

**HR User Group Meeting Agenda
South Meeting Room, Newcomb Hall
Thursday, November 1, 2012 at 10:00 am**



I. Welcome – Michael Schwartz

A. **Recognition of New Users**

B. **UHR Staffing Changes:**

Logan Hobbs joined the UHR Service Center team on September 14 as a temporary employee.

Lynda Roberts, UHR Business Manager, is retiring October 25 after over 20 years of service to the University, the last 11 years in UHR.

Scott Willis has joined UHR October 10 as a temporary employee to assume the UHR Business Manager duties.

Leslie Hubbard, Recruiter with the Temporary Search Group, will be leaving the University October 30.

Candy Perry of the UHR Service Center has accepted the position of UVA Temps Recruiter with the Temporary Search Group on October 17. Candy was formerly a member of the UHR Service Center.

Joanne Hoagland joined the UHR Service Center team on October 17 as a temporary employee.

Michael Latsko has accepted the position of Director of Human Resources Consulting Services (HRCS) starting November 5.

Gary Helmuth has accepted the position of Employee Relations Manager starting November 5. Gary was formerly a Manager in HR Consulting Services.

Donna Kauffman has accepted the position of Recruitment Manager starting November 5. Donna was formerly a Manager in HR Consulting Services.

Please join us in wishing these employees well!

- C. **UHR Postings:** UHR is currently seeking applicants for the following postings in Jobs@UVa. Interested parties should submit an application via [Jobs at UVa](#).

UHR Service Center Representative

II. Payroll – Michael Schwartz

- 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, November 4:** HRMS Specialist and Salary Approver updates for 10/22 – 11/04 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
 - **Monday, November 5:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 10/22 – 11/04 and LD Specialists updates must be entered in HRMS by 5 pm.
 - **Sunday, November 18:** HRMS Specialist and Salary Approver updates for 11/05 – 11/18 Bi-weekly (wage and salaried) must be completed in HRMS by 5 pm.
 - **Monday, November 19:** Time worked (wage and salaried) and leave used (salaried only) entered and approved in SSTL and the Timekeeper Entry form for Bi-weekly 11/05 – 11/18 and LD Specialists updates must be entered in HRMS by 5 pm.
 - **Sunday, November 25:** HRMS Specialist updates for 10/25 – 11/24 Monthly must be completed in HRMS by 5 pm.
 - **Monday, November 26:** Salary Approver and LD Specialists updates for 10/25 – 11/24 Monthly must be completed in HRMS by 5 pm.
- B. **Reminder - 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>. 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.
- C. **Reminder - 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/>. 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.

D. **Reminder – Virginia Film Festival Faculty/Staff Discounts:** 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.

E. **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

F. **Reminder - 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.

G. **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.

H. **Reminder - 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.

I. **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/>.

J. **Reminder - 2012 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/>. The first quarter of 2013 should be posted to our web site soon.

- K. **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 Tuesday, November 6.
- L. **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. UHR will begin to elevate notifications to upper management of salaries not approved by the stated deadlines.
- M. **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.

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.

N. **Reminder - 2012 W-2's:** Get your W-2 sooner! The online W-2 will be available mid-January, 2013. 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.

O. **Exempt Tax Status:** Persons claiming "exempt" for their 2012 W-4 or VA-4 forms must file new tax forms no later than Monday, February 11, 2013 to continue this status during 2013. 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.

P. **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:

Holiday Comparison Table
University of Virginia vs. Commonwealth of Virginia
2013

Day/Date	Holiday	U.Va.		Commonwealth of Va.		Difference
		Status	Hours	Status	Hours	
Tuesday, January 1, 2013	New Year's Day	Closed	8	Closed	8	
Friday, January 18, 2013	Lee-Jackson Day	Open		Closed	8	-8
Monday, January 21, 2013	Martin Luther King, Jr. Day	Closed	8	Closed	8	
Monday, February 18, 2013	George Washington Day	Open		Closed	8	-8
Friday, March 15, 2013	Spring Break Day	Closed	8	Open		+8
Monday, May 27, 2013	Memorial Day	Closed	8	Closed	8	
Thursday, July 4, 2013	Independence Day	Closed	8	Closed	8	
Monday, September 2, 2013	Labor Day	Closed	8	Closed	8	
Monday, October 14, 2013	Columbus Day	Open		Closed	8	-8
Monday, November 11, 2013	Veterans Day	Open		Closed	8	-8
Wednesday, November 27, 2013*	Day Before Thanksgiving	Closed	8	Half Day	4	+4
Thursday, November 28, 2013	Thanksgiving	Closed	8	Closed	8	
Friday, November 29, 2013	Day after Thanksgiving	Closed	8	Closed	8	
Tuesday, December 24, 2013	Christmas Eve	Closed	8	Closed	8	
Wednesday, December 25, 2013	Christmas Day	Closed	8	Closed	8	
Thursday, December 26, 2013	Day after Christmas	Closed	8	Open		+8
Tuesday, December 31, 2013	New Year's Eve	Closed	8	Open		+8
TOTAL			104		108	4**

* 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

Q. **Reminder – Benefits Open Enrollment:** Open enrollment for benefit changes began on Monday, October 29 and will end on Friday, November 16. More information including the PowerPoint presentation from our last meeting can be found on the UHR web site at <http://www.hr.virginia.edu/oe>.

