

**DRAFT**

Provost Employee Communication Council  
April 14, 2009  
Newcomb Hall 389

Anne Zook, Erica Spangler, Jocelyn Olsen, John Teahan, Susan Pott, Art Grocholski, Iva Gillet, Barbara Graves, Kirsten Hilliard, Peggy Ehrenberg, Jean Varner, Delores Roberts, Rob Schuett, Darlene Branch, Laura Sprung, Beth Reinhard, and Brad Holland.

### **OPEN SESSION**

Anne Broccoli, Alex Rebhorn, and Nancy Knight, HR Benefits office, gave a PowerPoint presentation outlining the new Self-Service Time and Leave on-line time and leave tracking system (the presentation is attached) as well as a demonstration on how the online time sheet looks and functions.

The Self-Service Time and Leave is the University's new on-line time and leave tracking system. It will replace paper timesheets beginning September 14, 2009. The majority of U.Va. staff will be required to stop using paper timesheets and convert to this system, which will be accessed through the Integrated System's Employee Self-Service function. You may already use Self-Service for things such as viewing your pay slip, changing your address, or printing your W-2s, and tracking your time and leave will be a new task you can perform using the same on-line tool.

This new system has many advantages, including:

- Standardized pay cycle of 14 days - pay day is based on day of the week rather than day of the month.
- This means employees will get paid every other Friday.
- Standardized work week will be Monday through Sunday.
- Overtime will always be paid in the pay period it is worked, since all the pay periods are consistent.
- The time lags sometimes created by the fiscal quarters and the end of the fiscal year would be eliminated. That lag, particularly around July 1, has been a frequent source of complaint.
- By doing away with paper time sheets we create less waste and we will see less error.

We are currently paid semi-monthly and monthly. With our new system, we will be paid every other Friday (26 paychecks) starting with the first pay day on October 2, 2009. September 30, 2009, will be the last paychecks issued from the old system (for all semi-monthly, semi-monthly paid monthly, and bi-weekly). As a reference, hospital employees are paid on opposite Fridays from the University.

Twenty-four paychecks will have all standard deductions (example taxes, parking, credit union, flex spending, etc.) and two paychecks will only have certain deductions (examples are taxes, credit union). These paychecks are scheduled for January 18, 2010 through January 31, 2010 pay period (with paycheck issued on February 5, 2010), and August 16, 2010 through August 29, 2010 (with paycheck issued on September 3, 2010).

Note: if the payday falls on a bank holiday we will be paid the prior day. If it is a UVA holiday the pay date will remain the same. If you have a credit union deduction (example \$25 a pay period - \$50 a month) an extra \$50 will be deducted because of the mini paychecks.

The year-end will now be late December (this year December 21<sup>st</sup>). This means any personal days/use or loose days must be taken by that time. In the past it has been around January 9<sup>th</sup>. This year this will be extended to January 17, 2010. Next year there will not be a bridge or extension and that time will need to be taken prior to the new-year end date.

Exempt and Non-Exempt employees will complete timesheets online. However, only non-exempt employees will have to record hours worked in addition to leave taken. Exempt employees will only have to record leave taken. You should aim to have your first time sheet submitted online by the end of the day on Friday, Sept 25, 2009. Filling out the timesheet by the specified dates is very important (especially for non-exempt employees).

For more information please refer to the Self-Service Time and Leave Link <http://www.hrs.virginia.edu/sst/> and the attached PowerPoint presentation.

## **CLOSED SESSION**

### **Discussion of Staff Representation on Search Committees**

PECC council member, Erica Spangler, led a discussion on the topic of staff representation on search committees. She has initiated research and has contacted University of North Carolina, University of Michigan and will be contacting University of California, Berkley to research how they involve staff in the interview process and their best practices involving staff in search committees. UNC has had one staff member participate in all dean searches and will forward Erica their information. University of Michigan has had staff for the past 10 years serving on search committees.

After some discussion, it was decided that we should provide a recommendation for uniform representation on search committees. It was also agreed that we will need to include talk about the perception and importance of staff being directly involved in the interview process and the need for the opportunity to see candidates in an open forum where Q&A is encouraged (similar to the recent Curry School dean search committee model).

