

## DHRM Mandated Reporting Activities for Human Resources

This document summarizes in chronological order mandated reporting and other requirements of agency Human Resources. These mandates are set in the Code of Virginia, Appropriation Act, Executive Orders, Executive Directives, and ongoing additional requirements of state officials.

| Title   | Agency Action   | Due Date  | DHRM Action  | Source/ Description                         |
|---|---|---|--|---|
| <b>Monthly EPR report</b>                             | Certify that FTE data is accurate using Cardinal Tool   | Tool is open on the 25 <sup>th</sup> of each month to certify the prior month | Compiles and publishes the monthly EPR report on the DHRM website  |   |
| <b>EEO Complaint and Grievance Resolution Report</b>  | Agencies are required to complete the EEO Complaint Report” and “Grievance Resolution Report”.                                | January 8th & July 8th  | The primary goal of this report is to gather high-level data from agencies on the outcomes of internal investigations concerning employee relations issues, specifically related to EEO discrimination complaints and grievances. On numerous occasions, we receive inquiries regarding the total number of EEO complaints and/or grievances issued statewide, and do not currently have access to this information. Having total numbers by agency will help us address these types of questions. | EEO Complaint & Grievance Resolution Report |
| <b>Quarterly Unappropriated Transfers Report List</b> | Using provided template from DHRM, report transfer of people (salaried and wage) without transfer of money.<br><br>Submit to: | 31-March<br>30- June<br>30- Sep<br>31-Dec                                     | Compile quarterly and transmit report via secure upload to the General Assembly inbox. DHRM will submit this report.   | Code of Virginia § 2.2-607 (B)              |

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|                                      | <a href="mailto:Compensation@dhrm.virginia.gov">Compensation@dhrm.virginia.gov</a>   |                         |   |   |
| <b>EEO-4 Reporting</b>               | Agency's must ensure employees have reviewed their demographic data in Cardinal and make updates needed in the Personal Details section in Cardinal no later than Friday, June 9th.  | Bi-Annually<br>June 9th | DHRM submits report bi-annually to the EEOC. The data used to compile the EEO-4 report is pulled from the June 10-24 pay period for FTE employees and June 16-30 pay period for wage employees. | Required by Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended.        |
| <b>Employment Opportunities Plan</b> | Using template provided by DHRM, agencies highlight progress achieved toward the strategies used for expanding and increasing opportunities for individuals with disabilities, to include: internal policies and practices, recruitment efforts, interviewing criteria, and resources to accommodate applicants and workers with disabilities.<br><br>Submit to:<br>dhrm.wfp@dhrm.virginia.gov | 30- June                | DHRM will compile and report to the GA through the Secretary of Administration.   | <a href="#">Code of Virginia Code - Chapter 20.2. Workforce Development and Advancement</a> |

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| <b>Diversity, Opportunity, and Inclusion (DOI) DOI Plan</b> | Submit directly to Chief Brown's Office and to the General Assembly<br><br><a href="#">diversity-opportunity-inclusion-plan.pdf (virginia.gov)</a>  | 1- July      | Provide guidance and communication surrounding agency plans.  | <a href="#">2.2-602</a> - The heads of state agencies shall establish and maintain a comprehensive diversity, equity, and inclusion strategic plan in coordination with the Governor's Director of Diversity, Equity, and Inclusion. (*Diversity, Opportunity and Inclusion). |
| <b>Workforce Planning and Development Annual Plan</b>       | The strategic workforce planning process utilizes insights from workforce analytics to proactively identify current and future workforce needs, risks, and challenges and to craft an overall workforce strategy that aligns with the strategic priorities of the agency.<br><br>Submit to:<br><a href="mailto:dhrm.wfp@dhrm.virginia.gov">dhrm.wfp@dhrm.virginia.gov</a> | 30-September | DHRM assists agencies with crafting workforce strategies to address their unique risks and challenges, which also serves to meet the legislative mandated workforce plan outlined in <a href="#">§ 2.2-1209.C of the Code of Virginia</a> . | Code of Virginia - 2.2-1201 (A16)   |
| <b>EO109 Workplace Safety and Employee Health Report:</b>   | Each agency must be in compliance with or develop a plan and timeline for full  | 1 - October  | Review reports and work with agencies as needed.  | <a href="#">Executive Order 109 (10)</a> .  |

