HR User Group Meeting Agenda  
South Meeting Room, Newcomb Hall  
Tuesday September 6, 2011 at 10:00 am

I. Welcome – Darrell Kozuch

A. Recognition of New Users

B. UHR Staffing Changes:

Shana Pack-Gangluff began work for us on August 29 as our new Wellness Coordinator.

Dawn Robinson began work for us on August 29 as our new HR IT Business Analyst.

Please join us in wishing these new employees well!

C. UHR Postings:  UHR is currently seeking applicants for the following posting in Jobs@UVa. Interested parties should submit an application via Jobs at UVa.

HR Consultant  
Recruiter, Executive and Management Search Group  
Recruitment Coordinator, Executive and Management Group

II. Payroll – Darrell Kozuch


- **Sunday, September 11:** HRMS Specialist and Salary Approver updates for 08/29 – 09/11 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, September 12:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/29 – 09/11 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, September 25:** HRMS Specialist and Salary Approver updates for 09/12 – 09/25 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
  - **Sunday, September 25:** HRMS Specialist and Salary Approver updates for 08/25 – 09/24 Monthly must be completed in HRMS by 5 pm.
- **Monday, September 26:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 09/12 – 09/25 and LD Specialists updates entered in HRMS by 5 pm.

B. University Staff Open Enrollment Ends September 6:  Eligible employees who wish to switch to University Staff are reminded that the enrollment period ends September 6 at 5 pm.
C. **Hoo’s Well@UVa:** An email was sent August 31 from Susan Carkeek introducing Hoo’s Well@UVa, our new comprehensive wellness program. Eligible participants also were sent a mailing at home. Created in partnership with Aetna, IM-Rec, and others across Grounds, Hoo's Well@ is designed to help you and your spouses on the health plan get healthy and stay healthy. Hoo’s Well@ includes programs for improving general fitness and nutrition and to help you with disease management, such as heart disease, cancer, and diabetes. To participate, employees and covered spouses complete a biometric screening (see Wellness Fair below) and an online health assessment, which generates a “to-do” list of wellness goals that you can work toward on-line or around Grounds. Hoo's Well@ also offers VISA reward card incentives: when you complete the biometric screening and online assessment you earn $75, and as you meet your goals, you can get up to $100 additional per year! More information can be found on the UHR web site at [http://www.hr.virginia.edu/news-events/news/hoos-well-news/](http://www.hr.virginia.edu/news-events/news/hoos-well-news/) and at [http://www.hr.virginia.edu/other-hr-services/hooswell/](http://www.hr.virginia.edu/other-hr-services/hooswell/).

D. **Wellness Fair:** Our first ever wellness fair will be held on Monday, September 19, from 7 am to 11 am, at the John Paul Jones Arena. Come get a free flu shot at the fair (sorry, flu shots for employees only) and visit with vendors, including Aetna, FEAP, IM-Rec, Whole Foods, Club Red, UVA Diabetes Education, the American Cancer Society, Weight Watchers, ChinaMed, and more. To get your biometrics screening for Hoo’s Well@UVa done at the fair, register at [www.hooswell.com](http://www.hooswell.com). You should bring your University ID and your Aetna card with you.

E. **Benefits Open Enrollment:** The Open Enrollment period for benefits begins on October 31, 2011 and ends at 5 pm on Friday, November 18, 2011. More information will be provided in the October HR User Group Meeting.

F. **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 18, 2011 (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 18, 2011) 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 which ends January 1, 2012 for check date of January 6, 2012.

G. **Change in Optional Retirement Providers:** In October, 2011, Fidelity Investments and TIAA-CREF will be our only approved retirement providers. Vanguard will no longer be offered. See information on our web site at [http://www.hr.virginia.edu/news-events/news/vanguard-change/](http://www.hr.virginia.edu/news-events/news/vanguard-change/) for how this transition will be handled. Letters will be sent to current participants, those currently eligible to participate, and those formerly eligible to participate. Questions can be directed to AskHR@virginia.edu.
H. Upcoming Holidays:

The Thanksgiving, 2011 holidays are:

Wednesday, November 23 (Full day holiday. Check pickup 9-11 am at Univ. Payroll)
Thursday, November 24
Friday, November 25

The December, 2011 holidays are:

Thursday, December 22
Friday, December 23
Monday, December 26
Friday, December 30

I. Fall Goal Pays: HRMS Specialists are reminded to be sure to enter their goal payments for the fall by the specified pay period deadlines. It is also important to remember that when adding a new salary proposal for a goal payment employee, you must also update the employee’s assignment with the same effective date to show the number of goal pay periods to be applied towards the new salary proposal. Failure to do so may result in inaccurate payment to the employee.

