

ONE Payroll Services Town Hall Meeting

August 17, 2017



UNIVERSITY
of VIRGINIA

Ufirst
HUMAN RESOURCE SOLUTIONS *for* YOU

Agenda

Topic	Presenter	Timing
Talent Selection Timeline and Process	Jerry Burke	30 minutes
Qualtrics Demo	Jordan McLaughlin	30 minutes
HR Solutions Center Overview	Erica Wheat/Marcus Hamilton	30 minutes
ONE Payroll Services Roles Q&A	Robert Gerbin	20 minutes
Q&A Session	Jerry Burke / Robert Gerbin	10 minutes

The Future: ONE Payroll, ONE Team, ONE Mission

Talent Selection Timeline and Process

What is talent selection? Talent selection is the process in which current-state Payroll Services team members are identified for future-state roles.



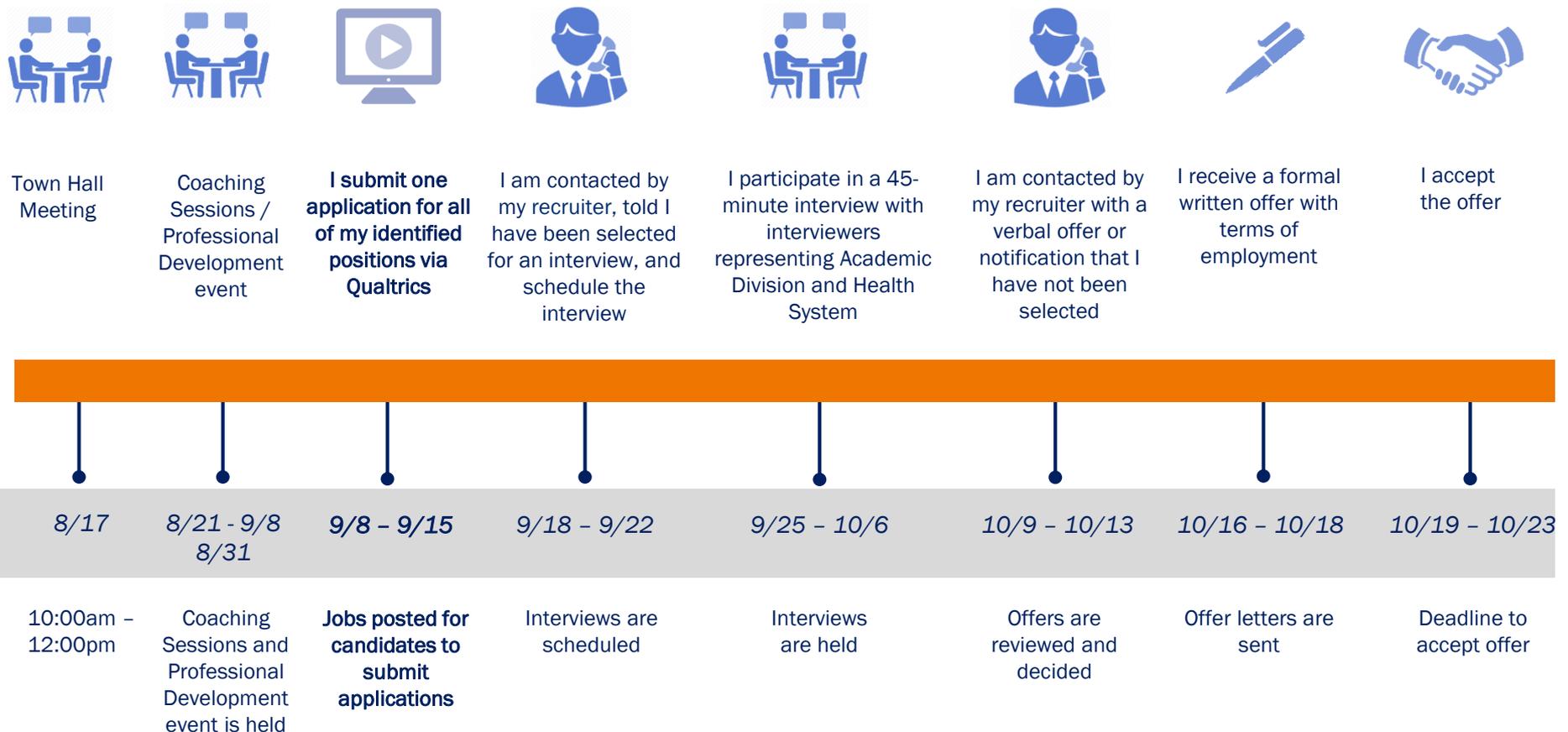
Overall Goals

- Deliver a candidate experience that is fair, transparent, and respectful
- Minimize disruptions to current operations
- Minimize the overall duration of the process and identify the individuals filling future-state Payroll roles
- Support the launches (i.e., Service Center, COE and Workday) of future-state functions and services prior to technology go-live

What is the talent selection process for these positions?

1. The Ufirst Time to Pay project team shares internally competitive positions with the Impacted Payroll Services community
2. The Ufirst project team posts internally competitive positions
3. Candidate identifies positions of interest and submits application via Qualtrics (easy and secure)
4. Hiring manager/proxy identifies candidates to be interviewed based on stated qualifications (exclusive of education)
5. Candidate participates in a 45-minute interview with AVP of Finance and Director of Payroll Services
