

**HR User Group Meeting Minutes**  
**April 2, 2008, 10:00 a.m. South Meeting Room, Newcomb Hall**

***Members Present:***

Donna Roach, Director, Division of Employee Records Management  
Various University Human Resources Staff  
Various ISDS staff members  
Oracle HR/Payroll Users

- I. Donna Roach opened the meeting by welcoming the attendees. She was standing in for Darrell Kozuch who was unable to attend due to a scheduling conflict.
  - A. Donna recognized new users attending the meeting for the first time.
  - B. The Payroll Processing Schedule through April 27 was reviewed.
  - C. Donna spoke about the student FICA processing for the summer. Students that are enrolled for the spring semester are FICA exempt through May 20<sup>th</sup>. Payroll will run a process that verifies student course enrollment to determine eligibility for the student FICA exemption after May 20<sup>th</sup> for summer session that begins May 12<sup>th</sup>.
  - D. The pay periods for the fiscal year end were reviewed:
    - Monthly 04/25-05/24/2008 Paid May 30
    - Semi-Monthly 05/25-06/09/2008 Paid June 16
    - Semi-Monthly Paid Monthly 05/10-05/24/2008 Paid May 30
    - Biweekly 06/04-06/17/2008 Paid June 27
  - E. The Joint Survey Report with Virginia Tech has been released and can be found on the UHR web site at <http://www.hrs.virginia.edu/media/restructuring/jointreport.pdf>. Other information can be found on the Restructuring web site at <http://www.hrs.virginia.edu/restructuring/index.html>.
  - F. ***Question from the audience:*** Will HR be holding town meetings before any new restructuring policies go into effect?  
***Answer from Donna Roach:*** Yes, some type of communication will go out when new policies are decided.
  - G. The 2008-09 Fringe Benefit Rate Proposal was reviewed. It has been submitted to the Department of Health and Human Services (DHHS) for approval. A chart of previous years' rates and the proposed rate for 2008-09 was reviewed.

Burden Cost Code	FY06	FY07	FY08	Proposed
	Rate	Rate	Rate	FY09
FB, Classified Staff	35.10%	36.80%	36.80%	38.60%
FB, Faculty	27.30%	28.30%	25.70%	26.90%
FB, Part-Time Employee, Class	8.50%	14.00%	18.00%	23.00%
FB, Part-Time Employee, Fac	8.50%	14.00%	18.00%	23.00%
FB, Wage Employee	4.20%	4.50%	7.00%	6.30%
UVA Temp Svcs Fee	10.50%	10.50%	10.50%	10.50%

H. Donna advised users that the Integrated System will be unavailable until 3 pm on Sunday, April 6, while system maintenance is performed. ODS (Discoverer) will be unavailable all day.

I. Integrated System Responsibility Access was reviewed. A user may track his/her request for Integrated System access by going to the Office of Learning and Development web site at <http://fusion.web.virginia.edu/dotweb/monger3/admin.cfm> and entering their computing id as the User Name. Pending Requests can be viewed with the name of the responsibility requested, the date submitted, the number of business days since submission, and the required courses. If your access is pending completion of training or completion of the Electronic Access Agreement form (confidentiality agreement), it will also be noted on the screen. Active responsibilities, Access Rights, and IS Training History can also be viewed.

J. Donna announced that UHR is seeking volunteers who would like to serve in an advisory capacity for the upcoming Oracle Time and Leave Project (OTL). Contact Darrell Kozuch at 924-4348 or via email at [djk8q@virginia.edu](mailto:djk8q@virginia.edu).

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

A. The responsibility of UVA HRMS Student & Faculty Wage Approver was reviewed. It is important that persons with the responsibility of UVA HRMS Student & Faculty Wage Approver go in to approve their biweekly wage salary proposals for each payroll run. Too many salary proposals are remaining as unapproved when the payroll process begins which causes UHR to have to approve them, else the employees would not be paid. We are beginning to monitor those areas that are negligent in approving their salaries. Approvers may run the Discoverer report named *IS.HR Approvals for Hires and Salary Changes* to see the salaries that need approving for their Organization(s). To approve the salaries, the Approver would select "Salary Management" on the Integrated System Navigator screen and proceed with the approval process. The procedures can be found on the Integrated System web site at [http://www.virginia.edu/integratedsystem/howdoi/HTML/UVA\\_HRMS\\_STUDENT\\_&\\_FACULTY\\_WAGE\\_APPROVER.htm](http://www.virginia.edu/integratedsystem/howdoi/HTML/UVA_HRMS_STUDENT_&_FACULTY_WAGE_APPROVER.htm)

B. **Question from the audience:** Does this include approving future-dated salary

actions?

