

**HR User Group Meeting Minutes**  
**February 6, 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  
Susan Barr, Director, Student Systems Project  
Dahlia French, Immigration Compliance Officer, Office of Compliance & Immigration  
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 introduced Susan Barr who spoke on issues related to the Student System Project.
  - A. The University is implementing a new student information system that will be integrated with the finance and human resources applications in Oracle. The vendor selected for this system was PeopleSoft. PeopleSoft started as an HR system and has evolved into a student system. As such, it assumes that a person record exists. So anyone who needs access to this new system such as an instructor to create a course will need a record in the PeopleSoft system in order to obtain PeopleSoft security. There has also been a longstanding interest to have non-paid employee records in Oracle so they could be identified in emergency situations. There is also a liability issue. HRMS Specialists are reminded to be sure to add their non-paid employees (i.e., visiting faculty, non-paid faculty) to Oracle. This has been the goal all along. This is nothing new. Non-paid employees not listed in Oracle will not be able to be attached as the instructor of a course when the new student system is implemented. We will be converting a small subset of existing employee (paid and non-paid) information from Oracle to the Student System so it is important to have your non-paid employees in Oracle. Equally important is the maintenance of the record once it is entered for such items as terminations, appointment renewals, etc. Information on your non-paid employees needs to be in Oracle in early 2009 for go-live of the student information system. This is a definite business need.
  
  - B. ***Statement from Barbara Henry of ISDS:*** Information on your non-paid employees who receive stipends will also need to be maintained in Oracle. There are future meetings on this issue. You will be notified

when the process is finalized.

III. Darrell spoke on issues related to Payroll.

- A. The Payroll Processing Schedule through March 2 was reviewed.
- B. 30 special checks have been issued already this year. We need the help of Timekeepers and Specialists to reduce this number.
- C. There have been recent incidences of timesheets that have been submitted late because of the absence of the Timekeeper. Departments are reminded that there should be sufficient Timekeeper backup so this does not occur.
- D. Employees should have received their 2007 W-2 by now. There have been approximately 1200 returned so far as undeliverable. Payroll does not forward returned W-2's because of the cost. Employees who have not received their W-2 can use Employee Self Service to print one out or come to the Payroll Department. W-2 information including Frequently Asked Questions and description of the boxes on the W-2 form can be found on the UHR web site at <http://www.hrs.virginia.edu/news/postings/080125w2.html> and <http://www.hrs.virginia.edu/news/postings/080124w2.html>.
- E. 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 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. New tax forms can be updated using Employee Self Service.
- F. 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. The Earned Income Credit is under-utilized, so spread the word to employees.
- G. LD Specialists are reminded that the Office of Sponsored Programs (OSP) has issued a deadline of **Friday, February 15** for labor adjustments for the groups and time frames listed below. An email was sent to LD users on January 15, 2008 on this issue.

<b>PeopleGroup/Report Type Frame</b>	<b>Report Time</b>
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| <ul style="list-style-type: none"> <li>• Clinical &amp; Non-Clinical Medical Faculty<br/>12/31/2007</li> <li>• Non-Medical Faculty<br/>12/31/2007</li> <li>• Students<br/>12/31/2007</li> <li>• Classified Staff<br/>12/31/2007</li> </ul> | <ul style="list-style-type: none"> <li>07/01 –</li> <li>09/01 –</li> <li>09/01 –</li> <li>10/01 –</li> </ul> |
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- H. Questions may be directed to Andrew Bedotto (924-3852) or Sharon Boyd (243-2036) in OSP. Sharon and Andrew will be presenting on Effort Reporting at our next HR User Group Meeting.
- I. Timothy White joined the UHR staff on January 23. Timothy is a Foreign National Tax Specialist in the Office of Compliance and Immigration Services. He can be reached at 982-2735 or via e-mail at [tjw5x@Virginia.EDU](mailto:tjw5x@Virginia.EDU).
- J. Approximately 39 UHR staff members have switched their office locations in Michie North and Michie South as a result of HR Fusion. This change will combine employees from the 3 functional areas of Compensation Management (OCM), Recruitment & Staffing, and Employee Relations into new service delivery “teams”. The move was coordinated by Greg Freshour. Phone numbers of these staff members have remained the same. In-house training is currently underway as the teams learn about each others areas.

