I. Welcome – Darrell Kozuch

   A. Recognition of New Users

   B. UHR Staffing Changes:

      Anna Drapekin joined UHR on September 17 as a Temp in the Executive Search Group.
      Lisa Fitzgerald has been hired October 1 as the Manager of Payroll Accounting and Taxation.
      Darnell Walker, Interim Recruiter with the Temporary Search Group and later with UHR communications, left the University on September 7.
      Leslie Hubbard, Recruiter with the Temporary Search Group, will soon be leaving the University (date not yet determined).

      Please join us in wishing these employees well!

   C. EA-ITS Staffing Changes:

      Jdavyd Williams, formerly of University Payroll, joined the EA-ITS team as a functional analyst on August 13.
      Thomas Kim joined the EA-ITS team as a functional analyst on September 10.

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

      Director of Human Resources Consulting Services
      Employee Relations Manager
      Meeting and Event Coordinator
      Recruitment Manager
      UVA Temps Recruiter

II. Payroll and Timekeeping – Nancy Knight, University Payroll
III. Virginia Film Festival – Judy McPeak, Administrator for the Film Festival

A. Faculty/Staff Discount: The 25th annual Virginia Film Festival takes place November 1 - 4. More information can be found on their web site at http://www.virginiafilmfestival.org/. You can take advantage of the Faculty/Staff discount by ordering your tickets using the online Arts Box Office via the film festival website, by phone, or in person at the Culbreth Theater Box Office.

IV. Payroll – Darrell Kozuch

A. Payroll Processing Schedule and Key Dates: The 2012 schedule can be found at http://www.hr.virginia.edu/calendars/2012-payroll-calendar/#m.

- **Sunday, October 7:** HRMS Specialist and Salary Approver updates for 09/24 – 10/07 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, October 8:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 09/24 – 10/07 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Sunday, October 21:** HRMS Specialist and Salary Approver updates for 10/08 – 10/21 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, October 22:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 10/08 – 10/21 and LD Specialists updates must be entered in HRMS by 5 pm.
- **Saturday, October 27:** HRMS Specialist updates for 09/25 – 10/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, October 28:** Salary Approver and LD Specialists updates for 09/25 – 10/24 Monthly must be completed in HRMS by 5 pm.

B. University Staff Rolling Open Enrollment: 58 Classified employees have opted to switch to University Staff since rolling open enrollment began August 13. The enrollment calendar can be found on the UHR web site at http://www.hr.virginia.edu/calendars/university-staff-enrollment-calendar/.

C. Conversion to New Telecommute Values: In support of Governor McDonnell’s Commission on Government Reform and Restructuring and as directed in Governor McDonnell’s Executive Directive 3, the state Department of Human Resource Management (DHRM) has transitioned the current Telecommute field to new values. The previous Telecommute values of No (N), Yes(Y), and Limited(L) were converted to new values in the Integrated System. The new values and their descriptions are listed below. Teaching and Research Faculty formerly coded with the default value of “Y” were converted to “H” per instruction from the Provost’s Office. Detailed information on the University’s Telecommuting policy may be found at https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-013.
<table>
<thead>
<tr>
<th>Old Telecommute Value</th>
<th>New Telecommute Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N or blank</td>
<td>W</td>
<td><strong>Office/Facility Worker:</strong> office, campus, or facility based employee who reports to and works from a defined central agency workplace(s). Employee may from time to time travel off-site for work activities, meetings, or conferences when approved by management, but spends a clear majority of their time working at an assigned agency worksite(s). Workers in telework eligible positions who choose not to telework should be assigned this category.</td>
</tr>
<tr>
<td>n/a</td>
<td>M</td>
<td><strong>Mobile Worker:</strong> Employee works a clear majority of their planned schedule in a mobile mode away from agency offices/facilities out in the “field”.</td>
</tr>
<tr>
<td>Y (Non-T &amp; R Faculty)</td>
<td>T</td>
<td><strong>Full-Time Teleworker:</strong> Employee teleworks all or a clear majority of their planned schedule from a defined and agreed upon alternate worksite(s).</td>
</tr>
<tr>
<td>Y (T &amp; R Faculty)</td>
<td>H</td>
<td><strong>Hybrid Teleworker:</strong> Employee has an active telework agreement on file and consistently teleworks a minimum of 32 hours or more per month (but less than full-time).</td>
</tr>
<tr>
<td>L</td>
<td>L (no change)</td>
<td><strong>Limited Teleworker:</strong> Employee has an active telework agreement on file and teleworks consistently less than 32 hours per month on a limited, sporadic, or task driven basis in response to a specific agency need(s).</td>
</tr>
</tbody>
</table>

