

HUMAN RESOURCES

NOTE: The information in this section does not include school specific human resources procedural information. Be sure to consult with the school research administrator and/or school dean's office in addition to referencing the details below. Also, two primary sources of hiring information are Human Resources (for classified staff) and the Office of the Vice President and Provost (for faculty). Reference these websites for comprehensive hiring information:

Provost's:

Professional Research Staff	http://www.virginia.edu/provost/profres.htm
Wage Authorizations	http://www.virginia.edu/provost/98Wage.html
HR Hiring Guide for Classified Staff, Faculty, and Payroll Info	http://www.hrs.virginia.edu/hiring.html
Links for Faculty and Staff HR policies	http://www.hrs.virginia.edu/policies.html

Employment Classifications & Definitions

There are three general categories of University employees:

Faculty	Policy via the Provost's Office
Research Professional Staff	Policy via the Provost's Office
Classified staff	Policy via University Human Resources

NOTE: Students may be paid for research-related work performed in one of two ways:

- Policy via the Provost's Office for students hired to perform research-related tasks & duties. Paid hourly - turn in time sheets.
- Via fellowships as a Graduate Research Assistant (GRA); Fellowships are a form of financial aid, and are NOT considered payroll compensation. Comparatively, scholarships are to undergraduate students as fellowships are to graduate students. If a graduate student is being included as 'key personnel' on a grant (as a 'graduate research assistant'), they are limited to a working a total of 20 hours per week (inclusive from all sources of UVa paid work). This needs to be considered when assigning and documenting quantities of research 'effort' to GRA's.

Stipends

Stipends are paid to certain students in order to supplement financial support. Stipends are not dependent upon work performed and are NOT considered to be payroll.

Research Funded Classified Staff

Administrative and clerical positions are typically NOT allowed as direct charges on grants/contracts where any funding is coming from federal sources (i.e., including

subcontracts, federal "flow through" dollars). In other words, the funds supporting the salaries of administrative or clerical personnel may (typically) not be obtained from "Ledger 5" accounts. Direct budgeting and charging of such costs *may* be considered where a major project or activity explicitly budgets for administrative or clerical salaries and the individuals involved can be specifically identified with the project or activity. The nature of the work or actual functions performed under a particular project should require an extensive amount of administrative or clerical support which is significantly greater than and in addition to the routine level of such services provided by academic departments.

There are other (non clerical/administrative) research related positions which are classified. Titles may include, but are not limited to: Lab Manager, Lab Specialist, Lab Technician, Lab Aide, Research Specialist. Compensation for personnel in these capacities may be budgeted as direct costs.

For details on procedures for hiring classified staff, including a listing/dictionary of all classified UVa positions, see: <http://www.hrs.virginia.edu/classhireguide.html>

Employee Classifications and Pay Types

Faculty Salaried - Research faculty, Research Assistant, Research Associate (known as Post Docs-recent PhDs), Research Scientist, Senior Scientist and Principal Scientist

Faculty Wage - typically during summer for 9 month appointed faculty; may be part-time faculty or research professional who is here short-term (including foreign nationals)

Classified Salaried FT - full benefits

Classified Salaried PT - 50% time or more eligible for modified benefits

Classified Wage - Hourly employment - paid bi-weekly wages. Part time, no benefits, 1500 hours/yr maximum (based on employee's anniversary date for wage payments in the University.

Temp Services - Similar to classified hourly wage - paid by-weekly wages. No benefits, up to 1500 hrs/yr maximum. Payment processed through the Temp Services Office via time sheet submitted by the employee & verified by the supervisor.

Pay Types for Students paid for research work:

Student Wage - hourly, time sheets, paid bi-weekly

Auto Student Wage - automatically paid bi-weekly; example: GRA's

Research Professional Position Descriptions

These positions are categorized as "faculty" in OPAS (online personnel action system), however the Provost's Office categorizes these positions as Research Professional Staff. Policy, benefits and other information for Research Professional Staff can be found at the Provost's web site under the General Faculty heading.

➤ Research Assistant

Requires a master's degree or equivalent. Research Assistants perform research duties as directed by the Principal Investigator with a minimum of supervision. The Research Assistant should have the ability to establish his/her own priorities, design methodologies, follow established quality standards, analyze data, prepare written documentation and make formal presentations. The Research Assistant should also have the ability to assume leadership of other research staff. This title is primarily for the person whose employment is for a short term, 12 months or less. However, any position that is

expected to continue beyond an initial one-year appointment must be advertised and searched in advance of the initial appointment in accordance with the University of Virginia's EOP procedures.