6. Verbal and written offers are extended
7. Candidate provides written acceptance of offer within 3 business days
8. Any open positions after the internally competitive talent selection process will be open for the externally competitive hiring process

Ufirst Time to Pay Talent Selection Process Timeline



- All ONE Payroll Services positions will be posted at one time
- Interviews will be conducted by AVP of Finance and Director of Payroll Services
- Ufirst HR will forward invites to the Coaching Sessions and Professional Development event
- Individualized Benefits Counseling for Health Systems payroll team members were held the week of 6/24

What happens next?

- **Be on the lookout for invite from Ufirst HR to sign-up for a 1:1 Coaching Session and attend the Professional Development event. These events will provide you with the opportunity to:**
 - Ask questions about the Talent Selection Process
 - Prepare for the application requirements
 - Receive guidance on future-state positions that best fit for your knowledge, skills, and abilities
 - Receive recommendations on how to best highlight your knowledge, skills, and abilities on the application
 - Receive Interviewing tips or practice answering interview questions

- **Utilize the PAYROLL website resources:**
 - Application Worksheets
 - Tips to best showcase your accomplishments
 - Tips to prepare for an interview
 - Practice interview questions
 - Information about future-state Payroll Services, organization structure & position descriptions
 - FAQs



Have questions about ONE Payroll Services at UVA?

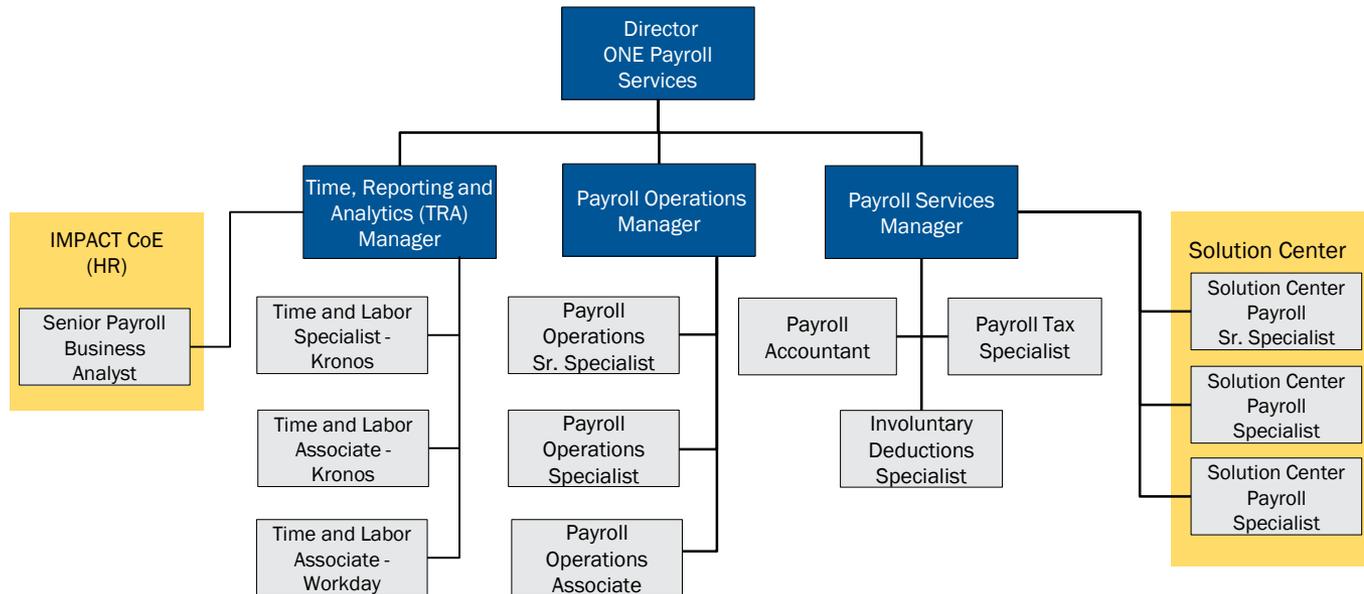
Please email ufirst_payroll@virginia.edu for more information.