D. **Review Emergency Event Status and Policy:** 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. 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.

E. **Election Day Volunteers:** Election Day is November 6. Employees who act as an Officer of Election can charge their absence to Civil Leave and Work-Related Leave. This is labeled as “Officer of Election” on the online timecard. See the policy at [http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-leave-policies-and-procedures/civil-and-work-related-leave/](http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-leave-policies-and-procedures/civil-and-work-related-leave/). If employees elect to use Civil and Work Related leave they must reimburse Payroll once they receive the check for services rendered from the voting precinct; if they use their annual, comp, family personal, university leave or other applicable leave, then they may keep the check. If the employee needs to attend a training session they may also use Civil and Work Related Leave – Officer of Election if this training session is not offered outside of their normal work schedule. School Assistance and Volunteer Service leave may not be used in connection with the upcoming election.

F. **Flu Shot Schedule:** UHR is pleased to provide again the seasonal flu vaccine to all University employees, including temporary and wage, starting October 22. Again this year, the vaccine is a “three-in-one”, including two seasonal strains and the H1N1 in a single shot. UVA-WorkMed staff will administer the vaccine at multiple times and locations across Grounds to make it as convenient as possible. While some of you may already have gotten a flu shot as part of your Hoo’s Well@ biometric screening, there are still many of you who can and should take advantage of this free opportunity. If you have a University ID, please bring it to the check-in.
Monday, Oct 22  9:00am – 3:30pm  Newcomb Hall, South Meeting Room, 3rd Floor
Tuesday, Oct 23  8:30am – 12:00pm  Jordan Hall Meeting Room 1, (Jordan Hall Conference Ctr)
Wednesday, Oct 24  7:00am – 10:00am  Facilities Management, Alderman Road, Lunch Room
                      1:30pm - 4:00pm
Thursday, Oct 25  1:30pm – 3:00pm  Carruthers Hall, Conference Room E
Friday, Oct 26  9:00am – 10:30am  Law School North Grounds – Room WB 119
Friday, Oct 26  1:30pm – 3:30pm  Fontaine Research Park – 415 Bldg, DEMP Conf Rm  2176
Monday, Oct 29  8:30am – 10:00am  Printing & Copying Services, Old Ivy Rd, Conference Room
Monday, Oct 29  2:00pm – 4:00 pm  Fontaine Research Park – 545 Bldg, Room 2318, 2nd Floor  
                                          (enter through 515 Building & follow signs)
Tuesday, Oct 30  1:30pm – 4:00pm  Darden School, Abbott Center Auditorium Lobby
Wednesday, Oct 31  9:00am – 4:00pm  Jordan Hall Conf Ctr, Classrooms G1&2 (ground floor)

G. **Reminder: Upcoming Holidays:**

The Thanksgiving, 2012 holidays are:

Wednesday, November 21 (Full day holiday. Check pickup 9-11 am at Univ. Payroll)
Thursday, November 22
Friday, November 23

The December, 2012 holidays are:

Monday, December 24
Tuesday, December 25
Wednesday, December 26
Monday, December 31

H. **Selective Service Compliance:**  Selective Service Compliance is now coordinated through the 
UHR Office of Compliance and Immigration and not HR Consulting Services (HRCS).  All 
forms should be faxed to 434-924-3194 to the attention of Christine Langford.  Process 
improvements are in the works that will eliminate the paper form currently in use.  Stay tuned for 
updates at a future HR User Group Meeting.