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

- A. Donna introduced Carrie Harper, UHR Leave Center Supervisor, and Amy Shifflett, who is responsible for the monitoring of licensure information and post-audit of changes made via Employee Self Service.
- B. Donna reminded Timekeepers that when they send a corrected timesheet for a pay period that has already processed to the Leave Center that they must have both the employee and the supervisor re-sign and re-date the timesheet for audit purposes. Timekeepers will be sent an email with the audit requirements, some of which include; must use ink, no white-out, signatures and actual date signed, etc.
- C. ***Question from the audience:*** Can the employee fix the timesheet or does that have to be done by the Timekeeper?  
***Answer from Donna Roach:*** The Timekeeper can make the correction

but it still has to be signed and dated by the employee and supervisor again.

- V. Dahlia French spoke on issues related to I-9 processing.
- A. All HRMS Specialists are reminded that only the new I-9 form (dated 06/05/2007) should be used. The form can be found on the UHR web site at <http://www.hrs.virginia.edu/forms/i-9.pdf>. Please read the announcement from the Department of Homeland Security's U.S. Citizenship and Immigration Services (USCIS). The University of Virginia may be subject to penalties, financial or otherwise, should we fail to comply with this requirement. You do not have to file new forms if they are already a University employee. Questions may be directed to Christine Langford at 924-4393 ([crf6b@virginia.edu](mailto:crf6b@virginia.edu)) or Dahlia French at 243-2031 ([dmf5q@virginia.edu](mailto:dmf5q@virginia.edu)). All emails are filed for audit purposes.
  - B. UHR is working on an I-9 project that will be announced in the near future.
  - C. Dahlia also wanted to resolve some confusion over a recent issue. An alien will never have a U.S. passport.
  - D. **Question from the audience:** Is there anywhere in Oracle to know if the form on file is good?  
**Answer from Donna Roach:** If the employee is a U.S. citizen, then the form on file should be good for any rehire. If the employee is not a U.S. citizen, then new forms would probably be needed.
  - E. **Question from the audience:** For a rehire, if the compliance section says "Yes", I was told to still send in a form. Why?  
**Answer from Dahlia French:** We still need to work on this. Send her the email with the details so I can research it.
  - F. **Statement from Dahlia French:** For a rehire, they would need to complete the rehire information. I would rather have two I-9's rather than no I-9.
  - G. **Question from the audience:** We have 3 days to meet the requirements in getting an I-9 form. This is sometimes difficult. Any suggestions?  
**Answer from Dahlia French:** The forms can be filled out prior to the hire if no greater than 3 months in advance of the hire.
- VI. Darrell Kozuch took the floor again for closing remarks.
- A. NETg was purchased by the SkillSoft Corporation and has been opened

as a free service. Emails are being sent out.

- B. Approximately 50 people typically in pay bands 1 and 2 have completed the Essential WorkSkills program and received the \$600 salary increase for completing the program. The spring program begins April 16.
- C. The Supervisor Essentials Certification Program is designed to give new supervisors a foundation in human resources management. The program consists of four one-day classes that cover information needed immediately after assuming a supervisory role. You get to meet and interact with UHR staff.
- D. The first class of HOOS Managing the U.Va. Way graduated yesterday.
- E. The Leadership Development Center is offering the Exceptional Assistants Network Program. Registration begins March 17.
- F. A new education benefit is being developed. Look for a future announcement on this issue from Susan Carkeek.
- G. Please send UHR any topics for future HR User Group Meeting agendas to [hrdept@virginia.edu](mailto:hrdept@virginia.edu).

The next HR User Group meeting is scheduled for **Wednesday, March 5, 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>.