

Minutes from Staff Senate Meeting on Oct. 9, 2018

Location: Newcomb Hall South Meeting Room

Time: 11am - 1pm

### Meeting Summary

- Welcome, introductions, and announcements: Michael Phillips and Leah Beard
- The University Partnership group: Melissa Goldman and Rachel Kiliany
- The Advocacy group: Nick Williams
- The Membership group: Patrick Wood
- Ufirst and Workday updates: Marcus Hamilton
- Annual Enrollment (AE) benefits presentation: Erica Wheat

## Welcome to Staff Senate

### Announcements

- Football game ticket discounts available for Pittsburgh Nov. 2
- Security and General Safety Committee surveys forthcoming
- Members of the Staff Senate met with President Ryan who was very supportive and will make attending an upcoming meeting a priority
- Organization Excellence (OE) invites you to participate in their upcoming events
  - Nov. 8 - [Moving Agendas in a Clunky University](#)
  - Nov. 9 (details coming soon) - Liberating Structures: Novel Tools for Engagement, Innovation, and Inclusion
  - Dec. 5 - [How to Use Storytelling to Get Support for Ideas](#)
  - See more upcoming [event information here](#)
  - Sign up for [OE's monthly newsletter here](#) by clicking "Subscribe"
  - Help OE spread the word by sharing the [Nov. and Dec. QCORE flyers](#)

## Roundtable Discussions

### The University Partnership Group

- Spotlight Series coming soon. This is an opportunity to share information on various units and departments within the University

- Luncheon of the Chairs: Representative bodies meet and greet on Nov. 8. Invitees include Staff Senate, Graduate Programs Council, Faculty Senate, Student Council, and General Faculty Council
- Are you interested in what different representative bodies are doing around Grounds? Meeting, Nov. 11, 10am, Newcomb 164H – an opportunity for Staff Senate members to continue small group discussions on internal partnerships and shaping the Spotlight Series. Those interested in getting involved, email [Rachel](#)

### **The Advocacy Group**

- Our current focus is around those who are retiring early and their benefits
- We are looking for a meeting place for next week's meeting. Email [Nick](#) for details

### **The Membership Group**

- Members of this Group met with Carolyn Cullen and Team to request a greater Staff Senate presence during the new employee onboarding process. We learned the following:
  - Workday will offer enhancements in the capability to share information with employees virtually and employees may "have" to view documents within the system
  - Orientation and onboarding activities are undergoing a revamp based on feedback surveys and will focus on higher priorities such as benefits
  - Though Staff Senate may not be considered a "critical mission", they are aware of our request and we believe that this will result in greater presence

## **UVA HR Updates**

### **Ufirst and Workday Updates**

#### 1) Performance Management

- Calendar Year Lead@
  - Cutoff activities are underway for the transition from Lead@ to Workday
  - Any goals already entered in to Lead@ will migrate automatically to Workday
  - Beginning in January, two years of historical Lead@ data will be available in Workday. All historical data will be available in ImageNow. If you prefer easy access to certain documents, download them from Lead@ as soon as possible
  - Blackout period begins Oct. 31. Enter and approve goals before prior to Oct. 31
  - For those hired after Oct. 1, wait to enter goals into Workday
- Fiscal Year (FY) Lead@
  - Complete goals in Lead@ this month; you should receive a reminder
  - For FY 2019 you can enter goals into Workday starting in January; after this period and moving forward, you will enter goals at the start of the FY

#### 2) Time Keeping will be mobile friendly using Workday app!

- What is NOT changing
  - Payroll calendars and pay dates
  - Pay period cutoffs (assignments, hires, LD, time entry/approval)
  - Leave accrual calculations
  - Exempt employees only enter absence
- What IS changing
  - A calendar view for time entry

- University Holidays pre-populated on calendars
  - Absence (time off/leave) requests entered in Workday
  - No paper timecards – recent retro time can be entered in the system
  - Mobile accessibility for time entry, approval, and time-off requests
- 3) Time and Absence, Time, and Absence
- Time-related notifications: Non-exempt employees will receive time-related email notifications at a frequency based on their employment status
  - Time reporting support role vs. manager delegation (similar, but slightly different than today)
    - Time Reporting Support Role (non-managers) can run the same reports as managers, offering boots on the ground visibility
    - Time Reporting Support Role (non-managers) cannot enter, submit, or approve time without a manager delegating this responsibility
    - Manager Delegation: Managers can choose to (or not to) delegate time-related actions and approvals to an appropriate individual.
    - Questions? Email [Marcus](#)

### **Annual Enrollment (AE) Benefits Presentation**

- 4) AE runs from Oct. 8-19, 2018
- [AE website](#)
  - See today's full [presentation](#)
  - Direct link to the UVA Health Plan [comparison guide](#)

## **Closing**

Next meeting: Nov. 13

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