

Welcome to
Virginia
Tech!





Contact for
orientation-related
questions:

hriorientation@vt.edu



Contact Information

Division of Human Resources

North End Center, Suite 2300

300 Turner Street NW

Blacksburg, VA 24061

Campus mail code: 0318

HR Service Center

Email: hrservicecenter@vt.edu

Phone: 540-231-9331

Fax: 540-231-3830

To turn forms in digitally:

Go to www.hr.vt.edu



Click on the orange box that says
“Submit Documents to Human
Resources”

Agenda

Time	Topic
8:15 – 8:55	General onboarding + optional benefits
8:55 – 9:00	ADA and Accessibility Services
9:00 – 9:15	Hokie Wellness
9:15 – 9:20	Break
9:20-10:40	Health Insurance + Flexible Spending Accounts
10:40 – 10:50	Break (staff will be placed in breakout room)
10:50 – 12:00	Staff + Faculty Leave and Retirement (concurrent)



Basic Onboarding Information

Your Welcome Letter

Look for:

- Job Classification
 - Faculty or Staff
 - Regular or Restricted
 - AY or CY
- Hire date
- Form deadlines
 - Health Insurance (Faculty + Staff)
 - Retirement Election (Faculty)



300 Turner Street NW (0318)
North End Center, Suite 2300
Blacksburg, Virginia 24061
P: 540-231-9331 • F: 540-231-3830
hr.vt.edu • hrservicecenter@vt.edu

Welcome to Virginia Tech!

We're pleased you have chosen to join our innovative and growing team, **Hokie Bird**.

Throughout your employment, you may need to know the classification of your role within the university's job structure. **Your role is classified as Faculty CY REG.**

Please be aware of the following deadline(s) based on your official university hire date, which is **Sunday, March 10, 2024** and role classification.

- As a new employee, you have **30 days from your hire date** to elect health insurance coverage and/or flexible spending accounts for medical and dependent care. **Your Health Insurance Enrollment Deadline is Monday, April 8, 2024.**
- As a faculty member, you have **60 days from your hire date** to elect a retirement plan, either the Virginia Retirement System plan (VRS) or the Optional Retirement Plan (ORP). If you do not elect a retirement plan within 60 days, you are automatically enrolled in the VRS. **Your Retirement Enrollment deadline is Wednesday, May 8, 2024.**

If the deadlines listed above fall on a non-business day, you must submit your enrollment elections no later than the close of business on the last business day prior to your deadline.

Thank you in advance for your attention to these important Virginia Tech benefits deadlines. If you have questions, need assistance meeting these deadlines, or completing enrollment forms, the HR Service Center is here to help! Contact us at (540) 231-9331 or hrservicecenter@vt.edu.

Sincerely,

Bryan Garey
Vice President, Division of Human Resources

Hokie Passport

Use it for:

- Free Blacksburg Transit access
- Library, dining halls, bookstore, vending machines
- Access to buildings + suites

Process to obtain it:

- Go to Student Services Building: **800 Washington St in Blacksburg**
- If off campus: talk with your supervisor



Parking Information

Parking on the Blacksburg campus requires the display of a valid parking permit (or payment of a daily or hourly fee) from **7 a.m. – 10 p.m., Monday through Friday.**

Purchasing a Permit

- Optional
- Daily, Yearly, Semester, Quarterly, etc.
- Purchase **online** or at the Parking Services Office (**505 Beamer Way in Blacksburg**)

Information Technology Assistance: 4Help

The 4Help team can assist with:

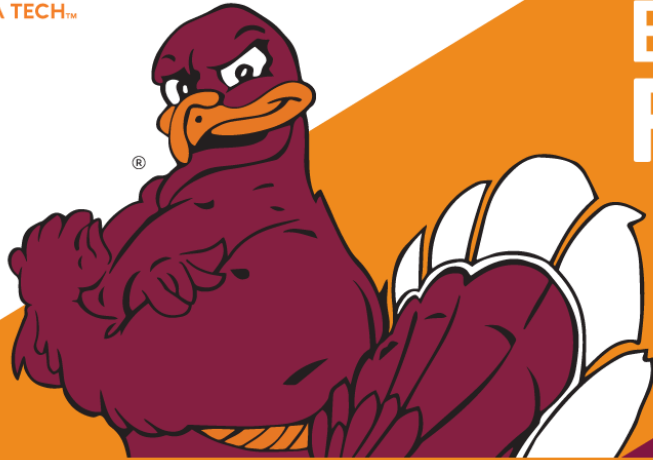
- Account access
- Password resets
- IT questions, connectivity issues, software/hardware
- Much more!