I. **Last Paydays for 2012:**  Friday, December 21, 2012 is currently scheduled as the last bi-weekly 
payday in 2012.  Friday, December 28, 2012 is currently scheduled as the last payday for the 
Monthly payroll.  Users are reminded to always check the Payroll Calendar at 
http://www.hr.virginia.edu/calendars/2012-payroll-calendar/ as dates are particularly subject to 
change around the holidays.

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 4 (pay day November 9) and for monthly employees’ wages for the pay period ending November 24 (pay day November 30). 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 Lisa Fitzgerald in University Payroll at ekf2n@virginia.edu or 924-4221.

L. **Reminder - 2013 Payroll Calendar:** The 2013 Payroll Calendar is now available on our web site at [http://www.hr.virginia.edu/calendars/2013-payroll-calendar/](http://www.hr.virginia.edu/calendars/2013-payroll-calendar/).

M. **Reminder - System Availability Calendar:** The System Availability Calendar for September – December, 2012 has been posted to the UHR web site and can be found at [http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/](http://www.hr.virginia.edu/calendars/hrms-payroll-system-availability/).

N. **Reminder - Student Direct Deposit Initiative:** Our partners at EA-ITS are in the final rounds of testing of an initiative that will eliminate the manual data entry of student bank account information that is currently done by UHR. The new solution will provide the student with a form in the SIS Student Center that will interact in real-time with the Integrated System’s AP system. Students will be able to view their current bank account information, as well as submit updates to that information. Since the integration is real-time, updates made by students will be loaded to the Integrated System immediately. If a student is ALSO an active employee, they will NOT be allowed to update their bank account information through SIS, but instead will be directed to use HR Employee Self-Service to make their banking updates. Banking updates made via HR Employee Self-Service will also sync with their student record based on University ID. This solution scheduled to move into Production on Thursday, October 18.

O. **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. For the bi-weekly payroll period September 10 - 23 that ran on September 25, there were 63 unapproved salaries for student and faculty wage assignments. UHR will begin to elevate notifications to upper management of salaries not approved by the stated deadlines.

P. **Reminder - 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 567 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 Technology Services’ web site at [http://itc.virginia.edu/email/accounts.html](http://itc.virginia.edu/email/accounts.html).

Q. **Reminder - University Leave Cash-Out:** The University Staff leave program has a cash-out provision 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 30, 2012 (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 30, 2012) 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 13, 2013 for check date of January 18, 2013. Timekeepers should run the Discoverer report named PAY_Exempt University Staff With Missing Timecards now and continue through the end of the leave year to have these employees submit any missing timecards since they will NOT be considered for the cash-out if there are timecards that are missing.

R. Reminder - 2012 W-2’s: Get your W-2 sooner! The online W-2 will be available mid-January, 2013, 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, 2013. Employees who have not elected to receive their W-2 online can expect an email soon with instructions on how to enroll.

S. Reminder - 2013 Holiday Comparison Table: The Governor’s Office has approved the 2013 Holiday Calendar for the Commonwealth of Virginia. Here’s how it compares to UVa’s 2013 Holiday Calendar:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 1, 2013</td>
<td>New Year's Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday, January 18, 2013</td>
<td>Lee-Jackson Day</td>
<td>Open</td>
<td>Closed 8</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, January 21, 2013</td>
<td>Martin Luther King, Jr. Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, February 18, 2013</td>
<td>George Washington Day</td>
<td>Open</td>
<td>Closed 8</td>
<td></td>
</tr>
<tr>
<td>Friday, March 15, 2013</td>
<td>Spring Break Day</td>
<td>Closed</td>
<td>8</td>
<td>Open</td>
</tr>
<tr>
<td>Monday, May 27, 2013</td>
<td>Memorial Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday, July 4, 2013</td>
<td>Independence Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, September 2, 2013</td>
<td>Labor Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, October 14, 2013</td>
<td>Columbus Day</td>
<td>Open</td>
<td>Closed 8</td>
<td></td>
</tr>
<tr>
<td>Monday, November 11, 2013</td>
<td>Veterans Day</td>
<td>Open</td>
<td>Closed 8</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 27, 2013*</td>
<td>Day Before Thanksgiving</td>
<td>Closed</td>
<td>8</td>
<td>Half Day 4</td>
</tr>
<tr>
<td>Thursday, November 28, 2013</td>
<td>Thanksgiving</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday, November 29, 2013</td>
<td>Day after Thanksgiving</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, December 24, 2013</td>
<td>Christmas Eve</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Wednesday, December 25, 2013</td>
<td>Christmas Day</td>
<td>Closed</td>
<td>8</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday, December 26, 2013</td>
<td>Day after Christmas</td>
<td>Closed</td>
<td>8</td>
<td>Open</td>
</tr>
<tr>
<td>Tuesday, December 31, 2013</td>
<td>New Year's Eve</td>
<td>Closed</td>
<td>8</td>
<td>Open</td>
</tr>
</tbody>
</table>

