

PROVOST LEVEL EMPLOYEE COMMUNICATION COUNCIL
April 10, 2002
Meeting 104

Attendees: Cheryl Adams, Jan Cornell, Susan Fogler, Pat Hartsook, Roger Morris, Doug Moseley, James Scales, Terry Sheltra, Lewis Steva, Lorraine Settimo, Glenn Taylor, Anda Webb, Brad Holland, Bill Vining

Guests: Cyndy Williams, Dean Sondra Stallard, Bill Randolph, Director, Integrated Systems Programs, Carol Harowitz, Integrated Systems Program

The 104th meeting of the Provost's Employee Council was called to order at 8:30 a.m. by chair Susan Fogler.

Ms. Fogler opened the meeting with a concern about how information is being distributed to employees. The School Leave Policy was recently changed to include community service areas and not all employees were aware of this change. The change was printed in *Inside UVA* and not sent to employees through the mail.

Sondra Stallard, Dean of Continuing Education, was introduced. Dean Stallard gave a welcome to the council and thanked the council for all the good work it does. She invited the council to look at some of the Aboriginal art that was displayed throughout the facility.

Jan Cornell addressed the Council about how the elections for representatives and officers for next year should be handled. Should the Council have formal elections and a nominating committee? People can put forth names to run. Susan and Jan are willing to stay on for another year as the officers.

Discussion was held about how the council communicates with employees that it is time for elections and that it is seeking nominations for representatives. The Council currently sends an e-mail asking for volunteers and usually doesn't get a lot of support. It was suggested that the Council should put a more formalized procedure in place similar to the procedure used by the General Faculty Council. The General Faculty Council sends out an e-mail saying that it is seeking nominations and asking people to run for an elective office. They get everyone who is nominated to make a statement as to why they want to run and what they are going to do. They then have an electronic voting procedure. Votes go to one person and are tallied.

The Council should develop an official election form and each representative would be responsible for distributing the form in their area asking for nominations. Doug Moseley volunteered to do the form. It was recommended that Doug contact Jan Redick of the General Faculty Council because they may have a form that can be adapted to our needs.

PROVOST'S OFFICE REPORT – Anda Webb

Ms. Webb reported that the Board met last week - Thursday, Friday and Saturday. She handed out the Tuition and Fee schedule that was adopted by the Board. The schedule can also be accessed electronically at the Budget office website. There was a lot of discussion at the Board meeting about tuition and fees, which percentage wise went up significantly on tuition, especially undergraduate tuition. Tuition went up 9%.

Question - Do we get to keep it all?

Answer – We don't return the money to the state. The state assumed we could raise tuition 8% across the board to compensate for the general fund cut. The general fund cut for the institution worked out to be 15% which translates to 7.5% - 8% in state dollars. A permanent reduction between 4.35% and 4.6% was passed on to the schools.

Question - Financial Aid - How will it be offset?

Answer - Some of the tuition increase will go to financial aid. The University meets 100% of need. What that means is that part of the 100% of need is providing access to loans to students. The aid is there if they choose to take it.

Question - I am working on a project with the bookstore. What percent goes back to the Dean's office that they make?

Answer - The bookstore is required to return a portion of their budget to the University and it is used for student activities, but I am not aware of any of it going back to the schools.

The Board of Visitors spent a lot of time discussing the athletics fee. The institution as part of the Virginia 20/20 Plan has put in a plan for increasing the athletics fee by \$50 to students and the state says it is violation of their policy.

Governor Warner has proposed that the state classified bonus payment be accelerated and paid out in August instead of November. The bonus payment has been tied to the performance rating on your last performance evaluation. There are questions about what if you are in your probationary period, what if you were just hired and you haven't had a performance evaluation yet and other kinds of things. There will be more information coming out from HR. If you are interested in reviewing any of the correspondence that is sent out from HR, it is on the HR website.

HUMAN RESOURCES REPORT – Bill Vining

- ◆ The New Employee Orientation program will be held on Thursday, April 17, from 2 - 4:30 pm.

- ◆ The nominees for the Outstanding Contribution Awards are in. There were approximately 35 nominees which is down about 15-20% from last year, but most of that is in the medical center. There was actually an increase on the university side which is great.
- ◆ Flyer on trip to Athens was handed out to be posted in each school. The flyer will also be on the HR website within the next few days.

Question – Last year at this time, the state/governor started the Virginia Public Service Employees week and it is my understanding that it going to happen again in May. I was wondering who is going to be nominated from this institution?

Answer – Last year we submitted all of our Outstanding Contribution Award Nominations and asked to have people selected from those nominations. We will do that again this year. Next year when we send out the publicity on the Outstanding Contribution Award, we will also mention that these nominations will be forwarded for Virginia Public Service Employees week. It would be a dual nomination form.

Question - Are we going to have Give Air a Break again this year?

Answer – Yes, we will participate.

ISP PROJECT - Bill Randolph, Director, Integrated Systems and Carol Harowitz, Integrated Systems Program

Mr. Randolph gave a preview of the Oracle Human Resources and payroll implementation and what it will look and feel like. He concentrated on some of the key differences between the current systems and how they operate.

