

HR User Group Meeting Minutes
March 5, 2008, 10:00 a.m. South Meeting Room, Newcomb Hall

Members Present:

Darrell Kozuch, Director, Office of HR Administrative Operations & Support
Donna Roach, Director, Division of Employee Records Management
Greg Freshour, Deputy Director, Office of University Recruitment & Staffing
Nancy Knight, Integrated Systems Trainer, Division of University Payroll
Barbara Henry, HR Applications Director, Integrated System Deployment & Support
Sharon Boyd, Director of Research Administration Outreach & Compliance, Office of Sponsored Programs
Andrew Bedotto, Research Administration Compliance Manager, Office of Sponsored Programs
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 related to Payroll.
 - A. The Payroll Processing Schedule through March 30 was reviewed.
 - B. The 2007 W2 file will soon be sent to the IRS. Any adjustments after the file is sent will be handled as a W-2C. Anyone knowing of any adjustments that need to be made must contact Beth Reinhard in University Payroll at ear3b@virginia.edu or via phone at 924-4221 as soon as possible in order to be included in the 2007 W2 file. Adjustments made after the W2 file has been sent will be issued a W-2C form and federal and state taxes cannot be credited.
 - C. Note that the last payrolls included in the 2008 fiscal year end are:

• Monthly	04/25-05/24/2008
• Semi-Monthly	05/25-06/09/2008
• Semi-Monthly Paid Monthly	05/10-05/24/2008
• Biweekly	06/04-06/17/2008
 - D. Darrell reviewed the Direct Deposit impact on new assignments that are added after a pay period end date. Automatic processes are utilized to ensure that new assignments will have the same direct deposit and tax information as the preceding assignments. This is convenient for the employee as it prevents having to fill out the same forms every time a new assignment is created. These processes utilize the current system date as the effective date for updating the new assignment, and so in order for these processes to

function successfully **new assignments must be added within the payroll period begin and end dates, even when there is additional time to continue adding assignments before the payroll is processed.**

Example:

Pay Period Begin Date	Pay Period End Date	Last Day Dept Enter Assignments, Hires, Schedules	Payroll Processing
02/27	03/11	03/16	03/17

Using this period as an example, it is possible to continue to create new assignments for the 02/27 to 03/11 period until 03/16, provided the assignments are created retroactively. However, the processes that copy direct deposit and tax information will use an effective date outside of the 02/27 and 03/11 period. In these cases, a paper check will be generated and the employee may be taxed incorrectly. To prevent this, always create new assignments as soon as the employee begins working, and if that is impossible, make sure that the assignment is created prior to the end of the first pay period they work in.

In those rare cases where new assignments have to be created after the pay period end date but prior to payroll processing, please contact the Payroll Department at payroll@virginia.edu to ensure that direct deposit and tax withholding are correct. This information can be found on the UHR web site at <http://www.hrs.virginia.edu/compensation/payroll/newassignrollover.html>.

- E. Darrell announced that the UHR Office of Learning & Development is pleased to continue to offer Web-based Training & Professional Development offerings (E-Learning) to the University community. Since 2005 the service has been provided by NETg. Recently, NETg was purchased by the SkillSoft Corporation. As a complement to instructor-led classroom training, e-learning significantly increases the University's ability to support individual and group job performance and development at all levels. The UVa HR SkillSoft web site provides unlimited and anytime access to over 3000 interactive courses covering business and professional development, desktop applications, IT applications, general IT concepts and IT. The Office of Learning & Development will continue this service through 2010 and will collect information from users and other University stakeholders during this period to determine if and how best to continue or expand this type of service. Contact Jo Ann Conley at jmc2wb@virginia.edu or via phone at 434-243-4847. More information can be found on the UHR web site at <http://www.hrs.virginia.edu/career/dot/e-learning.html>. Darrell advised that the \$125 fee is waived this year. He also introduced JoAnn Conley, Training Administration Specialist in the Office of Learning & Development, to the group.

- F. The nomination period for the 2008 Outstanding Contribution Awards program continues through **Friday, March 21, 2008**. Nominations **must** be received in the Office

of University Faculty and Staff Employee Relations, 914 Emmet Street, Michie South, **by 5:00 PM on March 21, 2008.** Nominations must be submitted in a “hard copy.” More information can be found on the UHR web site at <http://www.hrs.virginia.edu/news/postings/080222oca.html>.

- G. UHR is thrilled to partner with the John Paul Jones Arena to offer a new benefit to faculty and staff: discounts to selected shows and events at the Arena. New this spring, faculty and staff who go on-line or call to purchase tickets can use the promotional code “**ONGROUNDS**” to get discounts for selected shows, like Cirque du Soliel’s Saltimbanco, Monster Jam, and the Harlem Globetrotters. You can also get the discount by showing your University ID when purchasing tickets at the Arena. Students also are eligible for the discount. More information can be found on the UHR web site at <http://www.hrs.virginia.edu/benefits/jpj/default.html>.