J. Taxable Gifts: Be sure to notify University Payroll of any taxable gifts given to an employee so they can be added as taxable income to the employee’s W2.

K. Tax Withholding on Education Benefits: Employees that have received Education Benefits will have any excess above $5,250 added to their taxable wages. Social Security and Medicare taxes will be withheld on the taxable amount and the employee will be responsible for paying Federal and State taxes on their own. Over the next month we will be reviewing all education benefit usage to identify those employees who have amounts greater than $5,250. Payroll will add this taxable amount to bi-weekly employees’ wages for the pay period ending November 6 (pay day November 11) and for monthly employees’ wages for the pay period ending November 24 (pay day December 1). If the taxable amount exceeds $300, we will divide it over the remaining pay periods of the calendar year to lessen any negative impact. University Payroll will contact employees via email to inform them of any taxable benefits to be added to their wages. Questions may be directed to Beth Van Hook in University Payroll at ear3b@virginia.edu or 924-4221.

L. Check Home Address for Year End: Please have your employees take a look at their home address information in Employee Self-Service. As a reminder, per audit compliance, no employee should have the department’s address as their Home Address. Also, employees with University Payroll as a Home Address must have a corresponding entry in Foreign Home Address.
M. Terminating Employees Who Are Supervisors: HRMS Specialists are reminded to take action when the pop-up caution box below is received when terminating an employee. If you answer “Yes” to this question, you must then go to all active employee assignments supervised by this person and update them effective one day later than the last day of the supervisor that is leaving and give them a new supervisor. Failure to do so will cause any workflow routing of system actions where the supervisor is terminated to fail, including the routing of timecards. To find out who the person supervises, go to Navigator>View>Lists>People by Assignment (see screen shots below).
N. **Reminder: Approval of Student and Faculty Wage Salary Proposals:** We have been experiencing salary proposals for student and faculty wage employees that were not approved by the time the bi-weekly payroll was processed. Users with the responsibility of *UVA HRMS Student and Faculty Wage Approver* are reminded of the procedures below that must be followed if the employee is to be paid.

1) UHR sends reminder email to all holders of the responsibility *UVA HRMS Student and Faculty Wage Approver* on the Thursday prior to the salary approval deadline of 5 pm on the last Sunday in the bi-weekly pay period.

2) Approver runs the Discoverer report named *HR_Approvals for Hires and Salary Changes* for their Organization(s) which lists all unapproved salaries on the last Friday of the pay period. This will list all unapproved salaries in the system as of the previous day. This report can also be run at any time if an Approver wishes to get a head start on their approvals.
3) Approver runs the online approval process in the Integrated System for “Salary Management” and checks the salary actions off the Discoverer report as they are approved. If there are actions still left on the Discoverer report after completing the online “Salary Management” approval process, this indicates that the person’s assignment has been terminated and is not being picked up by the online “Salary Management” process based on your date-tracked date. For any terminated employee that has an unapproved salary proposal, you must review the person’s Assignment and determine the last date that the person was in an “Active Assignment” status. Then date-track to that date and then re-run the “Salary Management” process. The record for the person with the unapproved salary should then be available for online approval.

4) Approver runs the Discoverer report in item 2 above again on the Monday morning following the end of the pay period to catch any new salary proposals that were entered Friday – Sunday just prior to the payroll run on Tuesday. If any are on the report, follow step 3 again.

5) In situations where there is no available Approver for an Organization prior to the payroll run, UHR may be contacted via email to approve a salary.

O. **Reminder - 19th Annual United Way Laurence E. Richardson Day of Caring**

**Wednesday, September 21, 2011:** Time spent volunteering for this event is considered hours worked and not charged to any type of leave on the timecard. Last year, U.Va. 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.

P. **Reminder - 2011-12 Fringe Benefit Rates:** The proposal for the 2011-12 Fringe Benefit Rates has been submitted to the Department of Health and Human Services (DHHS), but it has not yet been approved.

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<tr>
<th></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>
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<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>
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<tr>
<td>FB, Univ Staff (O&amp;A and M&amp;P)</td>
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<td>38.60%</td>
<td>38.90%</td>
<td>31.30%</td>
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<td>28.30%</td>
<td>25.70%</td>
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<td>FB, Part-Time Employee, Class</td>
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<td>23.00%</td>
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<tr>
<td>FB, Part-Time Employee, Fac</td>
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<td>18.00%</td>
<td>23.00%</td>
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<td>FB, Univ Staff PT</td>
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<tr>
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<tr>
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<td>UVA Temp Svcs Fee</td>
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Q. **Reminder: W-4 and Direct Deposit Forms:** All employees, including students who are employees, should be using Employee Self-Service to make W-4 and Direct Deposit updates online. Paper VA-4 forms are accepted as the Integrated System does not offer an online option for that form. **Students who are not employees should also be doing their direct deposit online using the new form located on the Student Accounts web**
R. **Reminder: 2011 W-2’s:** Get your W-2 sooner! This year, the online W-2 will be available January 16, 2012, 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, 2012. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

III. **2011 Annual Evaluations:**

The annual evaluation window opened June 1 and runs through **September 30, 2011.** Schools and units establish their own internal deadlines within that time period. Below is a schedule guideline. **Evaluations should now be in at least Step 7 with the Reviewer for calibration and signature.** 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/).