OTM (Oracle Time Management) – this part will capture everybody’s time and leave. The Human Resources payroll system will feed OTM with information about who is on the payroll, what payroll they are on and what sort of leave or time they need to report. Once that data is entered, it will be transferred on an individual basis to Human Resources and Payroll so that the payroll checks can be produced correctly and the leave reported correctly. There is also a feed from HR/Payroll to labor distribution much like what exists today. For example, someone gets paid \$2,500, the payroll system simply writes a check to the person or puts it in their account, but doesn’t really know where to charge it. Labor distribution takes that figure of \$2,500 for the employee and runs it through a labor schedule. So if a person is paid from one PTAO, you would schedule that person’s labor to one PTAO. If they were to be paid 40% from one PTAO and 60% from another, you would create that schedule in labor distribution. When the payroll charge comes in, it filters through the labor schedule and charges the right accounts. This is very similar to what happens today.

Human Resources Self Service – This is something new and different. Self Service means that all of us will be able to get in to the ORACLE application and do certain things. This application is currently being used for people to register for their ORACLE training. Other features will

allow employees to view their own data, employment history and pay history. Later on it will allow employees to view their pay stubs on line.

This application is very secure. You can only use the application with a user id and password that the user creates.

When we upgrade the application next year, each unit will have the option to allow their employees to enter their own time and leave on line or have a timekeeper enter it. The time would be entered by the employee and then approved by his/her manager on-line. The system would know who your manager is.

The first year the timekeeper will go in and produce a timesheet that is prefilled with the employee's name and assignment number. If you are a salaried person, it will have all the 8s prefilled and make an assumption that you worked a regular schedule. If you are a wage person, it won't have any numbers because you don't know how many hours the person is going to work. The timesheet goes to the employee, the employee fills it out, signs it, and gives it to his/her supervisor who reviews, checks and signs it. The timesheet is then returned to the timekeeper who enters the time for the employee and saves the record.

Question – Is self-service going to be on the honor system like some of us who are using Oracle now as far as pulling up information? I work with the Purchasing side of Oracle now and I signed a confidentiality agreement that said what I saw was for my eyes-only and not to share.

Answer - Self-service will only open your information. You will have your own password and it will only open information on you personally.

Question - Someone would have to have your password if they wanted to look up your records, is that correct?

Answer - Your manager can go in through self-serve and see the information on all of their employees, but no one else can. It is kind of a hierarchy. If the individual employee goes in, they can only get to their own information. You cannot look at other employee's information through self-serve.

Question - The reason why I ask this is that if I go in and am paying someone on a payment voucher and I type in that last name, I have their social security number listed and that is what I don't want to see. Now people can go in and see my social security number if they choose to.

Answer - If you go in through self serve, you will only be able to see your own information. A person who has a Human Resources responsibility, just like you have a purchasing responsibility, you may need to know an employee's social security number, because you can't make a payment to an employee by federal law without having a social security number somewhere. People doing Human Resources and payroll work in Oracle will have access to lots of employee information.

Each of us now has an employee number that we are trying to promote if someone needs a number associated with an employee for record keeping purposes or data retrieval instead of the social security number. We have taken social security numbers off of as many of our reports as we can. We only show the social security number when it is absolutely necessary.

Question - When I go to buy something at Cavalier Computers not only do I have to sign my name, but also I have to put down my social security number, can we start using our employee number there?

Answer – That would be up to them. I thought they were actually asking people for their employee number and people didn't recognize it. Once we go live with the new system, it will be much more pervasive and available to people what their employee numbers are and then perhaps there will be a transition in the bookstore and other places. I would vote unless you absolutely have to have social security number for some business reason we should use employee number.

Question - Will managers be able to see our information if we applied for a job somewhere else and they wanted to look at my history?

Answer - I don't think so.

Question - Will our evaluations be out there?

Answer - No not yet. The Oracle self-service does have a compartment that we could use to do on-line employee evaluations if we wanted to.

Question - Is the employee number different from your computing id?

Answer – Yes, it is a six-digit number and everyone in this room has one whether you know what it is or not. Also your first salaried job assignment number is the same as your employee number. Your second job or assignment number is your employee number dash 2 and then dash 3 or dash 4, etc.

There are three levels of reports in HR:

legally restricted – only central HR people can see
limited access – people with HR responsibility, and
general – what everybody can see

In self-service employees will also be able to change some of their own information such as home address. It will eliminate the need for writing it on a piece of paper and sending it to Human Resources to be keyed in.

Major HR/Payroll processes – One difference here is that the Human Resources office will play a bigger role in the recruitment activity. Human Resources will become more of a service

provider and departments that have vacant positions or list new positions will be communicating with HR more verbally and/or by e-mail relative to what their true needs are. HR will then go through all of the applications and go to job fairs to recruit for the vacant positions. HR will provide the hiring official with six to eight candidates that are qualified for the position. The department will review the applications and decide whom they want to interview. Currently the hiring official runs a KSA matching exercise between the KSAs and the job requirements to find qualified applicants. Tom Gausvick's goal is to provide more service to hiring people and to try to take some of the work and guess work out of it for the schools and departments. ITC has been a pilot and from our perspective it is working very well. They have a couple of recruiters that know about technology, one of them use to work in a .com company and they have given us applications that I don't think otherwise left to our own devices we would have had access to. We have actually hired some people that I don't think we would have run across unless they were out there kind of digging through stuff for us.