R. **Reminder – Benefits Day:** This year's Benefits Day sponsored by UHR will be held on Wednesday, November 7, from 9 am to 1 pm at Newcomb Hall South Meeting Room. Light refreshments will be served. UVa employees will have the opportunity to meet with vendor representatives from TIAA-CREF, Fidelity Investments, ING, Davis Vision, AETNA, United Concordia, Chard Snyder and more. In addition, UVa employees will have the opportunity to attend information sessions, including ones on:

- Your Benefit Plan Changes in 2013
- Prescription Coverage Changes
- Flexible Spending Account Plan Changes
- *and more*

The Medical Center Benefits Day will be held Thursday, November 8, from 8 am to 3 pm in the University Hospital's pedestrian link by Primary Care.

To learn more, please contact Christopher Ditmar at jcd9x@virginia.edu or 924-0997.

S. **Limits for 2013:** Changes to the limits for Tax Deferred Savings Plans for 2013 are:

Standard Limit	\$17,500
Age = or >50	\$23,000

The Social Security Contribution and Benefit Base wage limit for 2013 is \$113,700.

T. **2013 VSDP and University Leave Allotments:** 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 31, 2012**. 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 31, 2012. For *University Staff*, the new University Leave allotments will be available for use on December 31, 2012. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 13, 2013 bi-weekly payroll on January 15. The timecards and reports will be reflective of the new allotments when accessed on or after **January 16, 2013**.

U. **Bonus Processing Update:** Employees 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. Approximately 8,100 employees will receive the bonus totaling approximately 16 million dollars. 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/>. Questions may also be directed to the HR Service Center at 982-0123, or via email at AskHR@virginia.edu.

V. **Fall Patch Testing:** The HR and Finance teams are immersed in testing fall patches to accommodate changes in state and federal regulations and address system issues and new developments. Patching weekend will be December 7-9. Downtime notices will be sent in advance.

III. Payroll and Timekeeping, Nancy Knight, University Payroll

A. **Holidays:** The workweek of November 19-25 in the bi-weekly pay period November 19 – December 2 contains 3 paid holidays (Wednesday – Friday, Nov 21, 22, & 23). The timecard template for a non-exempt employee is pre-populated with *Holiday OTM* hours based on the employee's Time information on the HRMS Assignment record. The pre-populated holiday hours OTM cannot be changed in the timecard; however, the system will still allow the employee to delete these pre-populated hours. Please tell employees "DO NOT DELETE THE PRE-

POPULATED HOLIDAY HOURS". **These pre-populated entries pay the employee for the holiday.** If the employee works on any holiday day, the employee should add a row and use the Hours Type of "Hours Worked". (The employee will be compensated with leave for the hours worked on the holiday. Each 40-hour per week (full-time) non-exempt employee should account for 16 hours (worked and/or leave taken) for the week Nov. 19-25.

- B. **Example of Holiday Leave Compensation:** A full-time 40-hour week employee is anticipated to work 8 hours per day, Monday – Friday. The timecard template is pre-populated with 8 hours of *Holiday OTM*. We refer to these pre-populated hours as "goal" hours. *Hours worked* on a holiday are entered on the timecard as an additional row for Hours Worked, and those hours are compensated as *leave earned* (Comp Special Leave) up to the "goal" hours for that day. If the employee works more than the anticipated goal hours on the holiday, the additional hours are compensated according to the Earning Policy in the employee's HRMS Assignment record.
- C. **Early Entry:** Encourage non-exempt employees to complete the first workweek of the pay period and **Save** the timecard on Tuesday, November 20 if they are not planning to work any of the Thanksgiving holidays. They should complete the remaining week as usual, and submit the timecard by the specified deadline. Saving the timecard early (after the first week) gives you, the Timekeeper, the opportunity to check the entries for the holiday week to insure that the employee has accounted for the sufficient hours for that week.
- D. **Early Review:** Timekeepers can review the daily entries for the workweek of November 19-25 by running the Discoverer report named *PAY_Timesheets Reported OTL* for your Organization(s). Communicate with the employee when you find mistakes so that they can be corrected before the timecard is submitted.
- E. **Assist employees with setting up the mandatory direct deposit in SSTL.**
- F. **Check 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.
- G. **Review "Use/Lose" Leave:** We are nearing the end of the Leave Year which ends December 30. 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 "Leave Information" box on the SSTL timecard. **This report should still be run quarterly and distributed to managers.**

IV. Quality Assurance Program – Patty Marbury, Learning and Development Manager, Systems Training, and
Sue Simpkins, Training Specialist, Employee Development

- A. **Purpose:** We continue our coverage of some common data issues in the Integrated System. We have identified what areas are the most problematic, causing errors and requests for help. Here is today's topic:

- **Reviewing a Salaried Faculty Record:** Salaried Faculty employees are paid monthly, and do not enter their time using Self-Service Time and Leave (SSTL). A simulation to review a Faculty record will be demonstrated to ensure that all required fields are complete for these employees.

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

<http://www.hr.virginia.edu/online/HRMScommonissues/toc0.html>

- B. **Open Workshops:** 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. You must enroll in the workshop

November 13 9 am – noon Room 220, 918 Emmet Street

December 11 9 am – noon Room 136, Old Ivy Road

- V. Floor Open for Discussion and Questions from the Audience
- VI. Closing Remarks – Michael Schwartz
- VII. **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, December 6, 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/>.