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

I. Welcome – Darrell Kozuch
   A. Recognition of New Users

B. UHR Staffing Changes:

   Elsa Sherrill of HR Consulting Services transferred to Facilities Management on November 7.

   Jeremy Duff began work for us on November 21 as a Senior Recruiter in EMSG.

   Bobbie Thibo began work for us on November 21 as a Consultant in HRCS.

   Please join us in wishing these 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
   Human Resources Information Technology Business Analyst

II. Payroll – Darrell Kozuch


   Note changes in processing schedule below announced on December 14, 2011:

   ● Sunday, December 18: HRMS Specialist and Salary Approver updates for 12/05 – 12/18 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
   ● Sunday, December 18: HRMS Specialist updates for 11/25 – 12/24 Monthly must be completed in HRMS by 5 pm.
   ● Monday, December 19: Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 12/05 – 12/18 and LD Specialists updates entered in HRMS by 5 pm.
   ● Tuesday, December 20: Salary Approver updates for 11/25 – 12/24 Monthly must be completed in HRMS by 5 pm.
Tuesday, December 20: LD Specialists updates for 11/25 – 12/24 Monthly must be completed in HRMS by 5 pm.

B. 2012 System Availability Calendar: The System Availability Calendar for the first quarter of 2012 has been posted on the UHR web site.

C. Reminder - 2012 HR User Group Meeting Schedule: The HR User Group Meeting Schedule for the first half of 2012 is listed on the UHR web site at http://www.hr.virginia.edu/hr-for-you/hr-professionals/hr-users-group/. Please note we have added two new venues to the list. The User Group meeting for February and July will be held in Alumni Hall. The User Group meeting for January, April and May will be held in the Kaleidoscope Room in Newcomb Hall.

D. Reminder - Last Paydays for 2011: Friday, December 23, 2011 is currently scheduled as the last bi-weekly payday in 2011. Friday, December 30 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/2011-payroll-calendar/ as dates are particularly subject to change around the holidays.

E. Check Distribution: Since Thursday, December 22nd and Friday, December 23rd are University holidays, pay cards and checks will be distributed on Wednesday, December 21st from 3-5 at University Payroll.

F. November Strategic Salary Adjustments: All salary changes approved in Lead@UVa have been interfaced to the Integrated System (Oracle). All salary changes are viewable in Employee Self-Service. Biweekly changes will be reflected in the check for December 9 while monthly changes will be reflected in the check for December 30.

G. Liquidate Encumbrance Update: The issue was resolved on Nov 27 by ITS and an email was sent to HR users. HRMS Specialists can now liquidate encumbrances as appropriate and process terminations.

H. Additional Downtime for Fall Patching December 11: Production will be down starting at midnight on Saturday, December 10, and will be available by 2pm on Sunday, December 11. ODS will be unavailable from 10 pm on Saturday, December 10 until 7 am on Monday, December 12.

Note as of 12/14/2011: The Ethnic Origin Changes below will be applied with the rescheduled patching/maintenance on December 26th and 27th.

I. Ethnic Origin Change: With the application of the fall patches on December 11, Oracle is changing how it captures and stores Ethnic Origin. The current Ethnic Origin field shown on the People form will be made obsolete. Ethnic Origin will now be stored in the Extra Information section, Others button>Extra Information>US Ethnic Origin. Before, an employee could declare their Ethnic Origin as “Two or more races” but we had no way of storing what those races were. Now, the HRMS Specialist (or the employee, using Employee Self-Service) can select multiple categories that the employee identifies with. The field for “Two or more races” is automatically populated based on the number of selections made. If more than one value is selected, it will populate with “Yes”. If only one value is selected, it will populate with “No”. Note: If your Organization has
internal documents that currently capture Ethnic Origin/Race for your hires, you will want to revise them in order to comply with this change. See screen shots below:
Changes were also necessary to Employee Self-Service for the updating of Ethnic Origin since it is now part of Extra Information. The “W2 Online Options” was removed from the navigation choices as a separate item and has been added to “Personal Information” along with the new way to select Ethnic Origin. See screen shots below.

- UVA Employee Self-Service
  - Time Entry
  - Payslip
  - Personal Information
  - Banking Information
  - Tax Form
  - Employee W2
  - Emergency Event Status
  - My Information

- Learning
J. **Office of Compliance and Immigration Upcoming Presentations**: 1-9 Specialists and other interested parties are invited to an ongoing series of presentations listed below. Please RSVP via email to Christine Langford at crf6b@virginia.edu. If you plan to attend and have questions prepared, it would be helpful (but not necessary) to email these to Christine prior to the presentation so we can prepare a more detailed answer for you. Mark your calendars for our upcoming dates below:

- **Taxes/Honoraria**
  - Tuesday, February 7, 2012
  - Time/Location TBD

- **Employing Foreign Nationals**
  - Thursday, March 8, 2012
  - Time/Location TBD

K. **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 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. It will be considered 2012 earnings.

Note: Exempt University Staff employees must have submitted a timecard for all pay periods in the leave year even if they did not take any leave in order to qualify for the cash-out. A new Discoverer report is available to Timekeepers named PAY_Exempt University Staff With Missing Timecards that will identify all exempt University Staff employees who are missing timecards from an already processed payroll.

Tips/Exceptions:

Employees on leave without pay for an entire pay period do not have to submit an SSTL timecard or a paper timesheet.

Employees on short-term disability or workers’ comp leave do not submit an SSTL timecard but should submit a paper timesheet to the UHR Leave Center for handling.

Employees who did not submit an SSTL timecard but did submit a corrected paper timesheet to the UHR Leave Center will still show on this report. The Timekeeper should be sure to retain a copy of the paper timesheet that can be produced, if requested.

