

HR User Group Meeting Minutes
January 8, 2008, 10:00 a.m. Commonwealth Room, Newcomb Hall

Members Present:

Darrell Kozuch, Director, Office of HR Administrative Operations & Support
Donna Roach, Director, Division of Employee Records Management
Various University Human Resources Staff
Various ISDS staff members
Oracle HR/Payroll Users

- I. Darrell Kozuch opened the meeting by welcoming the attendees.
 - A. Darrell recognized new users attending the meeting for the first time.
- II. Darrell spoke on issues from the Office of Learning and Development.
 - A. Applications are still being accepted for **HOOS Managing the U.Va. Way!** The application deadline is February 1, 2008. This is a seminar-based learning experience that teaches solid University management principles and how to apply these principles to daily managerial decision-making at U.Va. The program begins March 4, 2008 and continues through July 15, 2008. There are eight sessions scheduled on Tuesdays at the Darden School of Business. For more information, please contact Janet Turner-Giles (email: jmt4q@virginia.edu or phone: 434-924-3330).
 - B. Darrell spoke on issues related to Payroll.
 - C. The Payroll Processing Schedule through February 3 was reviewed.
 - D. The System Availability Calendar for January – March, 2008 is available at <http://www.hrs.virginia.edu/infomgmt/systemavailability/default.html>.
 - E. The goal is to have the 2007 W-2's to the printer by Monday, January 21, 2008. As required by law, 2007 W-2's will be postmarked by January 31, 2008 and will be mailed to the employee's current Home Address on file. We will notify employees who have registered UVa email accounts when the W-2's are available online via Self Service. We are shooting for January 25, 2008 to have them online. **HRMS Specialists should remind employees to review their Home Address information in Self Service to be sure it is current.**
 - F. Persons claiming "exempt" for their 2008 W-4 or VA-4 forms must file new tax forms no later than Friday, February 15, 2008 to continue this status during 2008. This announcement was also on the December 9th and 24th Payslips viewable in Employee Self Service. 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.

- G. ***Question from the audience:*** Do they receive a notice?
Answer from Darrell Kozuch: It is on the Payslip. HRMS Specialists should remind employees they can do this online for the Federal W4. They must still complete a paper tax form for the State VA-4.
- H. The maximum advance payment a qualified Earned Income Credit (EIC) recipient may receive through an employer in 2008 is \$1,750. An employee eligible for advance EIC payment must submit a completed Form W-5 to University Payroll. Once an employee files a Form W-5, it remains in effect until the end of the calendar year, unless the employee revokes it or files another one. Employees currently receiving the advance credit via payroll must file a 2008 Form W-5 in order for that advance credit to continue into the new tax year.
- I. Most people will see a slight increase in net pay because the personal exemption amount in the Federal Tax Table has increased from \$3,400 to \$3,500 for tax year 2008.
- J. Be sure to notify University Payroll no later than Friday, January 11, 2008, of any taxable gifts (such as chairs, watches, gift cards, etc.) given to an employee in 2007 so they can be added as taxable income to the employee's W-2.
- K. ***Question from the audience:*** Is there a limit on the payment amount?
Answer from Darrell Kozuch: Even \$1.00 is taxable if it is given as money. However, a ham would not be taxable.
- L. Payroll processed 464 special checks in 2007. This was 100 less than in 2006. Thanks to all for helping reduce this number!
- M. Jim Traub joined UHR on November 19 as our new restructuring project manager. He can be reached at HRrestructuring@virginia.edu.

III. Donna Roach spoke on issues related to Employee Records.

- A. Donna began by thanking everyone for their patience this morning since the meeting was switched from the South Meeting Room to the Commonwealth Room due to a double-booking issue. The change in rooms was accomplished in a matter of 10 minutes!
- B. New allotments of Family/Personal and VSDP Sick leave effective January 10, 2008 for those employees enrolled in the Virginia Sickness and Disability Program will be available for use on January 10, 2008 but will not show on the timesheet balances or Discoverer balance reports until after the updating of the January 24, 2008 payrolls. The reports will be reflective of the new allotments when run on or after January 29, 2008.