➤ **Research Associate**

Requires a doctoral degree. Research Associates work independently and perform assigned research on their own initiative with a minimum of direction. This category is provided for the recent Ph.D. or equivalent whose employment is for a limited time (normally not more than three years) and is for the purpose of acquiring additional experience and training while contributing significantly to a research program.

➤ **Research Scientist (Senior Research Staff)**

Requires a doctoral or master's degree with experience or their equivalent. The individual is expected to perform assigned tasks on her/his own initiative. In addition to a firm background in the particular field, the Research Scientist should demonstrate the ability to assume leadership of small groups and work without additional supervision once objectives are defined and methods of approach set.

➤ **Senior Scientist (Senior Research Staff)**

Requires a doctoral degree or equivalent in training or experience. The individual is expected to have sufficient experience and background to organize small research groups including Assistants through Research Scientists. The individual is expected to perform assigned tasks on his/her own initiative with a minimum of direction. Senior Scientists do not normally serve as co-Principal Investigators on research projects. However, if circumstances warrant this level of service, an appointment as co-Principal Investigator may be granted at the discretion of the dean.

➤ **Principal Scientist (Senior Research Staff)**

Requires a doctoral degree or equivalent (exceptions may be granted in rare instances). Admission to this class is usually restricted to those employees who demonstrate exceptional creative ability and thus, capability of conducting independent research. They participate in the research program at the level of project supervisor or higher and may be named, if appropriate, as Co-Investigator on the research project. They are distinguished from Research Professors because they do not provide formal guidance to students or otherwise participate in the instructional program.

Hiring

There are several departments/offices at UVa which develop policy and/or procedure regarding hiring, and with which you may interact as you are involved with the hiring process. It is recommended that you review their websites, the specific personnel and hiring-related information contained within those websites, and the policy and procedural details.

University Human Resources
Office of the Vice President & Provost
Office of Equal Opportunity Programs
International Studies Office

<http://www.hrs.virginia.edu/hiring.html>

<http://www.virginia.edu/provost/>

<http://www.virginia.edu/eop/>

<http://www.virginia.edu/~intstu/>

Faculty Salary Policy
Wage Authorizations *

<http://minerva.acc.virginia.edu/%7Ebudget/facsal.html>

<http://minerva.acc.virginia.edu/provost/98Wage.html>

* The schedules at this website provide rates of pay for students, research assistants and associates, faculty and others under the special authorizations that have been approved for these purposes.

Individuals who prepare the wage actions to implement these authorizations must do so in accordance with Payroll System policies and the established pay scales.

Be sure to consult your school research administrator and/or Dean's office to obtain pertinent information on all hiring procedures specific to your school.

Appointed Positions

The creation of appointed positions and hiring of candidates generally requires approvals from hiring officials, department chairs and deans. The following websites may offer helpful supplemental information.

- Office of Equal Opportunity Programs website on Faculty Appointment Procedures Manual: <http://www.virginia.edu/eop/hiring.html#Table of Contents>
- Each of the forms listed below, which are utilized in the process of hiring faculty, are available in "E-Form" format. E-forms expedite processes by eliminating paper, and reducing routing time related to obtaining authorizing signatures and forwarding paperwork to the intended office. The Electronic Forms Directory website is: <http://uvaforms.virginia.edu/cgi-local/formsDir.cgi>

Form Name	Appendix
Search Initiation Form	A
Applicant Information Form	B
Summary Data & Candidates for Interview Form	C
Candidate Recommendations/Selection Form	D
Exemption Memorandum	E

- See the UVa Financial & Administrative Policy & Procedures Manual for more information on hiring foreign nationals: <http://minerva.acc.virginia.edu/~polproc/pol/viir13.html#national>

International Student and Scholar Program

As part of UVa's International Studies office, the ISSP staff offer information and advising on a wide variety of concerns to international students, visiting faculty and researchers, and new employees from overseas. **All administrative procedures for the F-1 student program, J-1 Exchange Visitor Program, and visa applications for employment including H-1B and permanent resident advising are managed through ISSP.** ISSP staff advisors maintain an important liaison with federal agencies such as the State Department and U.S. Immigration & Naturalization Service in order to assist visitors to maintain lawful status while pursuing their various scholarly and professional objectives in the U.S.

