



HR Reps Meeting Notes

April 27, 2022

PeopleAdmin Union Code updates

Rafae Khan, HR Systems Supervisor

Within the next few weeks, some new fields will appear in PeopleAdmin that are related to the union status of staff positions.

Upcoming New Fields in PeopleAdmin:

1. **Supervisory Position:** Y/N (Supervisor designation is for staff that supervise two or more full time employees).
2. **Confidential Position:** Y/N (for positions that have knowledge on an ongoing basis related to personnel and/or budget matters, beyond daily routine supervisory duties).
3. **Union Status Comment:** for departments to fill out within any staff action explaining whether the position falls into either of the above categories.
4. **HR Union Status Verification:** for HR to fill out based on their final determination about the position
5. **Union Position:** for HR to fill out with the union code for the position.

More information about the Supervisory and Confidential designations can be found [here](#).

Current staff determinations have already been assessed. However, if position duties change, then contact LER rep.

A link to the video clip from this meeting describing these changes is [here](#).

Employee Transitioning to Retirement

Greg Paradiso, Director of Benefits

Benefits has a [Retirement Resources](#) page

The following timeline chart can be a helpful visual for employees that have chosen to retire soon.



Upcoming retirees can find an essential and detailed [description of this timeline](#) and [Checklist](#) of steps toward retirement.

Payroll Fiscal Year Crossover for “supersedes budget” ePARs

Kait Rooney, Administrative Services Manager

Note: Payroll defines “supersedes budget” as an individual whose data was not included in the Axiom pull from HCM or who has had a pay change since the data pull which will result in an inaccurate rate of pay in Job Data when 7/1 rows are added to HCM

- FY23 ePARs are not needed for new hires (hired after 3/31/22) as Payroll is running a query looking for missing distributions and will add a corresponding job data row and a FY23 distribution row using FY22 information (unless they are receiving a FY23 increase – see below)
- FY23 ePARs are needed for new staff members hired after 3/31/22 who are receiving a salary increase 7/1. Please indicate **“Supersedes Budget”** in the comments section of the ePAR.
- FY23 ePARs are needed for any 7/1 pay-related changes (for example FTE, off cycle change in duties, reclassification, etc.) that occurred after the Axiom data pull from HCM on 3/31/22. If an ePAR is required due to the changes listed above, please indicate **“Supersedes Budget”** in the comments section of the ePAR.
- ***Important note that the budget-build process and the 7/1 Job Data rows are not to be used to circumvent ePAR actions that require workflow approval such as but not limited to promotions.***

Please contact Human Resource Services at hrsinfo@uvm.edu or call 802-656-3150 with questions.