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
  o Nov. 8 - Moving Agendas in a Clunky University
  o Nov. 9 (details coming soon) - Liberating Structures: Novel Tools for Engagement, Innovation, and Inclusion
  o Dec. 5 - How to Use Storytelling to Get Support for Ideas
  o See more upcoming event information here
  o Sign up for OE’s monthly newsletter here by clicking “Subscribe”
  o 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
o University Holidays pre-populated on calendars
o Absence (time off/leave) requests entered in Workday
o No paper timecards – recent retro time can be entered in the system
o 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)
     o Time Reporting Support Role (non-managers) can run the same reports as managers, offering boots on the ground visibility
     o Time Reporting Support Role (non-managers) cannot enter, submit, or approve time without a manager delegating this responsibility
     o Manager Delegation: Managers can choose to (or not to) delegate time-related actions and approvals to an appropriate individual.
   o 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
Location: Newcomb Hall South Meeting Room
Time: 11am - 1pm