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

VII. HRMS Specialists are urged to remind employees to keep their work phone number up-to-date. This information transfers to the Marketplace and is published on the orders that go to vendors. Some vendors reject the order when there is no work phone number. Employees may use Self-Service to update their work phone number or may give the information to their HRMS Specialist for updating. HRMS Specialists may run the Discoverer report named *IS.HR_Employee Roster by Org* to see the work phone number information for employees in their Organization(s).

- B. We have learned that HRMS Specialists should also run the process to liquidate encumbrances named *PSP: Liquidate Encumbrances for Employee Termination* when terminating a salaried or goal payment Assignment for an Employee who will remain an active Employee in other assignments. No message is provided by the Integrated System to prompt you to do this. Use the employee’s last day paid in the assignment. Employees who terminate an Assignment but remain as an active Employee will continue to appear on encumbrance reports until this process is run. This affects all salaried semi-monthly, semi-monthly paid monthly, and monthly assignments as well as goal payment biweekly wage assignments.

C. **Question from the audience:** If a goal payment assignment has finished paying out, do we have to liquidate the assignment before terminating it?
Answer from Barbara Henry of ISDS: No. There would be no encumbrances left against the assignment.

D. **Statement from the audience:** I have experienced my processes backing up if I have several liquidations to process.
Response from Barbara Henry of ISDS: The parameter screen for the *PSP: Liquidate Encumbrances for Employee Termination* allows for you to process 5 employees at one time. You don’t have to submit a separate process for each employee. Just be sure to use the correct date for each employee.

- E. ***Question from the audience:*** Will it show as negatives on reports?
Answer from Barbara Henry of ISDS: Yes, until the period becomes current and then it will go away.
- F. Donna reminded everyone that Friday, March 7, is the University's Spring Break holiday. Darrell noted that this is a biweekly wage pay day so UHR will be open to distribute checks only.
- G. In late January 2008, President Bush amended the Family Medical Leave Act (FMLA) to provide two new kinds of leave to family members of military personnel. While we are still waiting to hear more about what the Department of Labor may do to regulate these types of leave and what kind of policy changes Virginia's Department of Human Resources Management may enact in response, here is some basic information about the new options available to you. More information can be found on the UHR web site at <http://www.hrs.virginia.edu/news/postings/080229fmla.html>.

Call to Duty Leave: Eligible employees may take up to 12 weeks of leave for a "qualifying exigency" if an employee's spouse, child, or parent is called to active military service. This kind of leave can help with needs like child care. It is important to note that this leave may be taken intermittently.

Service Member Family Leave: Eligible employees may take up to 26 weeks of leave to care for a family member who is wounded while on active military duty. Employees may use this leave to care for the covered service member while he or she is undergoing medical treatment, recuperation, or therapy for that serious illness or injury. The maximum leave entitlement an employee will be permitted to take during a 12-month period will be 26 weeks. You should know that employers may require certification from the covered service member's health care provider to certify the leave. Employees also may be able to take this leave intermittently.

- IV. Barbara Henry spoke on recent changes made to the online timecard.
- A. Barbara announced that changes to the online timecard would be in place this afternoon. (Applause from the audience!) This will be the last round of changes because of the new time capture system project. Barbara thanked those Timekeepers who participated in the testing of these new changes. Timekeepers will notice on the handout of the comparison of the old to new timecard that the Earning Policy can now be seen without having to scroll over. The Additional Information region was reduced to make more room to see the Earning Policy. If a user tabs across the form, the cursor will only move to the fields for comments and reason.
- V. Nancy Knight spoke on time reporting issues and timesheet audit requirements.
- A. Nancy reviewed some of the audit requirements for timesheets:

- Use a pen for all entries and signatures
 - Do not use pencil
 - Do not use white-out
 - Cross through your mistakes

 - Signatures and dates
 - Employee signs and enters the actual date the document is completed and signed.
 - Supervisor signs and enters the actual date the document is completed and signed.
 - If the employee is absent, the supervisor may sign for the employee, and initial by the signature to indicate signed by the supervisor. Upon the employee's return, the employee must sign the timesheet and enter the actual date signed.

 - Total Hours Calculations
 - The total work hours plus absent hours should be calculated without error at the bottom of the columns on your timesheet.
- B. Nancy reviewed a handout for Timekeeping Responsibilities – A three-step process. Timekeeping for salaried employees is a three-step process. The timekeeper's responsibility is not complete until steps 1 – 3 have been successfully completed.
1. The Source Document – Print, distribute, and collect with appropriate signatures.
 2. The Timecard – Enter the time in a timely manner, using the Source Document.
 3. The Exception Report – Run the report to view any mistakes that will create an over/under payment to the employee. This report can be run intermittently as timecards are being entered, but must be run before the 5 pm deadline, so that corrections can be made. If a Timekeeper leaves early on the deadline day, the Exception Report should be run prior to leaving.

