

January 2016: Important Topics for DOM Staff

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To: All DOM Staff

To provide better customer service and to keep staff informed of important and upcoming HR issues, you will be receiving a monthly notice of these topics. For January 2016, I have listed for your review:

Martin Luther King, Jr. Day: Monday, January 18, is an officially observed holiday for the University Academic Division for Martin Luther King, Jr. Day. Your supervisor or department administrators can answer questions about required coverage during holidays.

2016 Holiday Calendar: The 2016 Holiday Calendar is available on our web site at <http://www.hr.virginia.edu/calendars/university-holiday-schedule-2016/>.

UHR Service Center Holiday Coverage: Employees who need emergency assistance from UHR during the holidays can call our UHR Service Center at 434-982-0123 where a recording will give them the phone number for the “manager on duty” for that day.

Reminder - Exempt Tax Status: Persons claiming “exempt” for their 2015 W-4 or VA-4 forms must file new tax forms no later than Monday, February 15, 2016 to continue this status during 2016. This is an IRS regulation. If the employee neglects to file new tax forms, the employee will be switched to have taxes withheld with a status of Single and zero exemptions.

Reminder - Review Emergency Event Status and Policy: It is important that managers convey to employees their “designated” or “non-designated” status as it applies to an Emergency Event. An employee may view their status via Employee Self-Service under “My Information”. The policy can be found at <http://www.hr.virginia.edu/event-status>.

Reminder - University Leave Cash-Out: Any University Staff employee with an amount above the carry forward limit and who met the 80-hour threshold of usage will have a “payout” automatically created for half of the hours. This payout will be processed in the first pay period of the new leave year with pay period ending January 10, 2016 for check date of January 15, 2016.

Reminder - 2016 VSDP and University Leave Allotments: The new allotments of Family/Personal, VSDP Sick leave, and University Leave were given the beginning of the new leave year. This year, the new leave year began on **December 28, 2015**. For those *non-University Staff* employees enrolled in the Virginia Sickness and Disability Program, the new Family/Personal and VSDP Sick leave allotments were available for use on December 28, 2015. For *University Staff*, the new University Leave allotments were available for use on

December 28, 2015. None of these allotments will show on the Employee Self-Service timecard balances or Discoverer balance reports until after the updating of the January 10, 2016 bi-weekly payroll on January 12th. The timecards and reports will be reflective of the new allotments when accessed on or after **January 13, 2016**.

Please remember for each employee, the entire annual accrual will be available for use at the start of each leave year, prior to actually accruing the hours. This provides employees with maximum flexibility in their use of leave time. **If an employee leaves the University during the course of the year, the time used and the time accrued are reconciled. Leave accrued, but not used, is paid to the employee in the pay period following the last day of employment. Leave used but not accrued is either subtracted from the employee's final paycheck, or invoiced through Accounts Receivable if the amount owed to the University exceeds the net amount of the final paycheck.**