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<tr>
<th>Schedule</th>
<th>Description</th>
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<tr>
<td>Between mid-June &amp; July 16</td>
<td>Employee completes 2010-11 annual self-evaluation and sends form forward to supervisor (step 6)</td>
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<tr>
<td>Between July 16 &amp; August 30</td>
<td>Supervisor completes 2010-11 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)</td>
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<tr>
<td>Between August 30 &amp; September 30</td>
<td>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)</td>
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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 2012 evaluation form.

The 2012 performance form contains a new tab (Organizational Goals) 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.

IV. **Bryan Garey, Employee Development**

A. Professional development opportunities are available to you this fall. HR Employee Development’s Fall schedule is open for registration and has something to offer you. See our
Fall 2011 Offerings at [http://www.hr.virginia.edu/go/training-calendar](http://www.hr.virginia.edu/go/training-calendar). For registration information, visit [http://www.hr.virginia.edu/go/registration](http://www.hr.virginia.edu/go/registration). In addition to our scheduled programs, Employee Development offers other services, such as organization development and career services. Visit our web site at [http://www.hr.virginia.edu/other-hr-services/employee-development/](http://www.hr.virginia.edu/other-hr-services/employee-development/)

Fall highlights include:

- **Managerial development programs**
  - Supervisory Essentials – Foundational content for new supervisors and those supervisors new to UVa
  - Hoos Managing the UVa Way – cohort program for more experienced managers, designed to enhance skills, network, and discuss and advance the UVa culture and philosophy
  - Managing at UVa – open sessions for managers at all levels; topics include leading teams, managing conflict, managing across generations, and culturally smart leadership
  - Performance Management – Sessions on goal-setting, delivering evaluations, and providing regular feedback

- **Managing Up, Crucial Conversations, Time Management, and other interactive seminars in the Personal and Professional Development series; available for all staff and faculty**

- **Exceptional Assistant's Network (EAN) Seminar Series** - complete the series and join the network of over 500 experienced UVa administrative professionals!

- **Essential WorkSkills**
  - 10 sessions for entry level employees that focus on skills needed to succeed on the job at UVa

- **Career development workshops, like "Networking 101" and "Developing Your Career"**

- **Online training - 3500 courses available 24/7 from home and work, from desktop applications to professional skills, at no cost to UVa faculty/staff**
  - Topics include Microsoft Office applications, Project Management certification, and more!
  - Visit [http://www.hr.virginia.edu/other-hr-services/employee-development/skillsoft/](http://www.hr.virginia.edu/other-hr-services/employee-development/skillsoft/)

- **Systems and applications classes - Apple, Lead@, MS Office, Integrated System (IS and SIS)**
  - System training toolkits available
  - Visit [http://hr.virginia.edu/other-hr-services/employee-development/sys/](http://hr.virginia.edu/other-hr-services/employee-development/sys/)
V. Timekeeping, Nancy Knight, University Payroll

A. Quick Reference for Submitting Paper Timesheets

B. Back-up Timekeepers: Back-up Timekeepers must maintain timekeeping skills. We do not have time on deadline Mondays to give lessons on how to run reports, set up a Group, or how to enter time for an employee.

C. Reminder - Review “Use/Lose” Leave: We are now past the mid-point of the Leave Year which ends December 18. 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 new “Leave Information” box 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.

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

A. Demo of Electronic Effort Reporting System, Effort@UVa: With the marriage of accurate and complete periodic effort reports directly to Labor Distribution scheduling, maintenance and adjustments, personnel supporting labor transactions should familiarize themselves with this system and understand the broader concepts behind effort certification. Even if you do not hold a role as an Effort Reporting Coordinator in this system, reliance on your accurate and timely labor transactions is key in the generation of dependable effort reports. Join us to hear about ‘LD refresh’ and other functionality of this system!

VII. Floor Open for Discussion and Questions from the Audience

VIII. Closing Remarks – Darrell Kozuch

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 Tuesday, October 4, 2011, at 10:00 a.m. at the South Meeting Room of 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/.