L. Reminder - Emergency Event Status: 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 and as of December 12, 2011, they will be able to see their status on their SSTL timecard. The policy can be found at 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. A Discoverer report named HR_Emergency Event Status will be available on December 12.

M. Reminder - Upcoming Holidays:

Thursday, December 22, 2011
Friday, December 23, 2011
Monday, December 26, 2011
Friday, December 30, 2011
Monday, January 2, 2012
Monday, January 16, 2012
N. **Reminder - 2012 Holiday Schedule:** The 2012 Holiday Schedule is available on the UHR web site at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/). The University will also award four hours of comp time for 2012 on Dec. 19, 2011, the start of the new leave year to account for the difference between the Commonwealth’s total holiday hours for 2012 vs. the University’s. A holiday comparison table of the University and Commonwealth schedules can be found at [http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/holiday-comparison-table-2012/](http://www.hr.virginia.edu/calendars/university-holiday-schedule-2012/holiday-comparison-table-2012/).

O. **Reminder - 2012 VSDP and University Leave Allocations:** The new allotments of Family/Personal, VSDP Sick leave, and University Leave will be given the beginning of the new leave year. This year, the new leave year begins on **December 19, 2011**. For those **non-University Staff** employees enrolled in the Virginia Sickness and Disability Program, the new Family/Personal and VSDP Sick leave allotments will be available for use on December 19, 2011. For **University Staff**, the new University Leave allotments will be available for use on December 19, 2011. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 1, 2012 bi-weekly payroll. The timecards and reports will be reflective of the new allotments when accessed on or after **January 4, 2012**.

P. **Reminder - Exempt Tax Status:** Persons claiming “exempt” for their 2011 W-4 or VA-4 forms must file new tax forms no later than Monday, February 13, 2012 to continue this status during 2012. This is an IRS regulation. If the employee neglects to file new tax forms, the employee will be switched to have taxes withheld with a status of Single and zero exemptions.

Q. **Reminder - Limits for 2012:** Changes to the limits for Tax Deferred Savings Plans for 2012 are:

<table>
<thead>
<tr>
<th>Standard Limit</th>
<th>Age = or &gt;50</th>
</tr>
</thead>
<tbody>
<tr>
<td>$17,000</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

The Social Security Contribution and Benefit Base wage limit for 2012 is $110,600.

R. **Reminder - 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.

S. **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. University Payroll has contacted employees via email to inform them of any taxable benefits to be added to their Wages. 24 employees received benefits in excess of $5,250. Questions may be directed to Beth Van Hook in University Payroll at ear3b@virginia.edu or 924-4221.

T. **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**
U. **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. Employee Development – Patty Marbury, Learning and Development Manager

IV. Benefit Information - Anne Broccoli, Director of Faculty and Staff Benefits

A. **University Staff Open Enrollment:** An election period for the University Staff HR Plan was held from August 15 to September 6, 2011. 259 employees elected to switch to University Staff.

B. **Flexible Spending Account (FSA) Extended Enrollment Period:** An email was sent to employees currently enrolled in an FSA that did not re-enroll for 2012. While the Benefits Open Enrollment period ended on November 18, 2011, we are extending an opportunity for those who participated in an FSA in 2011 to enroll between December 5th and December 9th. Employees will need to complete a paper application form and return it to the Benefits Office in University Human Resources by 5 pm on Friday, December 9th.

V. Payroll and Timekeeping - Nancy Knight, University Payroll

A. **Recording No Leave Taken in SSTL for Exempt Employees:** On Sunday, December 11, patches will be applied that will remove the current “No Leave Taken” box from the timecard that is used by exempt employees. There will be a statement on the current timecard and recent timecards page of “Exempt Employees: By submitting a blank timecard, you are certifying that you have worked all standard hours in the pay period.” If an exempt employee takes no leave, they will submit a blank timecard and receive the warning shown below after which they would just submit the timecard. Because the change takes place mid-pay period, the new practice will apply to the bi-weekly pay period December 5 - 18.

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⚠️ Warning

You are submitting a blank timecard, are you sure?
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B. **Reminder – Review “Use/Lose” Leave:** We are nearing the end 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. Quality Assurance Program - Elizabeth Allan, UHR Project Manager and Sue Simpkins, Employee Development

A. Purpose: Over the next few months, we will be covering some common data issues in the Integrated System. We have identified what areas are the most problematic, causing errors and requests for help. Here are today’s topics:

- **Reviewing a Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA) Record:** GRA/GTA employees are paid as goal payments, and do not enter their time using Self-Service Time and Leave (SSTL). A simulation to review a GRA/GTA record will be demonstrated to ensure that all required fields are complete for these employees, that labor distribution charges do not incorrectly hit the department’s suspense account, and to review the number of hours that students are working on all active assignments combined.

This topic will be added to the HRMS toolkit, which can be found on the Employee Development website, under Systems and Technical Training.

http://www.hr.virginia.edu/other-hr-services/employee-development/sys/is-training/hrms-tk/

Open Workshops will be held on the dates listed below. Please bring your actions that you would like to review/process with assistance from UHR staff. Remember to bring your iKey or VPN so you can access the Integrated System.

- January 17 9 am – noon Room 136, Old Ivy Road
- February 9 9 am – noon Room 136, Old Ivy Road
- March 1 1 pm – 4 pm Room 136, Old Ivy Road
- April 4 1 pm – 4 pm Room 136, Old Ivy Road
- May 1 9 am – noon Room 136, Old Ivy Road

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, January 3, 2012, 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/.