How to get assistance:

- Self-service portal + many knowledge-base articles at www.4help.vt.edu
- Call 540-231-4357



Communications



BE HOKIE
READY

VT Alerts

- Virginia Tech's emergency notification system
- All employees are **automatically registered** for email notifications
- Can sign up for additional notification avenues: text + phone
 - Visit alerts.vt.edu to sign up
- Community + family members can also sign up

VT Daily Email

- Employees are automatically registered to receive the VT daily email (may take a couple of weeks)
- Published Monday through Friday when university is open



Go “Hokie Green”

The vision of the [2020 Climate Action Commitment](#) is in the spirit of *Ut Prosim*, Virginia Tech will be a leader in climate action in service to our community, the commonwealth, and the world.

Virginia Tech has again earned a gold [Sustainability Tracking, Assessment & Rating System](#) (STARS) rating. This year (2024) , the university earned its highest score ever through collaboration focused on key sustainability initiatives.

[Events and Programs | Virginia Tech \(vt.edu\)](#)





Pay Information

Pay Periods and Pay Dates

Employees are paid semi-monthly

- 24 pay periods per year
- Paid on 1st of month (for 10th-24th)
- Paid on 16th of month (for 25th-9th)

*If hire date is not at beginning of a pay period (10th or 25th of the month), first pay check will be pro-rated.

Academic Year Pay

All academic year faculty and staff are required to defer their pay over 12 months

Federal, State, and FICA taxes

*If you **are** a U.S. Citizen or Permanent Resident:*

- Complete tax forms online – search “Hokie Spa” at vt.edu, then select “Hokie Team”

Foreign National Employees will receive an email from Payroll (fnisadmin@vt.edu) with instructions for completing the **mandatory** FNIS hiring process with Payroll within a week of their hire date. During this process, Payroll will verify tax status, collect work authorization documents, and issue tax forms. If you should have any questions or do not receive the FNIS instruction email, please email fnisadmin@vt.edu. Rehired employees with less than 1 year break in service do not have to recomplete the FNIS hiring process.”

Direct Deposit

Direct deposit is required for all employees

To set up direct deposit:

- Search “Hokie Spa” at vt.edu
- Select “Hokie Team”
- Select “Employee Dashboard” then “Direct Deposit Information”

Please note: if direct deposit is not set up prior to your first check, the Bursar’s Office will mail the first check

Maintaining Your Addresses

Important to keep all addresses updated:

- **Administrative office address** – address of employee's department (mail code)
 - In general, your department will take care of this, but you can update it in HokieSPA if needed
- **Mailing address** – W2, tax forms, benefits information, any other official VT communication
 - Initially entered by employee via new hire center; employee keeps this updated via HokieSPA
- **Remote work address** – primary work location where employee performs duties when not on VT property
 - Initially entered via the flexible work agreement form and must be updated through that agreement
- **VT Work Address** – address located on Virginia Tech leased/owned facilities where employee is *actually physically working* the majority of time
 - This may be different than the administrative office address in certain situations
 - HR personnel will generally input this information initially, then employee can update via HokieSPA as needed

How to Update Addresses

[Hokie Plus](#) [Hokie Team](#) [Hokie Spa](#) [Faculty Access](#)

Search

[VT Alerts](#)
Virginia Tech's notification system, comprised of a variety of methods by which the university can

[Hokie PLUS](#)
View and update your address(es) and phone number(s), View e-mail address(es). View and update
Change your password.

[Hokie Team](#)
Benefits, job data, paystubs, direct deposit enrollment or changes, W2 forms, W-4 and VA-4 data,

[Hokie Spa](#)
Register, View your Academic and Financial Aid records.

[Faculty Access](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Timetable of Classes](#)

Hokie PLUS (Personal Look-Up System)

[Manage Accounts](#)

Change password, forward email.

[Confidentiality Options](#)

[View Address and Phone](#)

International students in F-1 or J-1 status must report their current physical address.

[Update Address and Phone](#)

[View E-mail Address](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Name Change Information](#)

[Social Security Number Change Information](#)





Optional Benefits

A vertical stack of several books with light-colored wooden covers. The spines of the books are visible, showing various colors like blue, red, and white. Some books have black tassels or red ribbons tucked into them as bookmarks.