Erica was going to work on the recommendation text and forward to council members via e-mail for review and comments.

**Council Elections**

Names of those that are to be appointed to PECC should be submitted to our co-chairs as soon as possible in anticipation of respective council elections.

**HR Update**

Service awards ceremony will be held May 29, 2009 from 1:30 p.m. to 3:30 p.m. at John Paul Jones Arena. All are welcome to attend. The evening ceremony will be held June 10, 2009 at the Boar's Head Inn.

# Change to Biweekly Pay Schedule

## UVA Academic Payroll

September 2009

## *Why Change to a Biweekly Pay Schedule?*

- Change to biweekly payroll aligns with the University's move to Self-Service Time & Leave
- Overtime is paid in the same pay period it is earned
- Payroll runs will decrease from 86 a year in the current system to 38 a year in the new system
- Will improve efficiency and reduce errors

## *Will My Annual Salary Change Under the Biweekly Pay Schedule?*

- Your annual salary will **not change** under the biweekly pay schedule - just the timing and frequency of your paychecks
- In the new system, you will be paid more often so your paychecks will be smaller
- But...over the course of a year, the paychecks you receive will still add up to the same annual salary you earn now

## *Who Will Change to the Biweekly Schedule?*

- If you track time and leave today, you will use the new Self-Service Time & Leave system and switch to the biweekly payroll schedule
- This means all semi-monthly and semi-monthly paid monthly staff, research assistants, students, and wage/temp and unit pay
- Faculty and Research Associates do not track time and leave in the Integrated System, so they will remain on a monthly schedule

## *When Will I Be Paid in the Biweekly Schedule?*

- You will be paid every other Friday
- Each biweekly pay period will begin on a Monday and end two weeks later at midnight on Sunday
- Time will be officially due on Monday, and you will be paid for that time on the following Friday
- Note the quicker turnaround!

## *When Will I Be Paid in the Biweekly Schedule?*

- Monday: pay period begins
- Friday, two weeks later: most staff input time
- Sunday: pay period ends at midnight
- Monday: weekend workers input time, supervisors/managers approve time, new pay period begins
- Tuesday: payroll runs
- Friday: pay day

## *When Will I Get Paid?*

<b>If you are ...</b>	<b>You'll see a check on...</b>
Semi-monthly	Sept. 16, Sept. 30, & Oct. 2
Semi-monthly paid monthly	Sept. 1, Sept. 30 (two checks), & Oct 2
Bi-weekly (temp/wage)	Sept. 18, Sept. 30, & Oct. 2 (one check each)

## *When Will I Get My Last Semi-Monthly Paycheck From the “Old” System?*

- Last full semi-monthly pay period:
  - Aug. 25 – Sept. 9, 2009 (paid 9/16)
- The change from our current semi-monthly will result in a one time “mini” pay period:
  - Sept. 10 – Sept. 13, 2009
- The last “old system” check date, which is for the mini pay period, will be:
  - Sept. 30, 2009 (you will see ONE deposit)

# *When Will I Get My Last Monthly Paycheck From the “Old” System?*

- Last full semi-monthly paid monthly pay period:
  - July 25 – Aug. 24, 2009 (paid 9/1)
- Partial semi-monthly paid monthly pay period:
  - Aug. 25 – Sept. 9, 2009 (paid 9/30)
- The change from our current semi-monthly will result in a one time “mini” pay period:
  - Sept. 10 – Sept. 13, 2009 (paid 9/30)
- The last “old system” check date, including the mini pay, will be:
  - Sept. 30, 2009 (you will see TWO deposits)

## *When Will I Get My Last BiWeekly Paycheck From the “Old” System?*

- This applies to current temp and wage and unit pay
- Last full bi-weekly pay period:
  - Aug. 26 – Sept. 8, 2009 (paid 9/18)
- The change from our current bi-weekly will result in a one time “mini” pay period:
  - Sept. 9 – Sept. 13, 2009 (paid 9/30)
- The last “old system” check date, which is for the mini pay period, will be:
  - Sept. 30, 2009 (you will see ONE deposit)