**Answer from Donna Roach:** No.

- C. Now is the time for users to begin processing actions for their non-12 month (9, 10, or 11-month) employees. The procedure for special handling of these employees who are terminating May 24, June 24, or July 24 respectively is found at <http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7010H.htm>. If you have further questions, contact the Integrated System Customer Support Center (Help Desk) at 243-7550 or Candy Perry in UHR Employee Records at 924-4390.
- D. **Question from the audience:** There is a rumor about the state offering early retirement again. Is this true?  
**Answer from Donna Roach:** No, not that we are aware of.
- E. Please terminate any students who will not be returning! Don't wait for the 180 day process that would automatically terminate them. HRMS Specialists are encouraged to terminate students who are leaving the University rather than letting their assignments systematically go on the Inactive Payroll since they would remain on the Inactive Payroll for a year. Also, remember to get a forwarding address and enter it into HRMS or encourage the student to use Employee Self Service to update their address.
- F. Donna reminded everyone that Classified Wage and Temp Wage employees cannot work more than 1500 hours per fiscal year which begins each July 1 and ends June 30 of the following year. At this time of the year, many wage employees are nearing the 1500 hour limit. HRMS Specialists should run the Discoverer report named *IS.HR\_Wage Limit Hour Bals & Expir Date Rpt* for their Organization(s) to know if any of their wage employees are nearing this limit. Exception requests to exceed the limit are reviewed on an individual basis and should be sent to Susan Carkeek, Vice President and Chief Human Resources Officer.
- G. **Question from the audience:** I received an email from something called the JLARC. Is it spam mail?  
**Answer from David Ripley:** No, this is a valid email. As part of a two-year comprehensive study of employee compensation, the Joint Legislative Audit and Review Commission (JLARC) of the Virginia State Assembly in Richmond has developed a survey of state Classified employees to assess benefits, pay and leave. Please take the time to complete the survey. Susan Carkeek will issue a follow up email to employees this afternoon.
- H. **Question from the audience:** Why didn't they look at the performance evaluation process in this survey?  
**Answer from David Ripley:** This is strictly a survey of compensation and they

did not include the evaluation process.

- III. Nancy Knight of University Payroll spoke on issues related to timekeeping.
- A. Nancy asked users if they liked the recent changes to the online timecard. Loud applause was received!
  - B. In comparing the errors for the Spring Break holiday pay period for 2008 to 2007, there were only 31 errors in 2008 vs. 60 errors in 2007. Only 5 of those errors were related to the recording of time for the holiday. So, things are improving!
  - C. Nancy encouraged Timekeepers to keep their e-mail up on the time entry deadline day so they will know if any timekeeping issues are being sent to them that need attention before the payroll is run.
  - D. Nancy reviewed a handout with timekeeping tips.
  - E. Routinely run the UVA OTM Standard Hours Exception Report for all timesheets entered to ensure all employee timecards meet the required goal hours. Correct errors for employee timecards that show over/under goal hours. *If you have no employee(s) on this report*, this indicates that the goal hours have been met for all employees entered. Names that appear on this report (other than those exceptions to the rule) are mistakes that need to be corrected. The instances when an employee shows on this report, and it is ok are:
    - 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 Org to another during the pay period.
    - The employee is a new hire on a day other than the first day of the pay period.
    - The employee changes hours on a day other than the first day of the pay period.
    - The employee is on LWOP or Suspension.
    - The employee is on STD (Short-Term Disability Leave).
    - The employee is using FMLA Leave.
- Note: *When you are entering time in the OTM Timecard, be very careful to balance to the required (pre-populated) goal hours for each day. (i.e., for a person whose day is pre-populated with 8 hours, the entries should indicate the hours worked and the hours of leave taken. The hours worked + leave taken should balance to the pre-populated hours for the day.***
- F. Routinely run the UVA Time and Leave Summary Report.

- Hours entered should balance to the hours entered on the Source Document.

G. Use a calculator. Check the daily hour entry totals. Check the column totals. Verify that each day balances to the pre-populated hours (time worked + leave taken). If compensation is due, the hours total worked will be greater than the goal hours for the pay period, but those hours will be entered as a separate record in the timecard.

IV. Donna Roach took the floor again for closing remarks.

A. Donna thanked everyone for coming and reminded users to send any topics for future meetings to [hrdept@virginia.edu](mailto:hrdept@virginia.edu).

The next HR User Group meeting is scheduled for **Wednesday, May 7 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>.