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HR User Group Meeting Agenda
Alumni Hall Ballroom
Thursday, July 1, 2010, at 10:00 am

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I. Welcome – Darrell Kozuch

    A. **Recognition of New Users**

    B. **Temporary UHR Staffing Changes:**

- Michael Latsko has joined HR Consulting Services (HRCS) to assist in project work, including the roll-out of the Lead@UVa compensation module.

- Katalin (Kati) Ritz has joined the Executive Management Search Group (EMSG) to help out while Emily Patrouch is out on leave.

II. 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/.

- **Monday, July 5:** HRMS Specialist and Salary Approver updates for 06/21 – 07/04 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
  Note: This is a holiday, but the system will be available.
- **Tuesday, July 6:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 06/21 – 07/05 and LD Specialists updates entered in HRMS by 5 pm.
  Note: This is change from the usual processing schedule.
- **Sunday, July 18:** HRMS Specialist and Salary Approver updates for 07/05 – 07/18 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, July 19:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 07/05 – 07/18 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, July 25:** HRMS Specialist and Salary Approver updates for 06/25 – 07/24 Monthly must be completed in HRMS by 5 pm.
- **Sunday, July 25:** LD Specialist updates for Monthly 06/25 – 07/24 must be completed in HRMS by 5 pm.
- **Sunday, August 1:** HRMS Specialist and Salary Approver updates for 07/19 – 08/01 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 2:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 07/19 – 08/01 and LD Specialists updates entered in HRMS by 5 pm.
- **Sunday, August 15:** HRMS Specialist and Salary Approver updates for 08/02 – 08/15 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 16:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/02 – 08/15 and LD Specialists updates entered in HRMS by 5 pm.
- **Thursday, August 26:** HRMS Specialist and Salary Approver updates for 07/25 – 08/24 Monthly must be completed in HRMS by 5 pm.
- **Thursday, August 26:** LD Specialist updates for Monthly 07/25 – 08/24 must be completed in HRMS by 5 pm.
- **Sunday, August 29:** HRMS Specialist and Salary Approver updates for 08/16 – 08/29 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
- **Monday, August 30:** Time worked (wage and salaried) and leave used (salaried only) for Bi-weekly 08/16 – 08/29 and LD Specialists updates entered in HRMS by 5 pm.

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

C. **Planned Extended Downtime:** The Integrated System will be unavailable from 2:00 a.m. Saturday, July 10, until 7:00 a.m. Monday, July 12, for system maintenance. ODS (Discoverer) will be unavailable from 10:00 pm Friday, July 9, until 7:00 a.m. Monday, July 12.

D. **Reminder - Legislative Changes:** Effective July 1, 2010, a state-mandated reduction in the cash match program for both 403(b) and 457 plans (supplemental retirement) will go into effect. The maximum cash match per month will be reduced from $40 to $20 for fiscal year 2011. The match will return to its current level in fiscal year 2012. Additionally, new employees hired on or after July 1, 2010 will be required to pay the 5% member contribution (previously paid for by the employer) on a pre-tax basis for VRS/VLORS retirement or for any of the optional retirement plans (Fidelity, TIAA or Vanguard).

III.   HR Consulting Services – Darrell Kozuch

A. **July 5 Holiday:** Monday, July 5, will be observed as the holiday for Independence Day (July 4). The usual reminder e-mail about how to record Holiday time will be sent by the Leave Center to Timekeepers at that time. The 2010 University Holiday Schedule can be found on the UHR web site at http://www.hr.virginia.edu/calendars/university-holiday-schedule/.

B. **1500 Hour Year for Fiscal Year 2011 Began June 21, 2010:** Departments are reminded that the 1500 hour limit year for fiscal year 2011 began with the bi-weekly pay period June 21 – July 4 for hourly wage employees who are subject to this policy. HRMS Specialists can run the Discoverer Plus report named *HR_Wage Limit Hour Balances* and enter fiscal year of 2011 and begin to see the 2011 fiscal year data start to accumulate for their employees after the July 4 pay period payroll is run on July 7.

C. **Incomplete Records:** HRMS Specialists are reminded to not enter hires or assignment records that are incomplete. Once People records and assignments are added to the Integrated System, they are included in many daily processes/reports and if incomplete, they can cause failure or error messages that require research and resolution. Do not add a record to the Integrated System if you do not have all the required data in hand.

D. **Telecommuter Field on Assignment for Teaching & Research (T&R) Faculty:** The Provost's Office has approved a change for the "default" telecommuter information that HRMS Specialists should enter for T&R faculty. The "default" value must now be entered as "Y" (telecommutes 32 or more hours per month). The "default" value was formerly "L" (Limited, telecommutes less than 32 hours per month). Assignments for existing T&R faculty are being updated to "Y" by UHR so Specialists don't need to do anything for them.