## *When Will the New Biweekly Pay Schedule Begin?*

- The new biweekly schedule begins:
  - Sept. 14, 2009
- The first biweekly pay period will run from:
  - Sept. 14 - Sept. 27, 2009
  - You should aim to enter time by Friday, Sept. 25
- The first biweekly check date will be:
  - Friday, Oct. 2, 2009

## *Will Anything Change With the Way I Receive My Paycheck?*

- You will receive your paycheck through direct deposit just as you do now
- Your earnings statement (payslip) will continue to be accessible online through UVA Employee Self-Service
- Just as now, you will also be able to update personal, banking and tax information online through UVA Employee Self-Service

## *How Will the Change to Biweekly Payroll Impact my Tax and Benefit Deductions?*

- State and federal taxes will not change over the course of a year
- Certain deductions – like health, vision, life insurance, long-term care, FSAs, and parking – will be deducted 24 times a year (again, you will get 26 paychecks a year)
- For the “mini” pay period the only deductions will be taxes and percentage based TDSPs

## *Which Deductions Will Be Taken From Every Paycheck?*

- There are certain deductions that must be taken from EVERY check
- UVA Community Credit Union
- Tax Deferred Savings Program (TDSP)
- Child Support/Garnishments/Other involuntary deductions

## *How Will my TDSP and Cash Match be Impacted?*

- In 2009 there will be no change
- **In 2010 the current amount will be taken from 26 pays instead of 24**
- A new TDSP Authorization form must be submitted to Benefits if you want to change the amount
- The cash match limit remains \$480 per year

## *How Will the Change Affect UVA Community Credit Union Deductions for Car or Home Loans?*

- Deductions for loan payments to the Credit Union will be taken from each paycheck
- The Credit Union has a list of all employees with loan deductions
- Please stop by any of the Credit Union's branches to ensure that your loan payment due dates coincide with the biweekly payroll schedule

## *Do I Have to Sign Up for Payroll Deductions and Direct Deposit All Over Again?*

- No – Payroll deductions and direct deposit information do not need to be updated

## *How Will I Be Paid for Overtime?*

- The system will automatically calculate OT based on hours worked so you must input hours accurately
- Overtime will be paid in the same pay period it is earned
- There will be standardization of overtime and other premium pay in the new system
- If you regularly earn overtime in conjunction with some type of premium pay, check with the HR person in your area to see if you will be affected

## *Will the Biweekly Cycle Change How I Earn Leave?*

- Leave time will be accrued every two weeks
- Annual and traditional sick leave accruals remain the same for the year, awarded at the end of each bi-weekly pay period
- VSDP allotments will be given on the first day of the leave year (varies from year to year)
- Remember – Employees who are University Staff will be enrolled in the new leave plan effective December 21, 2009

## *How Will I Record My Time with Self-Service Time & Leave?*

- Access SSTL through Employee Self-Service in the Integrated System, where you currently view your payslip
- Certain departments will continue to use their existing tracking systems – talk to the Human Resources professionals in your area to find out which method you will use to track your time

## *How Will I Record My Time with Self-Service Time & Leave?*

- Non-exempt employees (people who are eligible for overtime) will record all hours worked and all leave taken
- Exempt employees (people who are not eligible for overtime) record leave taken, holidays worked, or confirm no leave taken

## *Important Dates*

- Sept. 13 Last date for paper timesheets
- Sept. 14 Begin to use Self-Service Time & Leave
- Sept. 25 Aim to submit time by end of day
- Sept. 30 Check date of last payroll from old schedule
- Oct. 2 First paycheck in new biweekly schedule

The entire HR and Payroll staff would like to  
**THANK YOU!**  
for all of your support and assistance  
during our switch to bi-weekly pay.

- Please visit <http://www.hrs.virginia.edu/sstl>
- Email [payroll@virginia.edu](mailto:payroll@virginia.edu)
- Call Payroll at 434-924-4350