

HR User Group Meeting Minutes
May 7, 2008, 10:00 a.m. South Meeting Room, Newcomb Hall

Members Present:

Darrell Kozuch, Director, Office of HR Administrative Operations & Support
Anne Broccoli, Interim Director, Office of University Benefits
Nancy Knight, Integrated Systems Trainer, Division of University Payroll
Shy Hicks, Financial Applications Director, Integrated System Deployment & Support
Marcia Frampton, Functional Analyst, Integrated System Deployment & Support
Various University Human Resources Staff
Various ISDS staff members
Oracle HR/Payroll Users

- I. Darrell Kozuch opened the meeting by welcoming the attendees.
- II. Darrell spoke on issues related to Payroll.
 - A. The Payroll Processing Schedule through June 22 was reviewed. Darrell noted that both the Payroll Calendar and the System Availability Calendar have been changed for dates preceding the Memorial Day holiday. For the semi-monthly and semi-monthly paid monthly pay periods of May 10-24, the deadline for HRMS Specialists and Salary Approvers has been changed from May 23 to May 22. The deadline for Timekeepers and LD Specialists has been changed from May 25 to May 23.
 - B. Darrell spoke about the student FICA processing for the summer. Students that are enrolled for the spring semester are FICA exempt through May 20th. Payroll will run a process that verifies student course enrollment to determine eligibility for the student FICA exemption after May 20th for summer session that begins May 12th. If users encounter a situation where the student's FICA eligibility has not been properly handled, please notify Payroll by calling 924-4350 or via email at payroll@virginia.edu.
 - C. Darrell reminded users again that the UHR Office of Learning & Development is continuing 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. There is an opportunity during the summer down time for employees to take advantage of this and enroll in some classes.

- D. **Question from the audience:** Is there a charge to the employee?
Answer from Darrell Kozuch: No.
- E. **2008-09 Fringe Benefit Rates:** The proposal for the 2008-09 Fringe Benefit Rates has been given approval. This is the earliest ever that the rates have been approved. Thanks to Beth Reinhard of Payroll for her work on this. The rates will soon be posted to the UHR web site.

Burden Cost Code	FY09 Rate
FB, Classified Staff	38.60%
FB, Faculty	26.90%
FB, Part-Time Employee, Class	23.00%
FB, Part-Time Employee, Fac	23.00%
FB, Wage Employee	6.30%
UVA Temp Svcs Fee	10.50%

- F. **Question from the audience:** Are these final numbers?
Answer from Darrell Kozuch: Yes.
- G. **Question from the audience:** Are they the same as we submitted?
Answer from Darrell Kozuch: Yes.
- H. Effective Thursday, July 24, 2008, the Federal Minimum Wage is being increased from \$5.85 to \$6.55 per hour. These salary changes, primarily affecting student workers, will be processed centrally by UHR.
- I. The Governor of Virginia recently approved a revised Standards of Conduct Policy that applies to all state Classified staff, effective April 16, 2008. This policy governs all University staff as well, until the new HR system being developed through restructuring is complete and in use. More information can be found on the UHR web site at <http://www.hrs.virginia.edu/news/postings/080410fdosc.html>.
- J. The University's highly-regarded facilities Apprenticeship Program is accepting applications until May 15 for apprentices in these trades: plumber, plasterer, carpenter, electrician, HVAC, electronics technician and mason. More information can be found on the Facilities Management web

site at <http://www.fm.virginia.edu/ApprenticeProgram.aspx>.

- K. Other career enhancing opportunities offered by UHR include Essential Workskills, Supervisory Essentials, and Hoos Managing the U.Va. Way. More information on these programs can be found on the UHR web site at <http://www.hrs.virginia.edu/career.html>.
- L. The Service Awards day ceremony celebrating 10, 15 and 20 years of service will be held Wednesday, May 21, 1:30 pm to 4:00 pm, in the Alumni Hall Ballroom. The Services Awards evening banquet celebrating 25, 30, 35, 40, 45, 50, and 55 years of service will be held Wednesday, June 4, beginning at 5:30 pm (dinner at 6 pm) under cover on the scenic Peabody Hall Lawn. In the event of severe weather, the ceremony will be held in the Newcomb Hall Ballroom. Questions or if you'd like to volunteer to help at the ceremonies may be directed to Lori Willy at willy@virginia.edu (434) 924-6263.
- M. Darrell reminded everyone that 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 additional questions after reviewing the procedure, contact the Integrated System Customer Support Center (Help Desk) at 243-7550 or Candy Perry in UHR Employee Records at 924-4390.