Tuition Waivers

All graduate assistants holding at least a half-time appointment (.125 FTE; the effort level is equivalent to 10 hours per week) automatically qualify for Tuition Remission, the payment of in-state tuition and

required fees, during the academic year. The funds associated with GTA and GAA tuition remission are distributed to the appropriate schools each year as part of the financial aid distribution. For GRA's, payment of remission should be made from the same source of funds from which the student is paid. If sufficient funds are not available or payment is not allowable under the grant or contract, the department chair or the dean should identify another source of non-state funds from which to make the payment.

Graduate assistants who are out-of-state students and who earn at least \$4,000 over the course of the fiscal year in an academically related job are eligible to receive Tuition Adjustment. Tuition Adjustment is the difference between in-state and out-of-state tuition. Full adjustments may be granted to qualifying graduate students to the extent that resources are available in the school budget for the program. If tuition adjustment requirements exceed available budgets, deans may grant less than full adjustments to all eligible students, or they may provide some full adjustments and some partial adjustments.

See Appendix H for information on the Tuition Remission Program for Graduate Research Assistants.

Payroll

Once a candidate has been selected and has accepted a position, they must be entered into the payroll system. One of the most important issues regarding payroll and research administration is ensuring accuracy concerning which accounts the funds are taken from to pay the associates (relative to the amount of contributed effort) who are working on each particular award.

Your department should have a designated 'payroll contact' whose responsibilities include:

- preparation of all payroll input
- accurate completion and timely submission of all payroll documents
- disseminating payroll information received from UHR Payroll Division to the employees in their department.
- answering questions from employees in their area

See this website for payroll policy information: <http://www.hrs.virginia.edu/Policies/payroll/index.html>
These are the topics covered at the website:

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| ➤ Payroll Benefits | ➤ Funding Transfers |
| ➤ Complimentary Benefits | ➤ New Hires |
| ➤ Debt Payments | ➤ Overpayments |
| ➤ Departmental Responsibilities Policy | ➤ Paychecks |
| ➤ Direct Deposit | ➤ Payroll General |
| ➤ Distribution and Earning Statement | ➤ Payroll Glossary |
| ➤ Employee Responsibilities | ➤ Payroll Taxes |
| ➤ Foreign National Individuals | ➤ Student Employment |

Accessing the Employment System and Online Personnel Action System (OPAS)

University employees whose job requires them to hire employees or maintain employee information can use the Employment System and the Online Personnel Action System, and should contact their departmental payroll administrator for procedural details. If you are to serve in this capacity, in order to gain access to either or both systems, the corresponding security form must be completed and signed by a department head or manager. Before you submit an application for security clearance, please be sure to follow all associated internal procedures that are applicable to your School. Effective

January 1, 2000, all employment and personnel action transactions must occur electronically; paper forms will no longer be accepted.

The Employment System allows the posting of a job vacancy, review of referrals and selection of a staff employee totally on-line. The system also has an applicant browse capability to view a single applicant or a trial pool capability to review all applicants who meet selected criteria prior to the posting of a job vacancy. A user can also request a fax of an applicant's resume and application to a departmental fax machine.

Note: Forms are hyper-linked in Portable Document Format (PDF) with fields to be filled out on-line using Adobe Acrobat Reader version 3.0 or later. These PDF forms should then be printed using the printer icon near the upper-left corner of the form. PDF forms with data cannot be saved or e-mailed.

The security form for the Employment System should be completed by indicating what type of actions the user intends to enter. Please follow your school's internal procedures for security form approval prior to submitting it to HR. See: <http://www.hrs.virginia.edu/forms/SECURITY.pdf>. After the form is received in Human Resources, the new user will be contacted with a user id and password.

The Online Personnel Action System (OPAS) allows the hiring of faculty and students and the changing of any personnel data for all types of employees. This system allows routing of actions through the proper approval steps totally on-line. Actions can route within minutes rather than days/weeks for paper to travel from desk to desk for approval.

If a user requests both the Employment System and Online Personnel Action System access, one user id and password will be created for both systems.

For additional information, refer to <http://www.hrs.virginia.edu/test/onlineaccess.html>, (804) 924-4427 or e-mail hrdept@virginia.edu.