Tuition Assistance

Two types of assistance:

- Tuition waiver - if taking classes at VT
- Tuition reimbursement – if taking classes at another university or college
- Find more information [here](#)

Important notes:

- Must be a salaried employee for *at least 90 days* prior to utilizing tuition benefits
- **Full time** employees may take up to **12** credit hours per academic year
- **Part time** may take up to **6**
- Requires supervisor approval and employee must provide passing grade

Employer-Provided Life Insurance

- Term life insurance coverage for **2x employee's annual salary**
- Beneficiary order of precedence:
 - Spouse
 - Children
 - Parents
 - Next of Kin
- To update your beneficiaries, create an account at myVRS.varetire.org

**Important note: please wait 30 days prior to trying to log into your myVRS account*





Additional Term Life Insurance (Optional)

Coverage:

- Options available **up to 8x salary** for employee (spouse coverage will always be half of employee's coverage amount)
- If application is received **within first 31 days of hire**, employee is guaranteed coverage **up to \$400,000** with no medical questionnaire required
- Medical Questionnaire is required if:**
 - If total coverage equals **>\$400,000**, employee completes medical questionnaire
 - If applying for **spouse coverage amount that is more than half the employee's salary**, spouse completes medical questionnaire

Monthly cost of coverage

Employee/retiree/spouse optional life and AD&D insurance (rates/\$1,000/month)

Age	Rate
34 and under	\$0.05
35-39	0.06
40-44	0.08
45-49	0.12
50-54	0.20
55-59	0.31
60-64	0.54
65-69	1.02
70 and over	2.06

Optional child life and AD&D insurance (rate/unit/month) One premium provides coverage for all eligible children

Option	Coverage amount	Rate
1 and 2	\$10,000	\$0.80
3	\$20,000	1.60
4-8	\$30,000	2.40

Enrollment instructions
and frequently asked
questions **are on the
next page**

Here's how to calculate your monthly premium:

Coverage amount \$ _____
÷ 1,000 \$ _____
× your rate \$ _____
= Monthly premium \$ _____



How to apply:

1. Select “Securian Application” (and “Evidence of Insurability” if required) on [this webpage](#).
2. Fill out application and submit to Human Resources via the [Secure HR Dropbox](#)

For more information about rates, coverage options, and more, check out Securian’s Information Booklet [here](#)

If spouse is current state employee, must have separate policies

Enrollment Application for Virginia Retirement System Optional Group Life Insurance - Virginia Retirement System-39



Minnesota Life Insurance Company - a Securian Financial company
Richmond Branch Office • 1051 E Cary Street • Suite 702 • Richmond, VA 23219-1193
1-800-441-2258 • Fax 804-644-2460

Employer code (5 digits)	Employer name	Employee's annual salary	
1 - EMPLOYEE INFORMATION			
Social Security number	Name (last, first, middle initial)	Date of birth (mo/day/yr)	
Street address		City	State Zip code
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status <input type="checkbox"/> Married <input type="checkbox"/> Single	Age	Employment date (mo/day/yr) Payroll frequency
2 - ELECTION OF INSURANCE AMOUNTS			

I wish to insure myself ☐ and ☐ my spouse and ☐ my child(ren).
Sign and date section 4, Payroll Deduction Authorization.

OPTIONAL INSURANCE AMOUNTS			
Option	Employee	Spouse	Child(ren)
<input type="checkbox"/> 1	1 X Salary	.5 X Salary	\$10,000
<input type="checkbox"/> 2	2 X Salary	1.0 X Salary	\$10,000
<input type="checkbox"/> 3	3 X Salary	1.5 X Salary	\$20,000
<input type="checkbox"/> 4	4 X Salary	2.0 X Salary	\$30,000
<input type="checkbox"/> 5	5 X Salary	2.0 X Salary	\$30,000
<input type="checkbox"/> 6	6 X Salary	2.0 X Salary	\$30,000
<input type="checkbox"/> 7	7 X Salary	2.0 X Salary	\$30,000
<input type="checkbox"/> 8	8 X Salary	2.0 X Salary	\$30,000

If the option you elected will provide insurance of an amount which does not exceed either: (a) \$400,000, or (b) four times your annual earnings when elected within 31 days of the start date of your employment, Evidence of Insurability (EOI) is not required. For amounts elected within 31 days of the start date of your employment which provide an amount of insurance of either (a) \$400,000 or higher, or (b) four times annual earnings or higher, you must complete an EOI form. Your spouse must also complete an EOI form if you elected a spouse coverage option higher than option 1. Optional amounts of insurance in excess of \$975,000 for an employee and \$487,500 for a spouse are not provided. If you and your spouse are insured as employees under the Basic Virginia Retirement System Group Life insurance plan, neither of you is eligible for coverage as a spouse. If you do not apply when you are first eligible to do so, or within 31 days immediately thereafter, you must complete an EOI for yourself and eligible dependents you subsequently elect to insure.

