I. Welcome – Darrell Kozuch

   A. Recognition of New Users

II. R12 Upgrade – Shy Hicks, Integrated System Deployment and Support

   A. Schedule (see handout)

III. Update on Systems Training – Patty Marbury, Manager, UHR Office of Employee Development

IV. Fall Training Calendar – Bryan Garey, Director, UHR Office of Employee Development

   A. Professional Development Opportunities: Professional Development Opportunities are available to U.Va. faculty and staff through UHR Employee Development. Check out our fall schedule at http://www.hr.virginia.edu/news-events/news/fall-2010-training-calendar-available

V. Payroll – Darrell Kozuch

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

   - **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.
   - **Sunday, October 10:** HRMS Specialist and Salary Approver updates for 09/27 – 10/10 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
   - **Monday, October 11:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 09/27 – 10/10 and LD Specialists updates entered in HRMS by 5 pm.
   - **Sunday, October 24:** HRMS Specialist and Salary Approver updates for 10/11 – 10/24 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
   - **Sunday, October 24:** HRMS Specialist and Salary Approver updates for 09/25 – 10/24 Monthly must be completed in HRMS by 5 pm.
   - **Sunday, October 24:** LD Specialist updates for Monthly 09/25 – 10/24 must be completed in HRMS by 5 pm.
Monday, October 25: Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 10/11 – 10/24 and LD Specialists updates entered in HRMS by 5 pm.

B. System Availability Calendar: The System Availability Calendar has been updated through December, 2010 and can be found on the UHR web site at http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/.

C. Reminder - 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/.

D. 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 must still submit paper Direct Deposit forms to University Payroll.**

E. Online W-2’s: As we approach the 4th quarter, we ask that HRMS Specialists remind their employees that they should consider enrolling via Employee Self-Service to get an online W-2 instead of a paper one.

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. Please notify employees in your Organization(s) who appear on this report to register for a UVa email account. Information on how to register for a UVa email account can be found on Information Technology and Communications’ web site at http://itc.virginia.edu/email/accounts.html.

G. Reminder - Pay Cards: UHR is continuing to explore the implementation of “pay cards” for those employees who are not set up for direct deposit.

H. Extended Downtime: The Integrated System will be unavailable beginning at 2 am Saturday, September 18 through Monday, September 20 at 7 am for system maintenance and hardware upgrades. ODS (Discoverer) will be unavailable from 10 pm Friday, September 17 through 7 am Monday, September 20.

I. Employee Discounts to Special Events: A reminder about great discounts available to our staff and faculty: tickets for athletics events across Grounds and shows at John Paul Jones Arena! More information can be found on the UHR web site at http://www.hr.virginia.edu/news-events/news/discounts-to-special-events/.

VI. HR Consulting Services – Darrell Kozuch

A. Reminder - 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.
B. 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/. A poster has also been developed to help promote the process to employees and can be found at http://www.hr.virginia.edu/uploads/documents/media/eval_poster_july_16_2010.pdf.

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.

VII. Online I-9 System – Michael Schwartz

A. Reminder - Mandatory Training: Mandatory training is required for those designated by their departments as “I-9 Specialists”. Go-live is tentatively scheduled for Monday, September 20. 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. Information regarding this training can be found on the UHR web site at http://fusion.web.virginia.edu/dotweb/coldcalendar/index_ee.cfm?fuseaction=ViewEventDetails&EVENT_ID=50878.

VIII. Benefits – David King, Special Projects Manager

A. Retirement Fair – Thursday, September 30, 9 am – 1 pm, Newcomb Hall Ballroom

B. Open Enrollment for Benefits – November 1 – 19

C. Benefits/Wellness Fair – Thursday, November 11, 9 am – 1 pm Newcomb Hall Ballroom

D. Benefits@UVa – Coming soon!

IX. Timekeeping – Nancy Knight, University Payroll

A. Reminder - 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. 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.

B. SSTL – ONE YEAR ANNIVERSARY – September 14th!

X. 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 Wednesday, October 6, 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/.