The University of Virginia’s Military Veteran Employee Working Group – known as “UVa Mil Vets” – organized a Veterans Day Luncheon earlier this month that was attended by many Facilities Management staff members. The event featured speakers Leonard Sandridge, former Executive Vice President and Chief Operating Officer, and Captain Mark Black, UVa Naval ROTC Commanding Officer.

The UVa Mil Vets group was founded last year with the mission to provide networking opportunities, education and informational resources, and support and community building for the University’s military veteran employees. The group also aims to serve as an advocate for military veteran employees with University leadership.

The advisory committee members were recently recognized as EOP Champions by the Office of Equal Opportunity Programs for their work to support UVa’s veterans.

Are You a Veteran?

UVa Mil Vets is always seeking new staff members who are military veterans from any branch of the U.S. military. To join UVa Mil Vets and gain access to its on-line group discussion boards and informational resources, please e-mail Mike Vanderweide at mjv6a@virginia.edu or call 982-0370. For more info, visit the UVa Mil Vets website.

UVa Mil Vets is organizing committees around each of its mission areas. See the information about each committee to the right and if you are interested in participating, contact the committee chair to join.

- Networking: Social and career networking for veterans. Chair: Kyle Bowman, klb9u@virginia.edu
- Education & Informational Resources: Ensure veterans have information on benefits and other items specific to the veteran community. Chair: Mike Vanderweide, mjv6a@virginia.edu
- Support & Community Building: Create a personal support network of veterans, including new hires, and develop relationships. Chair: Jonathon Neel, jln6e@virginia.edu
- Advocacy: Establish UVa Mil Vets as a conduit between veterans and the University’s administration. Chair: Benjamin Huggins, blh5a@virginia.edu
It’s Time for Lead@UVa Performance Evaluations

It’s time to complete 2014 performance evaluations. Remember, now that the annual performance evaluation cycle is on a calendar year (January 1–December 31), employees will complete their self-assessments from November 10, 2014 to January 4, 2015 regarding their work from October 1, 2013 to December 31, 2014.

When you access the newly upgraded Lead@UVa, you’ll notice a new look and that the evaluation is “Due: 9/30/14” — this date is no longer valid due to the revised calendar year cycle. To learn more about the system’s upgrades, visit the Lead@UVa 2014 Upgrade website.

The annual evaluation begins with Step 5, the employee completion of their self-assessment. HR&T has routed a large group of evaluations from Step 3 to Step 5, understanding that an Interim Review did not occur for these employees and departments. However, if you find that a 2014 evaluation is still in Steps 1-4, you should complete those steps prior to beginning the annual evaluation steps and then send them forward until reaching Step 5.

Supervisors should assist employees in developing and entering three goals, three competencies, and one development activity into Lead@UVa if you have not already done so.

Questions? Contact UHR by calling 982-0123 or e-mailing askhr@virginia.edu. For questions about FM’s timeline and process, contact Crystal Smith by calling 982-5898 or e-mailing cgs8d@virginia.edu.

Upcoming Holidays & Leave Time

With the upcoming holidays, many employees will be using leave time to cover extra days off. Make sure to check your available leave time on-line through Self Service Time and Leave.

Remember, you must work a full day before and after a holiday to get paid for that holiday if you do not have adequate leave time.

The start of the new leave year for 2015 falls on December 29, 2014. Leave allotments for 2015 will be available for use starting on this date.

Weather Emergency Events

As winter approaches, HR&T reminds all employees to talk with their supervisors now regarding inclement weather plans. Ask if you are required to report to work in the event of a University delayed opening.

You can see your emergency event status – either designated or non-designated – by going on-line to Self Service Time and Leave and clicking My Information. However, designation status can change based on the emergency.

Get Your W-2 Sooner!

Want to file your taxes earlier this year? You can receive your W-2 form on-line starting January 16, 2015 — two weeks earlier than the paper version. To receive your W-2 on-line (and opt out of the paper version), visit UHR’s website for detailed instructions.

Timecard Changes

The University recently made two important changes to its on-line timecard system.

If a timecard is not submitted, is submitted late, or has been rejected and not resubmitted, the Payroll Department will no longer enter leave hours to cover that time and the employee will not be paid.

Error messages will now appear on the timecard to help prevent common errors, including deleting holiday hours and not accounting for a full work week.

More information can be found here.

Save the Dates

Nov. 19-Dec. 5: Toy Lift Drive. Toys and monetary donations will be accepted through 12 p.m. Friday, Dec. 5. Drop off sites include: Leake Service Desk, HSPP Service Desk, Materials Division, 1003 West Main Street and the Heat Plant.

Nov. 26-28: Thanksgiving Holiday.

Dec. 24-26: Christmas Holiday.

Dec. 31-Jan. 2: New Year’s Holiday. Please note that Friday, January 2 was recently designated as a full-day holiday.