3 - DEPENDENT INFORMATION

See reverse side for definition of Eligible Dependents (eligibility must be verified by Employer's Representative).

How many children do you have who are less than 21 years of age? _____

How many children do you have who are age 21 to 25 and who are currently full-time students? _____

List information about your spouse and youngest child below:

Name (last, first, middle initial)	Relationship	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security number	Date of birth (mo/day/yr)
	Your Spouse			
	Youngest Child	<input type="checkbox"/> Male <input type="checkbox"/> Female		



Whole Life Insurance

Must be employed full-time for at least 90 days to be eligible

Available coverage:

- Employees: guaranteed approval for coverage amounts of **\$10,000 – \$100,000**
- Spouses, domestic partners, children, and grandchildren: guaranteed approval for coverage amounts of **\$10,000 - \$50,000**
- More information [here](#)

To apply, contact:

Lisa Van Wickler

434-953-5091

lvickler@ft.newyorklife.com



Accidental Death and Dismemberment

Provides protection against certain injuries resulting from a covered accident (globally + 24/7). More information [here](#).

- Includes Travel Assist
- Coverage amounts available from **\$10,000 to \$250,000**
- Also eligible: legal spouses, unmarried dependent children up to 19 years old (25 years old if full time student)

To apply:

Submit an [enrollment form](#) and [beneficiary form](#) to the HR Dropbox [here](#).



Aflac Supplemental Insurance Policies

Policy options:

- Short Term Disability
- Cancer
- Hospital Indemnity
- Accident
- Critical Care

When to Enroll:

- Within 60 days of hire
- During month of September

**exception is the Short Term Disability policy*

To enroll, contact:

Michael Glover

540-997-3201

michael_glover@us.Aflac.com



Legal Resources Plan

Comprehensive legal coverage for broad range of legal services

Coverage details:

- Most legal matters **covered at 100%**. Pre-existing legal matters + less common issues **covered at 25%**
- Spouse + dependent children covered
- Cost is \$8.50/paycheck

When to enroll:

- Within first 60 days of hire
- During month of September

To enroll:

Visit [this webpage](#) and click on enrollment link. For questions about covered matters, call Member Services at 800-728-5768



Legal Resources - Identity Theft Protection

Comprehensive Identity Theft Protection

Coverage details:

- Includes Identity Monitoring, Credit Reports and Scores, ID Theft Resolution and Restoration Services
- \$2 Million Identity Theft Insurance
- Cost is \$4/paycheck/Individual
- Cost is \$9/paycheck/Family

When to enroll:

- Anytime

To enroll:

Visit [this webpage](#) and click on enrollment link. For questions about plan details, call Member Services at 800-728-5768



Genworth Long-Term Care Insurance

Helps pay for nursing home care or in-home care

- Who is eligible? - employee, parents, grandparents, siblings, spouse, in-laws
- If application is received within first 60 days of hire, modified underwriting
- To apply, visit [this webpage](#) and enroll online

Benefit	When to Enroll + Make Changes	Underwriting?	More Information
Additional Term Life Insurance (Securian)	Any time (benefit to enrolling in first 31 days)	Employee: only if applied for after 31 days OR coverage >\$400,000 OR coverage > 4x the annual earning Spouse: only if over option 1 Children: only if after 31 days	Securian Webpage
Whole Life Insurance (NY Life)	After 90 days of FT employment	Employee: only if coverage amount over \$100,000 Dependents: only if coverage over \$50,000	New York Life Webpage
Zurich AD&D	Any time	No	Zurich Webpage
Aflac	Within first 60 days of hire OR during September	No	Aflac Webpage
Legal Resources	Within first 60 days of hire OR during September	No	Legal Resources Webpage
Long-Term Care Insurance (Genworth)	Any time (benefit to enrolling in first 60 days)	Employee: Modified underwriting if applied for in first 60 days Dependents: full underwriting	Genworth Webpage



Questions?