Qualtrics Demo

HR Solutions Center Overview

ONE Payroll Services Roles Q&A

Future State ONE Payroll Service Delivery Model



Q&A

- **How many positions can I apply for?** You are not limited to how many positions you can apply for; however, please use your discretion based on the stated qualifications.
- **Can candidates receive more than one offer?** Yes. You may choose which offer to choose from; the decision will be at your discretion.
- **Does the Ufirst Time to Pay team receive preference in selection?** No. Ufirst Time to Pay team members will participate in the talent selection process alongside their colleagues from the 3 payroll organizations. The process will be managed so that Ufirst team members are not involved in any part of facilitating the process for positions they choose to apply for.
- **Do I need a resume or cover letter?** No. A simple application focused on relevant work experience will be submitted. No resumes or cover letters will be necessary for internal candidates. A demo of the application process will be given at the Town Hall meetings on Thursday, August 17th

- **What happens if I'm on leave during this process?** Candidates should make every effort to participate in the process. However, if you will be on approved leave, please notify Ashley Feero so we accommodate your schedule.
- **How will my compensation be determined for a future state role in Payroll Services?** Since we now have confirmation that Agency 207 (Academic Division) will be the employment home for ONE Payroll, we have updated the salary range information that will be used during the talent selection process and for future-state ONE Payroll employees. The ranges now reflect both the traditional University salary bands as well as the market hiring range so that employees are aware of the full salary potential. The Market Hiring Range is the range in which people hired into the position are expected to be placed. The Academic Range reflects the full salary range available for growth.

- **Who will be the hiring proxies for the HRSC Payroll Specialists?** All interviews for Future State ONE Payroll Services will be conducted by the AVP of Finance and the Director of Payroll Services with input from current Payroll Managers.
- **What will the transition into future state position look like?** Priority will always be to run payroll timely and accurately and as such, you will remain in your current state position until a [2018] transition plan can be implemented which will allow for both adequate coverage of current state payroll needs and provide you with the opportunities to participate in future-state trainings and activities.
- **What will my benefits look like in future state?** For those not currently Agency 207 (Academics) employees, please contact Joanne Hoagland at jlh3xa@virginia.edu for clarification.

- **Will salaries be grandfathered and red-circled?** Impacted employee's salaries will be grandfathered – meaning their salaries will not be reduced. Employees who are “red-circled”-- meaning that their grandfathered salary is above the "Academic Range" for their position -- will receive a lump sum bonus when merit increases are awarded, but their base salary will not change. Since compensation ranges are reviewed on a regular cycle, it is possible that the top of the range will exceed the individual's salary at some point in the future. At this point, the individual would begin receiving base increases.
- **What if I am not selected for a future-state position?** No impacted employee will be laid off at the University. We will work with you for a predetermined amount of time (to be determined) to secure employment within the University.