TOTAL: 104 vs. 108

* This is the fourth year the University will observe the day before Thanksgiving as a full day holiday
** Four hours of compensatory time will be awarded on Dec. 31, 2012, the start of the 2013 leave year
T. **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 24, 2012 the statistics for expired appointments for Primary assignments are shown below.

- **164** Salaried Faculty (was 192)
- **192** Non-Paid Faculty (was 191)
- **6** Salaried HSF Faculty (was 28)
- **5** Non-Paid HSF Faculty (was 8)
- **1** Salaried Visiting Faculty (was 3)
- **735** Non-Paid Visiting Faculty (was 751)
- **12** Salaried Research Assistants (was 13)
- **24** Salaried Research Associates (was 26)

Expired appointments for Secondary assignments were:

- **156** Non-Paid Faculty (was 182)
- **10** Non-Paid HSF Faculty (was 10)
- **67** Non-Paid Visiting Faculty (was 69)
III. UHR Information Technology – Cary Shaffer, HR IT Business Analyst

A. **Bonus:** Official notification of the 3% bonus for state employees has been released. All eligible University employees will receive a bonus equaling three percent of their annual salary. The bonus applies to salaried (not wage or temp) full-time and part-time Academic Division employees, including University and Classified Staff, Administrative and Professional and Teaching and Research Faculty, and Professional Research Staff. To be eligible, employees must:

- have been hired on or before April 1, 2012, and
- have a performance evaluation of a “2 – Inconsistent” or better if Classified Staff or University Staff or are A & P faculty who use the Lead@UVa evaluation system, or
- have a satisfactory evaluation on file in their department if they are Teaching and Research Faculty or Professional Research Staff, or are A & P faculty whose evaluation was not done in the Lead@UVa evaluation system, and
- have no disciplinary actions on file.

Those on the bi-weekly payroll will receive the bonus on November 23rd, and those on the monthly payroll on November 30th. Also, because the bonus will come at the same time as a regular paycheck, the bonus will be taxed according to your personal withholding status. Frequently Asked Questions can be found on the UHR web site at [http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/compensation/2012-bonus/](http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/compensation/2012-bonus/). Questions may also be directed to the HR Service Center at 982-0123, or via email at AskHR@virginia.edu.

B. **Processing Timeline:** Review of handout.

IV. 2012 Annual Performance Evaluation Cycle Update – Bryan Garey, HR Director

V. Employee Development Fall Programs – Tamara Sole, Interim Director of Employee Development

A. **Fall Programs:** Employee Development has a new brochure and a new fall schedule. We have a host of development opportunities to choose from. Refer to the website [http://www.hr.virginia.edu/other-hr-services/employee-development/schedule/](http://www.hr.virginia.edu/other-hr-services/employee-development/schedule/) for the most up-to-date course schedule.

VI. Super Temp Cohort III – Janet Turner-Giles, Manager of UVA Temporary Search Group

A. **Third Cohort:** Our third cohort of Super Temps completed training Sept. 17 through Sept. 28. This cohort of Super Temps began work on Oct. 1. Just as a reminder, the purpose of this program is to help you, our partners, fulfill departmental staffing needs while providing excellent opportunities to 12 extremely talented, capable and skilled individuals. This one-of-a-kind program provides Super Temps with Integrated System Human Resources, Finance, and Student Information System training, as well as equipping them with an I-key and ID. Combining their
already outstanding talents with knowledge of the Integrated System, the Super Temps immediately contribute to departments by filling challenging roles.