Introduction to ADA and Accessibility Services

Raksha Sharma, ADA Accommodation and Outreach Specialist

Introduction to ADAAS

- Who: ADA (Americans with Disabilities Act) and Accessibility Services is a unit within the Office for Civil Rights Compliance and Prevention Education.
- What: ADA and Accessibility Services authorizes reasonable accommodations on a case-by-case basis. Under Title II – Physical & Programmatic Access.
- How: Via an interactive process for qualified employees with disabilities in accordance with the ADAAA. Physical access through collaboration across the university.
- Where: 220 Gilbert Street (0150), adaaccess@vt.edu, 540-231-2010.

Common Needs

What are some common conditions that almost always need to be accommodated?

Scenario

An employee is struggling with remembering discussion points from meeting with Supervisor and colleagues. He takes notes but has a hard time recalling expanded version of some key points due to brain fog as a result of his medical condition. The employee is not sure what accommodation to request.

Contact

ADA and Accessibility Services

Office for Civil Rights Compliance and Prevention Education

220 Gilbert Street, Suite 5201 (0150), Blacksburg, VA 24060

Phone: 540-231-2010

Fax: 540-231-2990

Email: adaaccess@vt.edu

Employee requesting reasonable accommodation? Got to:
<https://civilrights.vt.edu/>

Services for Students with Disabilities

Students requesting reasonable accommodation? Go to: <https://ssd.vt.edu/>





HOKIE WELLNESS
VIRGINIA TECH.

The Employee Wellness Team



David Andrews, MPH CHES
Associate Director



Ana Agud, MPH
Manager, Work/Life Program



Julie Carlson, CHES
Health Educator



Hans Carlo Rivera
Mental Health Specialist



Hokie Wellness - Employees

Upcoming Events and Newsletter - Check out this month's community-wide health/wellness opportunities and events for employees.

Current Newsletter

[VIEW HERE](#) →

Receive the Monthly Newsletter

[SUBSCRIBE HERE](#) →

Welcome!

Our aim is to enhance the overall well-being of employees through trainings, programs, and connection to campus and community resources. We are here to support you, your colleagues, and your team as a whole. Never hesitate to email hokiewellness@vt.edu, call 540-231-8878, or schedule appointment below so that we can assist you in navigating the many resources available.

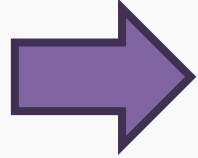
[Spring 2025 Calendar of Events \(pdf\)](#)

[Request a program for your group](#)

[Schedule an appointment](#)

Employee Resources and Services

- [24/7 CRISIS SUPPORT](#)
- [Caregiving](#)
- [Community Assistance](#)
- [Expectant, New Parent, and Nursing Support](#)
- [Financial Wellness and Discounts](#)
- [Healthy Meetings and Communication](#)
- [Interest Groups](#)
- [Mental Health](#)
- [Movement and Exercise](#)
- [Nutrition](#)
- [Self-Care](#)
- [Substance Use](#)
- [Wellness Champions](#)
- [Support Employee Wellness](#)



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- Flu and COVID-19 Clinic

Hokie Wellness - Students

Human Resources

Extended Campus Contacts

Hokie Wellness - Employees

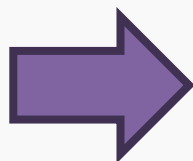
hokiewellness@vt.edu

540-231-8878, Mon.-Fri, 8 a.m.-5 p.m.

call center for after hours support services

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HOKIE WELLNESS FOR EMPLOYEES

WORKSHOPS & PROGRAMS | SPRING 2025



Scan for digital version with registration links
hokiewellness.vt.edu/employees/calendar

*INDICATES VIRTUAL OR HYBRID OPTION

SOCIAL

Bike Hub & Transit Center Tour

- April 9, 12-1 p.m.

"Improv" Your Communication

- Feb. 21, 11 a.m.-12 p.m.
- Apr. 17, 11:30 a.m.-12:30 p.m.

Key to Connection*

- Feb. 11, 2-3 p.m.

Mindful Meetings

- Feb. 18, 12:15-1 p.m.

Relationship Green Flags*

- Feb. 4, 11 a.m.-12 p.m.