In the current OPAS system, once you are hired at the University your data is being maintained by schools and departments, but it doesn't actually go anywhere. Human Resources has to physically look at changes on the screen and then has to retype the changes in to HRS, the system that produces payroll. This step is going to go away and the people in the schools and departments will be writing real entries to the Oracle database in Human Resources and Payroll. There is some concern about accuracy and what we have done is drastically limit the number of people who can make entries to the database for employees. Right now in OPAS there are approximately 450 people who can make changes. In Oracle there are approximately 160, so we have cut the number of people who can make entries by about two thirds. We are trying to make sure that the people who will make entries in Oracle are well trained and develop a consistent level of quality skills in making entries.

We are running a parallel payroll in Oracle with every payroll we run the next couple of months. We took the information from the paycheck we just received and ran that payroll in Oracle. We then took the file that HR sent to Mailing Services of Virginia to produce your earnings statement and mapped what Oracle paid to what your earnings statement said. There were some corrections that had to be made in Oracle to instructions and formulas, but for the first time it was not bad. We do not want any surprises with the first paycheck in July.

Oracle is behind the information that Tom Gausvick sent out about the changes in reporting leave and the option of being paid semi-monthly versus monthly. In the current system there were certain limitations on what the system could do without making major modifications. Oracle will allow the University to be more consistent with the way the rest of the state operates. We have been the only place that reported leave on a monthly basis and paid people on a monthly basis.

Another difference will be that in the current system you can only find people who are being paid. Oracle is totally different. It is a human resources system that is a huge people database. It will allow us to have people in the database who are not paid, but who have honorary faculty appointments or are assistant professors of clinical medicine, etc. The medical school has a system that keeps track of all these people and what we have done in Oracle is made space for all of this information so we will only have one system for everyone whether they are paid or not.

We are going to be converting tons of information into Oracle that has never existed in any of the institution's systems before. We will also be able to have tenure tracking in Oracle. We will be able to know if they have a 6-year tenure track process, what year they are in and when it is time to review them. If they were tenured, what was the tenure date. Oracle will allow us to keep all this information in a common place.

With Oracle, users will have the ability to go in and run, create and/or modify reports. The way it is currently, if you want a report, you have to go to HR and ask them to run the report for you. This is going to put a lot more power in the hands of the user. We are also creating a mailing label tool so people can go in and make a query for the labels they want and run their own labels.

Oracle training began on April 1 and will be completed the third week of June. The "go live" date will be June 26. The first activity is the 26, 27, and 28, for timekeepers to enter time for the first Oracle biweekly payroll in July.

Question - We are hearing rumors that instead of the bubble sheet we are going to have two timesheets.

Answer - No. The new sheet is 8 ½ x 11 and has a grid on it. Whether you are a classified salaried person reporting leave or overtime or you are a biweekly person reporting time, you will use the same sheet. It is one form, but classified salaried people will be completing it twice a month. By reporting time twice a month, it will keep the leave balances more current. Also if you had overtime pay in the first semi monthly period, it would get you your money quicker provided you were paid twice a month.

Question - Does this system interface or talk to the central personnel system in Richmond?

Answer - Whatever interface exists today between UVA and Richmond will be duplicated in Oracle.

Ms. Fogler pointed out to the Council what the bylaws said about elections. The bylaws state that each division will select representatives by a method chosen by the employees of that division no later than July so the representatives will be ready to serve on Council in September. Each term of membership will be for two years beginning in September and ending in August. Representatives are eligible for re-election. She also noted that the bylaws are subject to revision by vote – consensus of the council.

Cheryl Adams handed out a copy of the logo for the brochure to each council member. The brochure was also given to Anda Webb to review. Discussion was held as to how the brochure would be printed. It was suggested that it be done as a trifold, but would be taken to Jim Higgins in Printing Services for suggestions on weight of paper to use, etc. Brochure needs to be completed before April 17 to be used as a handout at the New Employee Resource Fair. The brochure was kept brochure dateless so it could be used for a while. A recommendation was made to reduce accomplishments to one line or less, a couple of words and to refer people to the

website for more detail. Glen Taylor is updating website. Rather than mailing a brochure to everyone, there was a suggestion that the brochure be put on the website in a printable format and if someone wanted a copy they can print it. Anda Webb will work with Leonard Sandridge and Gene Block to get a quote for the brochure. Pat Hartsook will set-up the brochure in Microsoft Publisher to be forwarded to the printer.

Question – I had a question from someone about their pay stub. They said according to their pay stub the state is not contributing as much money to their VRS account. Is this because of the new budget that there has been a lowering?

Answer - The budget hasn't even been approved yet. The employee should address that question to the Benefits Office.

Next month's guest speaker will be Captain Michael Coleman of the University Police.

Meeting adjourned at 10:15 am.