E. **Outstanding Official Documents:** HRMS Specialists are reminded to run the Discoverer report named *HR_Outstanding Official Documents* for their Org(s). This workbook lists reports for outstanding I-9, Visa, Selective Service, and Healthcare Licensure documents. It should be run weekly to ensure that all compliance documents are submitted timely to UHR.

F. **New LD Report for ARRA Stimulus Status SIT:** There is a new Discoverer report, *LD_Missing ARRA Stimulus Status SIT*, that has been created by ISDS to aid in the identification of employees who are being paid on Stimulus Funds (Z awards) that do not have a Stimulus Status SIT (Special Information Type) record established that spans one or more pay periods in which the employees were paid. To ensure accuracy of the reports that the Office of Sponsored Programs (OSP) must file with the Federal government at the end of every quarter under the ARRA (American Recovery and Reinvestment Act), please run this report at the end of each month to make sure all the employees assigned to your organization who are paid on Z awards have a corresponding Stimulus Status SIT record. This report information has been disseminated to a targeted email listing by ISDS on June 30 for users that already have stimulus-funded employees. Questions about the report may be directed to 924-HELP (924-4357).

G. **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/.

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)

IV.   Lead@UVa Performance Update – Bryan Garey, Director of Employee Development

    A. **Overview**

        1. Two pieces of the process
           a. evaluations for 2009/10
           b. planning for 2010/11

        2. Preparing for evaluations
           a. moving to step 5 (super-users tasks, if needed)
           b. self-evaluations
           c. tools and resources available

        3. Planning for 2010/11
           a. discussion prior to entering goals, competencies, and career
              development plan
           b. pre-populated goal for supervisors
           c. tools and resources available

        4. New features
           a. email notifications
           b. organizational goals

        5. Training available
           a. mini-sessions (available on the training calendar and as site-visits)
           b. online tools
           c. videos

        6. Partner with your HR consultant for guidance, consultation

V.   Benefits – Anne Broccoli, Director of Faculty & Staff Benefits

    A. **Retirement and Financial Planning Program:** Our new Retirement and Financial Planning Program is designed to help employees be fiscally fit. UHR offers free sessions each month on topics ranging from basic budgeting to planning for retirement. This summer's planned sessions focus on financial literacy and include:

    Budgeting Basics, July 13, 12 noon, Medical Center dining conference rooms 1-2
    Money Matters, July 21, 2 pm, Newcomb Hall, Kaleidoscope Room
    Managing your Credit, August 10, 12 noon, Medical Center dining conference rooms 1-2
    Borrowing Basics, August 10, 1 pm, Newcomb Hall, Commonwealth Room
    To Your Credit, August 18, 1 pm, Newcomb Hall, Commonwealth Room

VI.   Moving and Relocation – Michael Schwartz, Director of Compliance and Immigration Services; Nancy Knight, University Payroll

    A. **Policy Changes:**

- Maximum reimbursement to the employee is limited to $15,000 (was previously $11,000)

- Final Move – Packing supplies and labor – maximum total expenditure $500 (previous limits: Supplies $200 ; Labor $250)

- House-hunting trips don't need to occur prior to the first day of work. Example: Spouse may remain at the former location and travel to the new location to house-hunt after the employee starts work.

- Temporary Quarters – Can be obtained up to 30 days prior to the first day of employment.

B. **Procedure Changes for Submitting Reimbursement Requests:**

- New web site

- Moving and Relocation Expense Workbook

VII. Timekeeping – Nancy Knight

A. **Deadline Change for Holiday:** The timekeeping deadline has been changed from Monday, July 5th (holiday), to Tuesday, July 6th, at 5 pm.

B. **Reporting Time & Leave for June 25, 2010:** The following information can also be found on the UHR web site at http://www.hr.virginia.edu/news-events/news/reporting-time-leave-for-june-25-2010/.

On Friday, June 25, the University experienced serious power outages in various buildings across Grounds and at the Medical Center, making it difficult for many to work at their usual sites. In some cases, power was diverted from working buildings to other critical areas. The power shortage was followed by a server problem that greatly impacted employees who primarily use computers.

Some employees designated as essential were instructed to remain at work. Those not designated as essential were asked to relocate to other buildings or telecommute. Every effort was made to allow employees to continue to work wherever possible. Academic employees who could not get to work, could not work while here, and/or were sent home will be granted **administrative leave** as approved by their supervisors or managers.

Employees can report this administrative leave by selecting the civil and work related leave type in SSTL. When prompted for "documentation and additional information," employees should enter "power outage" in the comments box, save, and continue. Employees who had a pre-scheduled vacation day or called in sick should report those leave types as originally planned. Wage/temp workers are not eligible for the civil and work related leave. There is no comp time awarded for working during this weather event.

Questions can be directed to the UHR Service Center at 982-0123 or by emailing AskHR@virginia.edu.

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 **Thursday, August 5, 2010**, at **10:00 a.m.** in the **Commonwealth 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/.