I. Welcome – Darrell Kozuch
   A. Recognition of New Users
   B. UHR Staffing Changes:
      Ali Clark began an internship with HR Consulting Services on August 26 to assist with the Dual Career Recruitment program and other initiatives.
      Lisa Fields started August 26 as our Disability Coordinator.
      Joyce Johnson started August 26 as a Customer Service Representative in the UHR Service Center.
      Jessica Schaer started August 30 as a UVA Temps Recruiter.
      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
      Program Assistant, Respect At UVa – Wage position

II. Susan Carkeek, Vice President and Chief Human Resources Officer
   A. Benefit Update
   B. My UVa Job

III. Bryan Garey, Assistant Vice President, Human Resources
   A. Position Improvements Project

IV. Employee Development – Patty Marbury, Systems Training Manager
   A. Changes in Training and Accessing Help

V. UVA Temporary Search Group – Janet Turner-Giles, Manager
A. Super Temp Cohort V

VI. HR Consulting Services – Donna Kauffman, Recruitment Manager

A. Jobs@UVa Upgrade

VII. 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, September 8:** HRMS Specialist and Salary Approver updates for 08/26 – 09/08 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, September 9:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 08/26 – 09/08 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, September 22:** HRMS Specialist and Salary Approver updates for 09/09 – 09/22 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Sunday, September 22:** HRMS Specialist updates for 08/25 – 09/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, September 23:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 09/09 – 09/22 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Monday, September 23:** LD Specialist updates for 08/25 – 09/24 Monthly must be completed in HRMS by 5 pm.

B. Inactive Payroll To/From Bi-weekly Payroll: HRMS Specialists are reminded that if you are returning an employee to the Bi-weekly Payroll from the Inactive Payroll, the effective date of the change **MUST** be the beginning of the bi-weekly pay period. There is an automated process that switches employees from the Bi-weekly Payroll to the Inactive Payroll effective the beginning of the pay period after 12 consecutive pay periods of no payment. If you need to MANUALLY switch an employee from the Bi-weekly Payroll to the Inactive Payroll before the automated process would do it, the effective date of the change **MUST** be the beginning of the bi-weekly pay period. **Changes in payroll must not be made effective mid-pay period.**

C. Lump Sum Bonus Errors: Several errors were encountered in the August 24 monthly payroll update for Lump Sum Bonus payments entered by HRMS Specialists for their faculty. This was because a date was entered in the “Date Earned” field. Please leave this field blank when entering a Lump Sum Bonus element entry.
D. **Benefits Open Enrollment**: Open Enrollment for benefit changes will begin on Monday, October 7 and end on Friday, October 25, 2013 which is earlier than in past years. Many changes are on the horizon for January 1, 2014. Check out the Open Enrollment web site at [http://www.hr.virginia.edu/oe/oe-2014](http://www.hr.virginia.edu/oe/oe-2014) for more information and resources on the health plan changes for 2014.

E. **Join Us for a Benefits Fair!**

- October 7: Academic Division Benefit and Wellness Fair, Newcomb Hall
- October 8: Medical Center Benefit and Wellness Fair, Main Hospital Cafeteria

Questions? Contact the UHR Service Center at AskHR@virginia.edu or call 982-0123.

F. **1500 Hour Reporting Year Ends September 30, 2013 for University Academic Hourly Wage Employees**: The first year reporting period for hours worked to comply with the Affordable Care Act for University academic hourly wage employees ends September 30, 2013. Employees who reached the 1500 hour limit and stopped work prior to October 1, 2013 may resume work again as of October 1, 2013 for the next reporting period ending September 30, 2014. College at Wise and Southwest Higher Education Center hourly wage employees continue on a different reporting period of May 1, 2013 through April 30, 2014.

G. **2013 W-2’s**: Get your W-2 sooner! The online W-2 will be available mid-January, 2014, two weeks earlier than the paper version. If you don’t elect to get your W-2 online, your paper W-2 will not be mailed until January 31, 2014. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

H. **Review Emergency Event Status and Policy**: The winter inclement season will be here all too soon. It is important that managers convey to employees their “designated” or “non-designated” status as it applies to an Emergency Event. An employee may view their status via Employee Self-Service under “My Information”. The policy can be found at [http://www.hr.virginia.edu/event-status](http://www.hr.virginia.edu/event-status). HRMS Specialists have the ability to update the Emergency Event Status which is contained in the Special Information Type named Emp-Emergency Event Status. The navigation path is People Enter & Maintain>Special Info. Managers may request that the Specialists make updates to this field. All new employees are defaulted to “Non-designated” and it is up to managers to get those employees who are “Designated” updated in the Integrated System, whether that is done by the manager him/herself via Manager Self-Service or by having their HRMS Specialist do the update. The employee’s Emergency Event Status is viewable in several Discoverer reports including PAY_Leave Balance (all tabs), HR_Employee Information for Labels, HR_Current Salary Information, and HR_Employees by Supervisor and Organization.

I. **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.

**J. Reminder - 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.

**K. Reminder - 2013 Annual Evaluations:**

The annual evaluation window ends 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 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.

**L. 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 September
4, 2013 the statistics for expired appointments for Primary assignments are shown below.

- 169 Salaried Faculty (was 198)
- 158 Non-Paid Faculty (was 176)
- 11 Salaried UPG Faculty (was 9)
- 7 Non-Paid UPG Faculty (was 7)
- 3 Salaried Visiting Faculty (was 3)
- 793 Non-Paid Visiting Faculty (was 848)
- 11 Salaried Research Assistants (was 13)
- 26 Salaried Research Associates (was 18)

Expired appointments for Secondary assignments were:

- 139 Non-Paid Faculty (was 128)
- 3 Non-Paid UPG Faculty (was 3)
- 39 Non-Paid Visiting Faculty (was 34)

M. 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.

N. 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.
O. 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

A. Check List for New Students

- Show how to access Self-Service Time and Leave (SSTL) and create a timecard. Emphasize the importance of meeting the deadline for a timely paycheck. Students with more than one assignment should not submit the timecard until all the hours have been completed for all assignments.

- Help set up direct deposit (direct deposit is mandatory). Direct deposit should be set up by 11:59 pm on the 2nd Sunday in the pay period in order to be in effect for that pay period. IF direct deposit is not set up by the deadline, then the student will receive a paper paycheck. Students can view their Payslip via Employee Self-Service. Near the left-hand bottom of the Payslip, there is a section named Pay Method. NACHA will let them know that their pay was direct-deposited; Check and the check number indicates that a paper check was produced and should be picked up as soon as possible at University Payroll.

- Help set up a registered UVa email account. If they don’t do this, they will not receive email notifications about their timecard status, or other important communications that are sent out via email to employees.

- End-date assignments for those student workers who are not returning to work. Don’t wait for the automated process that terminates assignments on the Inactive Payroll if you know the employee will not be returning to work.

V. Floor Open for Discussion and Questions from the Audience

VI. Closing Remarks – Darrell Kozuch

VII. Office of Sponsored Programs – Sharon Brooks, Director, Research Administration, Outreach and Compliance

A. EFFORT@UVa Demo: Won’t You Stay Just a Bit Longer? Please attend the Office of Sponsored Program’s demonstration of the upgraded EFFORT@UVa reporting application. Many navigation and functionality issues have been addressed in this newest version so the look and feel will be very different. All persons involved in labor cost management as well as the organizational Effort Reporting Coordinators (ERCs) are encouraged to attend. We don’t want this to be a surprise to you in October!
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, October 3, 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/.