

February 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 February 2016, I have listed for your review.

Spring Break Day: Friday, March 11, is an officially observed holiday for the University Academic Division for Spring Break Day. Your supervisor or department administrators can answer questions about required coverage during holidays. The 2016 Holiday calendar can be found on the UHR web site at <http://www.hr.virginia.edu/calendars/university-holiday-schedule/>.

Bi-weekly Pay Day March 11, 2016: UHR will be closed for the Spring Break Holiday on Friday, March 11, 2016, which is also a bi-weekly pay day. Employees will not be able to pick up their check until Monday, March 14, 2016. A great reason to enroll in direct deposit now! Please encourage all employees to enroll right away!

2016 Staff Appreciation Event: Save the date! This year's staff appreciation pancake breakfast is planned for **Tuesday, March 8, 2016**, from 7 am to 9 am. It will be held in Newcomb Hall at the Fresh Food Company located on the 2nd Floor and staffed by the University's Vice Presidents and Deans! Check the UHR web site at <http://www.hr.virginia.edu/> for more details to be available in the next few weeks.

2015 W-2's: Online W-2's were available January 14. A little over 14,000 paper W2's were mailed January 31 and 767 1042S forms will be mailed later this week.

Reminder - Exempt Tax Status: Persons claiming "exempt" for their 2016 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 - Volunteer Income Tax Assistance (VITA) for Tax Year 2015: Need help on your taxes? If you meet the eligibility requirements below, you can get your tax return prepared for free! You may not realize that you qualify for certain tax benefits like the federal Earned Income Tax Credit. Let us help prepare your return and you'll see any possible refunds in about ten days.

What: In partnership with United Way and IRS-trained and certified student volunteers from the School of Law, Darden and Creating Assets, Savings and Hope (CASH) – a group organized through the University’s student volunteer center, Madison House, UHR is again offering free income tax return preparation services for eligible employees in the Human Resources building at 918 Emmet Street.

During Saturday shifts, student volunteers will pilot a Free Application for Federal Student Aid (FAFSA) filing program. Employees can have their taxes prepared and filed and complete a FAFSA on the same day with the help of trained volunteers. This new service will make financial aid more accessible to families in the UVa. community.

Where: University Human Resources Michie North, 918 Emmet Street (across from Barracks Rd. Shopping Center)

Who’s Eligible: All UVa employees (including wage and part-time and Medical Center employees), who earn \$56,000 or less annually, do not have rental income, and who are U.S. citizens or permanent residents. The \$56,000 income limit includes your spouse’s income if you are filing a “married filing jointly” return.

When: Appointments are available from Feb 1 until April 18, Monday through Thursday evenings from 5:30 until 7:00 p.m. and Saturdays from 10:30 a.m. until 1:00 p.m. Appointments may be scheduled online at www.cvilletaxaid.org or by calling 434.982.0123. No appointments may be made for March 5 through March 12 due to U.Va. Spring Break.