Timekeepers need to keep e-mail open all day on the timecard deadline day, and respond to e-mails regarding timecard problems/issues.

The Exception Report

The *UVA OTM Standard Hours Exception Report* is a required report. Run this report frequently while you are entering time for salaried employees. Run the report one last time after you have finished entering the salaried time and leave in Oracle Time Management (OTM). *Exceptions showing on this report have incorrect goal hours reported for the pay period and must be corrected before the 5 pm deadline for OTM entries.

**There are certain instances when it is okay for an employee to be shown on this report:*

The employee terminates from the University during the pay period with a last day not equal to the last day of the pay period.

The employee transfers from one Organization to another during the pay period.

The employee is a new hire or rehire on a day other than the first day of the pay period.

The employee is on LWOP or Suspension.

The employee is on Short Term Disability Leave (STD).

The employee is using FMLA Leave.

The Time and Leave Summary Report

Timekeepers are strongly encouraged to run the *UVA Time and Leave Summary Report* as a tool to reconcile the total hours entered in the timecard, based on the totals submitted on the Source Document. This tool can be used to reconcile both salaried and hourly time and leave entries.

Tip for running multiple requests of the same report: If you have submitted a request in Oracle to run a report and only need to change the parameter, you may select [Copy], click on the report name, and click in the parameter field. Change the parameter as appropriate and click [OK]. Click [Submit]. Copying a request saves you time since the report parameter fields are already completed, and you only change the field(s) that are different.

- C. Nancy runs the Exception Report at 8 am on the deadline day and sends e-mails to Timekeepers by 10 am notifying them of any exceptions. For the last 2 pay periods, she sent out 50 e-mails for 55 employees where the paycheck would have been inaccurate. Errors were noted on recording of holiday time, jury duty, and FMLA. Timekeepers are not to enter jury duty or FMLA information. Send that to the UHR Leave Center for entry.
- D. Please check out the new Timekeeper manual under the “How Do I” on the Integrated System web site at http://www.virginia.edu/integratedsystem/howdoi/HTML/PDF%20Manuals/PY_Time Management - Departmental Student Guide.pdf

VI. Greg Freshour updated the group on the change to HR Consulting Services.

- A. UHR has undergone a reconfiguration of functional areas. The design is a team concept whereby teams have been created that combine staff members from the Office of Compensation Management, Employee Relations, and Recruitment & Staffing. The group will be called HR Consulting Services. Please be patient as the members of the teams learn about each others areas. The Director of HR Consulting Services is Lucinda Childs-White. Strategic experts/partners are Alan Cohn and Rod Kelly. Managers are

Greg Freshour, Faye Giles, and Angelee Godbold. This new concept is intended to provide more face-to-face contact with departments. They will be coming to your departments to learn about your HR needs.

- VII. Sharon Boyd and Andrew Bedotto from the Office of Sponsored Programs spoke on Labor Distribution Actions and their effect on Effort Reporting on Sponsored Projects.
- A. The Effort Report is like a timesheet for grants. It is a federal requirement that we report and certify to sponsors what an employee was paid. It ties the payroll to what effort was reported for the employee. 2 things are needed in the comment area on a labor distribution (LD) adjustment; what happened to cause the adjustment and what the role is on the project.
 - B. Periodic effort reports are run quarterly for staff (by semester for some). UHR sends out an e-mail on behalf of Sponsored Programs before the reports are to be run with the deadlines for LD adjustment activities. Late adjustments after the report is generated cause payroll percentages already on the report that was run to become invalid.
 - C. *Question from the audience:* Can the LD post audit report be run anytime?
Answer from Barbara Henry of ISDS: Yes, it is a Discoverer report.
 - D. Users need to think about why they are processing an LD adjustment. Is the adjustment necessary because of an accounting error or because the employee worked differently? Accounting errors will be more closely scrutinized by OSP. If the adjustment is retroactive more than 90 days after the original transfer date, the action must go through the OSP retro process.
 - E. The worst type of adjustment is a retroactive correction for a previously certified period. This raises an audit risk. The auditors are on grounds now.
 - F. When establishing labor distribution for grants, schedule it for the 1st of the month through the 31st.
 - G. *Question from the audience:* What about the pre-award start date?
Answer: Yes, it is okay to use that date.
 - H. *Statement from Barbara Henry of ISDS:* You don't have to enter 100%. You can schedule partial but will need to finish it later.

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

- A. Darrell reminded users to please send UHR any topics for future meeting agendas. They can be sent to hrdept@virginia.edu.

The next HR User Group meeting is scheduled for **Wednesday, April 2 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>.