VII. Benefit Updates – Anne Broccoli, Director of Faculty and Staff Benefits

A. Benefits Open Enrollment: Open enrollment for benefit changes will begin on Monday, October 29 and end on Friday, November 16. For 2013, there are upcoming changes to the health, prescription, vision, and Flexible Spending Plans that will be reviewed in a PowerPoint presentation.

B. Benefits Day: UHR will sponsor a Benefits Day on Wednesday, November 7, from 9 am to 1 pm at Newcomb Hall.

VIII. Office of Sponsored Programs – Christine Kennedy, OSP Compliance Manager

A. 3% Lump Sum Bonus and Sponsored Projects (G and Z Funds): The University-wide 3% bonus is an allowable direct salary expense on sponsored projects (unless the sponsor per their terms and conditions is not supporting salary costs at all). When the bonus payment (paid via a ‘lump sum ’payroll element type) is processed by Payroll, those bonus $$ will follow the LD Schedule (allocation) in place at the time of payment processing. Therefore, if a sponsored programs PATO is included in that LD schedule, the grant source will absorb it’s portion of the bonus $$. It is of course totally up to the PI if he/she does or does not want the bonus/or it’s allocated portion to be applied/charged to sponsored funds. Regarding the NIH salary cap, there are no payroll/system controls in place to prevent a bonus from being paid to the respective grant source thus exceeding the cap. This calculation/upper limit is something that needs to be controlled through proper LD scheduling.

B. Payroll Overpayments on Sponsored Projects (G and Z Funds): HR/Payroll (Dorothy Moyer) will process LD adjustments to relieve the sponsored project of the overpayment as soon as there is an awareness that this has occurred. This action is inclusive of salary/wage overpayments as well as any type of employee leave overpayments. That adjustment will remove the associated costs to the unit’s payroll suspense account and the repayment process can begin. In no event should those costs ever be adjusted back onto a sponsored source of funds (unless it is a residual account). The responsibility to ensure that this 2nd adjustment is not done rests with the unit/department. Please help us spread the word as these costs in essence are ‘unallowable’ and should be absorbed by other university sources/funds.

C. LD Adjustments Impacting Sponsored Projects (G and Z Funds) – Reminders:

Use the most appropriate ‘Reason Code’ provided by OSP when documenting WHY the adjustment is necessary (Reason Codes #1-#12),

Provide the ‘role’ of the employee as directly associated with the sponsored project being charged. Besides the Principal Investigator (PI) and Students – a description of what the employee was doing to contribute to the project’s outcomes and goals is necessary. The individual’s working title is often not descriptive enough (e.g., contributor, lecturer, program manager, program assistant, etc.) See the following OSP guidance for assistance with both a and b above: http://www.virginia.edu/sponsoredprograms/LD%20Adjustment%20WorkFlow%20-%20OSP%20Guidance%20on%20Adequate%20Comments%20Revised%2003%2006%2012.pdf
Be aware of effort report generation cycles and dates – LD adjustments that will impact the forthcoming generation of an effort report should be performed many days prior to the OSP generation date. OPS will request that LD adjustments not be processed at least 3 days before any generation period. OSP Generation Cycle Dates:  

Utilize the 15 Day Pre-Review window to review the accuracy and completeness of the current effort reports – Review for any suspense payroll that shows in Section II of the reports. This does not mean that a sponsored project should bear those costs – but only that suspense needs to be cleared (See #2 above). Also, 46% of the last generation of effort reports did not get moved out of the ‘Pre-Review’ status. These reports were forwarded by EFFORT@UVa to the respective faculty member for their review and certification. Keep in mind that subsequent LD adjustments impacting effort reports that are in the ‘Uncertified’ status and beyond in the certification process require Retroactive Request form submission and approval before any changes in salary/wages can be performed.

IX. Floor Open for Discussion and Questions from the Audience

X. Closing Remarks – Darrell Kozuch

XI. 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, November 1, 2012, 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/.