III. Darrell introduced Anne Broccoli of UHR who spoke on issues related to Benefits.

- A. Effective July 1, 2008, the University will offer a new benefit called "Back Up Child and Elder Care". This is a largely University subsidized benefit that provides back up child and elder care to employees on an as needed basis, whereby the employee pays a co-payment for the day or days utilized. The co-payment is paid directly to the vendor, *Work Options*. The employee will pay a co-payment of \$15 per day for care in a facility or \$30 per day for in-home care. The employee will receive a bank of 10 days per year to use.
- B. **Question from the audience:** Is this for classified staff only?
Answer from Anne Broccoli: No, this is for any benefit-eligible employee, including University Staff and Faculty.
- C. **Question from the audience:** What is the enrollment process?
Answer from Anne Broccoli: You will receive an email shortly that will describe the enrollment process that you will do directly with the vendor.
- D. **Question from the audience:** Who is covered?
Answer from Anne Broccoli: Children, parents, in-laws, grandchildren.

This information will be contained in the email notification.

More information from Anne Broccoli 05/09/2008: We consider all “loved” ones to be eligible for our program. Essentially, if the employee is the one with responsibility for the individual, then they can use the backup care. The obvious examples are children, adult children with special needs and elderly loved ones. In addition, the service can be accessed for care for siblings, spouses, and in-laws.

- E. ***Question from the audience:*** What are the local facilities?
Answer from Anne Broccoli: That information is not advertised by the vendor. You contact the vendor when you need to use it. They then will check their listings and see who has availability and will let you know where it is at that time.
- F. ***Question from the audience:*** Are you charged by the day or by the hour?
Answer from Anne Broccoli: It is per day; \$15 for in-facility or \$30 for in-home. I believe the policy is for a 10-hour day.
- G. ***Question from the audience:*** Is this only for 1 person care?
Answer from Anne Broccoli: Up to 3 people.
- H. ***Question from the audience:*** What are the eligibility requirements?
Answer from Anne Broccoli: The employee must be “benefit eligible” meaning they qualify for health and retirement.
- I. ***Statement from Anne Broccoli:*** The Medical Center started this benefit March 1st and the Health Services Foundation started it April 1st.
- J. ***Statement from Anne Broccoli:*** After an employee uses up their 10 days of “banked” time, there is an additional cost of approximately \$125 per day.
- K. ***Question from the audience:*** Would the elder care portion cover the employee themselves?
Answer from Anne Broccoli: Good question. I don’t know but will find out the answer and publish it in the minutes and in our frequently asked questions document that we will publish.
- Answer from Anne Broccoli on 05/09/2008:*** No. It will not cover the employee themselves. It is intended to cover for dependents, not for ourselves.
- L. Anne also announced that effective July 1, 2008 the University will offer a new centrally-funded “Education Benefit Program” where an employee can apply for assistance in funding his/her tuition. The program provides up to \$2000.00 per employee per calendar year, for up to 7 undergraduate or 6 graduate credits per semester. To promote this new benefit, UHR will be

hosting an Education Benefits Fair on May 30th at Newcomb Hall from 9am-2pm; UVa units and schools as well as our local and regional education partners will be there; as well as sessions on how to access the benefits available under this new program. The policy and form will soon be on the UHR web site.

- M. ***Question from the audience:*** Is this for day and night classes?
Answer from Anne Broccoli: Yes.
- N. ***Question from the audience:*** Does the class have to be work-related?
Answer from Anne Broccoli: No. Please reference the policy when it is published to find more information on this question.
- O. ***Question from the audience:*** If the tuition is more than \$2,000, does the department make up the difference?
Answer from Anne Broccoli: Yes, the department can decide to make up the difference but it is not mandatory.
- P. ***Question from the audience:*** If the employee fails the class, do they have to re-pay the monies received?
Answer from Anne Broccoli: Yes.
- Q. ***Question from the audience:*** On a separate subject, we contact UHR for our Post Doc Research Associates to get them scheduled for an orientation session. Is there any way they could be included in the New Employee Orientation (NEO) sessions currently being held?
Answer from Anne Broccoli: Post Docs are a separate category of employee with different benefits from regular faculty or staff so they are done separately and don't go to the current NEO. We will consider your question to see if anything differently could be done in the future.

IV. Darrell introduced Shy Hicks of ISDS who spoke on issues related to Labor Distribution (LD).

- A. Shy announced that the deadline for labor distribution adjustments that will be included in this fiscal year is 5 pm on Wednesday, June 25. Anything entered by that deadline will be processed that night. The responsibilities of LD Specialist, LD Specialist-OSP, LD Approver, and LD Approver/Setups will then be disabled so no further adjustments can be entered.
- B. Shy also announced that a problem with labor encumbrances has been discovered. For the first time, ISDS generated encumbrances to include the final Goal Pay and Semi-monthly paid Semi-monthly payrolls of the fiscal year. Also, a new Descriptive Flexfield (DFF) on sponsored program awards (those beginning with a "G") generated labor encumbrances to the end of the sponsor's budget year instead of the end of our fiscal year.

