 2013) is completed, a process is run for the carry forward of leave which identifies any amount above the carry forward limit for the employee. Any University Staff employee with an amount above the carry forward limit and who met the 80-hour threshold of usage will have a “payout” automatically created for half of the hours. This payout will be processed in the first pay period of the new leave year with pay period ending January 12, 2014 for check date of January 17, 2014.

I. **Super Temp Job Fair:** The UHR Temporary Search Group will be holding a Super Temp Job Fair on Friday, August 9, 2013, at the Virginia Workforce Center, 2211 Hydraulic Road, in Charlottesville. Meet with UVa Recruiters from 9 am to 1 pm. We are looking for exceptional temporary employees who possess superior interpersonal skills, technical skills, flexibility, and proven success in senior level administrative or project management roles. Contact the UHR Service Center at AskHR@virginia.edu for more information.

J. **My UVa Job:** UVA Staff, Administrative and Professional Faculty, Managers, and Supervisors were sent an email August 5th from Susan Carkeek, Vice President and Chief Human Resources Officer, announcing the launch of a new web site and media campaign for “My UVa Job” designed to showcase their work. From August 5 until August 30, you can post photos, video and tweets to via Facebook, Twitter, or email. When you submit a short description of your job, you will be automatically entered in a random drawing to win prizes, including a free iPad. The only catch is we are asking you to describe what you do without using your job title. More information can be found at:

Website: Facebook: Twitter:
Please be respectful and abide by the submission guidelines, available on the site. If you have any questions, email myuvajob@virginia.edu. Have fun with it! And thank you for all you do to make UVa such a great place to work!

K. **2013-14 Federal Work-Study Program Meeting**: Student Financial Services will be holding the annual Federal Work Study program meeting on Wednesday, August 14, from 8:30 am – 9:30 am in the South Meeting Room of Newcomb Hall. This is the same day and location as the Fiscal Administrators Meeting. Contact is Sabrina Whitcomb (smw7t@virginia.edu).

L. **Reminder - 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 for what should be happening now. 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-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 2014 evaluation form.

M. **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.

N. **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 August 7, 2013 the statistics for expired appointments for Primary assignments are shown below.

198 Salaried Faculty (was 308)
Non-Paid Faculty (was 219)
9 Salaried UPG Faculty (was 16)
7 Non-Paid UPG Faculty (was 9)
3 Salaried Visiting Faculty (was 3)
848 Non-Paid Visiting Faculty (was 900)
13 Salaried Research Assistants (was 11)
18 Salaried Research Associates (was 28)

Expired appointments for Secondary assignments were:

128 Non-Paid Faculty (was 163)
3 Non-Paid UPG Faculty (was 3)
34 Non-Paid Visiting Faculty (was 44)

O. Reminder - 21st Annual United Way Laurence E. Richardson Day of Caring
   Wednesday, September 18, 2013: The Community Relations Office coordinates
   the University’s participation in the community-wide annual volunteer service
day called the United Way Laurence E. Richardson Day of Caring. U.Va.
   employees engage in numerous service projects ranging from landscaping and
   painting to reading to children and visiting with elderly residents. On September
   19, 2012, more than 1,000 U.Va. employees volunteered at nearly 100 projects in
   schools and nonprofit organizations in Charlottesville, Albemarle, Fluvanna,
   Greene, Louisa, and Nelson during the United Way Laurence E. Richardson Day
   of Caring. Projects ranged from human services, painting, office/organizing,
   landscaping, construction and arts and crafts. For more information, contact Lis
   Christian at 434-924-1321 or echristian@virginia.edu or register a team at
   http://www.dayofcaring.info/for-volunteers/register-your-team. Time spent
   volunteering for this event is considered hours worked and not charged to any
   type of leave on the timecard.

P. 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).

Q. 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.

R. **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.

IV. Payroll and Timekeeping, Nancy Knight, University Payroll

V. Floor Open for Discussion and Questions from the Audience

VI. Closing Remarks – Darrell Kozuch

VII. **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 5, 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/).