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|  | compliance with Executive Order 109 (10). Submit to <a href="mailto:wc.executiveorders@dhrm.virginia.gov">wc.executiveorders@dhrm.virginia.gov</a>   |             |  |   |
| <b>Annual Notice of Creditable RX Coverage</b> | <p>Agencies are responsible to provide all listed employees on the report with the required notice no later than October 15.</p> <p>Refer to Health Benefits E-News for specific instructions.</p> | 15- October |  | <p><a href="#">42 CFR § 423.56(b) - Report Status of Prescription Drug Coverage to Centers for Medicare and Medicaid Services</a></p> <p>The Medicare Modernization Act requires entities that provide prescription drug coverage to disclose to their Medicare Part D eligible individuals whether the entity's coverage is creditable. This must be completed each year in conjunction with the Medicare Part D Annual Coordinated Election Period from October 15 through December 7 for coverage beginning the following January 1.</p> |

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| <b>Affordable Care Act (ACA) Reconciliation</b> | Review the ACA Reconciliation Report to make sure it reflects an accurate FEIN, SSN, Class Code and Offer Code for each participant associated with your group during the calendar year 2023. Remember all participants for 2023 must have a record on the report showing they were waived or enrolled in non-Medicare coverage offered by your group. ACA reporting does not include months in which a participant is enrolled in a Medicare plan. Refer to Health Benefits E-news for specific directions. | 15-December | DHRM relies on the information provided by you and stored in the Cardinal HCM system to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents.  |   |
| <b>Higher Ed Turnover Report</b>                | Specifically for Higher Education Institutions<br><br>The report includes our findings for fiscal year and the next fiscal year 2024 turnover rate goals for each institution.   | 23-December | The Code of Virginia vests the State Council of Higher Education (SCHEV) with the responsibility to develop a statewide strategic plan that reflects statutory goals for higher education in the Commonwealth and identifies a coordinated approach to such state and regional goals and emphasizes the future | The General Provisions for Higher Education Restructuring's Financial and Administrative Standards states that: "The institution will achieve the classified staff turnover rate goal established by the institution; however, a variance of 15 percent from the established goal will be acceptable. |

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|  |   |             | needs for higher education in Virginia.   |   |
| <b>On-line ACA Certification</b>                             | The ACA Certification in Cardinal is available to agencies at any time. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of calendar year using the ACA definitions published by IRS. Refer to Health Benefits E-news for specific directions. | 29-December | DHRM relies on the information provided by you and stored in the Cardinal HCM system to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents.   | You may use this link for IRS guidance: <a href="https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer">https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer</a> |
| <b>Dependent Child approaching Age 26 (health insurance)</b> | Agencies must review the report and provide needed notification.<br><br>Refer to Health Benefits E-news for specific directions.  | 31-December | Dependent children who are otherwise eligible for the Health Benefits Program lose eligibility at the end of the year in which they turn age 26. Dependents that are ineligible due to age will be removed from coverage effective January 1 of the following year and the employee's or retiree group participant's membership will be reduced appropriately |   |

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| Statewide Observations to Remember         |  |  |   |  |
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| <b>Virginia Public Service Week</b>        | Celebrate State Employees by hosting fun and exciting activities.  | First Full Week in May   | Provide communication to agencies and securing declaration from Governor. |  |
| <b>Commonwealth of Virginia Campaign</b>   | <p>Agency Coordinators are representatives from state agencies that play a key role during the campaign season in assisting their agency with raising funds on behalf of non-profit charities, volunteering, and creating ways to engage with fellow colleagues.</p> <p>Nominate CVC Agency Coordinators</p> | <p>Starts the first week in October<br/>Ends December 31<sup>st</sup></p> <p>15-August</p> |   | Sanctioned, non-profit fundraising program for over 120,000 Commonwealth employees to safely and easily donate to their favorite causes throughout the year. |
| <b>Open Enrollment for Health Benefits</b> | State Employees make annual decisions on health plans and flexible spending accounts (FSAs).   | 1-15 May   |   | <a href="#">Office of Health Benefits</a>  |
| <b>Annual Performance Cycle</b>            | All classified employees must receive a performance rating.  | January- December  |   | <a href="#">DHRM Policy 1.40</a>   |