- C. The problem discovered is that Labor Schedules that have a **BEGIN DATE** after 24-May-2008 are **NOT** being picked up by the encumbrance process, and therefore are not being encumbered at this time.
- D. Those affected are:
- Labor schedules on Grants and Contract ('G') awards that start on/after 25-May-2008. *For example, a faculty member who is reassigned to a research grant over the summer months 25-May-2008 to 24-Aug-2008.*
 - Semi-Monthly and Goal Pays if the LD schedule's entered Begin Date is within the last pay period of the fiscal year.
- E. It was noted that this **does not** affect schedules that have been in effect all year and extend through or past 24-May-2008. It **ONLY** affects labor schedules whose entered Begin Date is after 24-May-2008.
- F. ***Question from the audience:*** If the employee started May 1, should they be okay?
Response from Shy Hicks: Yes.
- G. To resolve this problem, ISDS is going to run a process to create a UVa Manual Encumbrance for these missing labor encumbrances and will process it before the end of May so that the May and June reports will include the correct amounts.
- H. For grant awards, the labor encumbrances will follow the current methodology and encumber out to the earliest end date of the Labor Schedule, Assignment, OSP Encumbrance End Date, or PTAO End Date.
- I. For non-grant awards, the Semi-Monthly Paid Semi-Monthly payroll will be encumbered through June 9th and the Bi-weekly Goal Pays will be encumbered through June 17th.
- V. Darrell introduced Marcia Frampton of ISDS who spoke about a new Integrated System Responsibility that has been created.
- A. Everyone with the LD responsibilities that Shy mentioned earlier (LD Specialist, LD Specialist-OSP, LD Approver, and LD Approver/Setups) who get turned off will get a new responsibility called LD Viewer so they can log in and "view" labor information while their other LD responsibility is disabled.
- B. ITC will manually add this new responsibility to LD users by fiscal year-end. If you need the responsibility sooner, contact Darinda Johnson in

UHR at 243-9541 or via email at ddj2b@Virginia.EDU.

Note: The addition of this new responsibility to current LD users was completed by ITC on May 8.

- VI. Darrell introduced Nancy Knight of UHR Payroll who spoke on time reporting issues and timesheet audit requirements.
- A. Nancy reported that the online Student Guide for Timekeepers has been revised again since our last meeting so if you printed it out, you'll want to print it again. Changes were noted to Chapter 6, pages 14 and 21 dealing with the processing of retroactive time and leave for salaried and hourly/wage employees.
- B. Nancy reviewed again the audit requirements for the timesheet source document. See new requirement about the delivery of the source document to the Timekeeper.
- 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.

Source Documents must be delivered to the Timekeeper by the supervisor or by a designated person *other than the employee.*

- Total Hours Calculations
 - The total work hours plus absent hours should be calculated without error at the bottom of the columns on your timesheet.
- C. Nancy continued with a very lively interactive session about the types of leave that Timekeepers should **not** enter but should be entered by central UHR. Audience members, Keith Johnson of Internal Medicine and Pam Joseph of Physics, assisted Nancy by prompting the audience's responses. Timekeepers should **not** enter:

1. FMLA Leave
2. Jury Duty Leave
3. Military Leave
4. Workers' Compensation Leave

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

- A. There will be "town hall" meetings in May for public comment on Restructuring . Look for upcoming announcements.
- B. The State Auditors will have their "entrance" or kickoff meeting with Finance and other areas on May 19. Users should have their source documentation (such as timesheets) readily available so if called upon, it can be quickly produced. The auditors will contact the department directly if they need information. They do not go through UHR.
- C. Unfortunately our next HR User Group Meeting on June 18 conflicts with the Fiscal Administrators' Meeting. This was the only available date/time for us to meet in June so if you typically attend the Fiscal Administrators' Meeting, stop by the Commonwealth Room and pick up our agenda and any handouts.
- D. Darrell reminded users to please send UHR any topics for future meeting agendas. They can be sent to hrdept@virginia.edu.
- E. Darrell closed the meeting with remarking about the beautiful sunny day outside and leaving us with this quote:

"But friendship is precious, not only in the shade, but in the sunshine of life, and thanks to a benevolent arrangement the greater part of life is sunshine."

Thomas Jefferson

The next HR User Group meeting is scheduled for **Wednesday, June 18, 2008 at 10:00 a.m** in the **Commonwealth 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>.