- C. The Leave Center processed 738 corrections to timesheets for the 11/10-11/24/2007 pay period since many Timekeepers missed the deadline for the Thanksgiving holidays. Corrections for the Christmas holidays are still coming in and will surpass the number of corrections experienced for Thanksgiving.
- D. **Question from the audience:** What was the main problem during Thanksgiving?
Answer from Donna Roach: The number of corrections.
- E. **Statement from the audience:** Departments usually have to set their own earlier “internal” deadline which may contribute to the number of corrections since some days must be assumed.
- F. **Statement from Nancy Knight:** A “brown bag” get together on Timekeeping will be held on Wednesday, January 23, at Michie North.
- G. Timekeepers are reminded to review the Inclement Weather Policy located at <http://www.hrs.virginia.edu/policies/emprel/classified/inclewthr.html>. It is important that managers convey to employees their “essential/non-essential” status as related to this policy. Any information on the University’s operating schedule during periods of inclement weather can be obtained by calling (434) 243- and 924-SNOW.
- H. Monday, January 21, is an officially observed holiday for the University Academic Division for Martin Luther King, Jr. Day. Your supervisor or department administrators can answer questions about required coverage during holidays. The 2008 Holiday Memorandum can be found at <http://www.hrs.virginia.edu/news/postings/071101holiday07and08.html>.

IV. Darrell Kozuch took the floor again for closing remarks.

- A. **Question from the audience:** Can you talk about the new time and attendance system?
Answer from Darrell Kozuch: We have been working with ISDS. Some possible implementation dates that have been discussed are September, 2008 or April, 2009. Employees will have total ownership. It will not be phone-based. It will be Employee Self Service with ability for managers to approve 24/7.
- B. **Question from the audience:** What will the role of the Timekeeper be?
Answer from Darrell Kozuch: We assume they will reconcile exception reports.
- C. **Question from the audience:** Will it be just for classified staff?
Answer from Darrell Kozuch: It will be for everyone, including students.
- D. **Statement from the audience:** If you think you have problems now, wait until you include students. You will have major time entry issues if you include students.

- E. *Question from the audience:* Will departments be able to enter time too?
Answer from Darrell Kozuch: It is too early to tell yet.
- F. *Question from the audience:* Can persons paid Semi-Monthly Paid Monthly switch to Semi-Monthly?
Answer from Darrell Kozuch: This issue is continually being reviewed. It is in the forefront now.
- G. *Question from the audience:* What about employees who can't read or write?
Answer from Darrell Kozuch: This will be taken into consideration.
- H. *Question from the audience:* Can you go over students who can work 40 hours?
Answer from Donna Roach: When they are not in school, they can work over 20 hours per week.
- I. *Question from the audience:* Do you count the goal pay hours in that number?
Answer from Donna Roach: See me after this meeting so we can discuss.
- J. *Question from the audience:* Will UHR be giving training on I-9's?
Answer from Darrell Kozuch: Yes. This is in a review committee. We will send out information when the program is set up.
- K. *Question from the audience:* We have been contacted by UHR about I-9's for goal payment employees for example where the goal payment starts at the beginning of the bi-weekly pay period but the employee does not start working until towards the end of that bi-weekly period. We can't get the I-9 until the employee shows up for work which is after the bi-weekly period start date. How can this be remedied?
Answer from Donna Roach: The employee's hire date should be their actual start date. As long as this is within the biweekly pay period, that is okay. It does not have to be the beginning of a bi-weekly period in order to pay.
- L. *Statement from Darrell Kozuch:* Update on changes internal to UHR. We are taking 3 departments (Employee Relations, Recruitment & Staffing, and Compensation Management) and combining them together to form 3 teams that will handle all actions for a particular area. The new teams will be called HR Fusion.
- Note: The name of the new teams was later changed to HR Consulting Services (HRCS).*
- M. Darrell thanked everyone for coming and reminded them of the next HR User Group Meeting on Tuesday, February 20, 2007.

The next HR User Group meeting is scheduled for **Wednesday, February 6, 2008** 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.hrs.virginia.edu/infomgmt/oraclegroup/default.html>.