Take a Brain Break (12-1 p.m.)

- Feb. 7
- Mar. 14
- Apr. 4 (*Craft swap*)
- May 28

NUTRITION

Cooking for YOU

- Feb. 14, 12-1 p.m.

Healthy Nutrition for Aging*

- May 13, 11:30 a.m.-12:30 p.m.

Liven Up Your Lunchbox*

- Jan. 30, 1-1:45 p.m.

Savor the Flavor Cooking Class

- Apr. 8, 12-1 p.m.

What's In Season?

- Apr. 23, 4-5 p.m.
- May 28, 4-5 p.m.

ADDICTION & RECOVERY

Problem Gambling Prevention*

- Mar. 7, 11 a.m.-12 p.m.

REVIVE! Opioid Overdose Emergency Response Training

- Feb. 24, 5:30-7:30 p.m.
- Mar. 11, 10 a.m.-12 p.m.
- Apr. 10, 2-4 p.m.
- May 1, 1-3 p.m.

MENTAL HEALTH

7 Types of Rest®*

- Apr. 3, 10-11 a.m.

Compassionate Response to Crisis*

- Mar. 14, 11 a.m.-12 p.m.

Guided Meditations*

- Mar. 12, 8:30-9 a.m.

Healthy Boundaries*

- Apr. 29, 12-1 p.m.

How to Find a Therapist 101*

- Mar. 20, 11 a.m.-12 p.m.

Mental Health First Aid*

8:30 a.m.-4:30 p.m.

- Feb. 7, 19
- Mar. 12, 27
- Apr. 11

Mental Health Media Hour

- Feb. 25, 12-1 p.m.
- May 16, 12-1 p.m.

Unpacking Grief

- May 7, 11 a.m.-12 p.m.

COMMUNITY

Employee Appreciation & Hokie Wellness Fair

- May 21, 10 a.m.-2 p.m.

DMV Connect

- Mar. 26, 9 a.m.-4 p.m.

FAMILY & CAREGIVING

CRM® for Caregivers of Children*

- Feb. 20, 12-1 p.m.

Healthy Body Image and Eating Behaviors Among Adolescents*

- Mar. 19, 12:15-1:30 p.m.

Parent Meetups

- Hand-in-Hand Park: Apr. 5
- Glade Road Farm Tour: Apr. 18

Planning for Baby* (30 min)

- **Staff:** Feb. 4, May 6 (11 a.m.)
- **Faculty:** Feb. 13, May 8 (12:30 p.m.)

PHYSICAL

Know Your Numbers*

- Mar. 11, 11:30 a.m.-12:15 p.m.

Lunch Break Burn

- Apr. 15, 12:15-1 p.m.

Menopause Series*

(12:15-1:30 p.m.)

- **Perimenopause:** Mar. 5
- **Menopause:** Mar. 12
- **Post-menopause:** Mar. 26

Physician Series* (12-12:45 p.m.)

- Private Changes in Private Places: Feb. 28
- The Intersection of Success and Health: Mar. 28
- Environmental/Structural Health: April 17
- Life Transitions in Older Ages: May 30

Strong Minds, Strong Bodies*

- Mar. 18, 12-1 p.m.

Weight Training for Life (12-1 p.m.)

- Resistance Training: Feb. 6
- New Exercises: Mar. 6
- Rehab Training & Fuel: Apr. 10
- Summer Training: May 1

REC SPORTS

For information about employee fitness opportunities, visit Recreational Sports' Employee Fitness website:



recsports.vt.edu/employees

STAY UP-TO-DATE

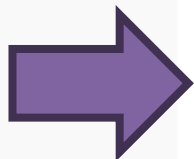
For information about additional campus and community health and wellness opportunities, sign up for our newsletter:



tinyurl.com/hw-newsletter

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Hokie Wellness - Students

Human Resources

Extended Campus Contacts

Hokie Wellness - Employees

hokiewellness@vt.edu

540-231-8878, Mon.-Fri, 8 a.m.-5 p.m.

call center for after hours support services



Employee Wellness Consultation

SELECT A SERVICE

In-Person Meeting (1 hour) ☐

Individual consultation are meant to provid... [Read more](#)

Free · 1 hour

Virtual Meeting (1 hour) ☐

Individual consultation are meant to provid... [Read more](#)

Free · 1 hour 

Select a service to see available dates and times

SELECT STAFF (OPTIONAL)

Anyone



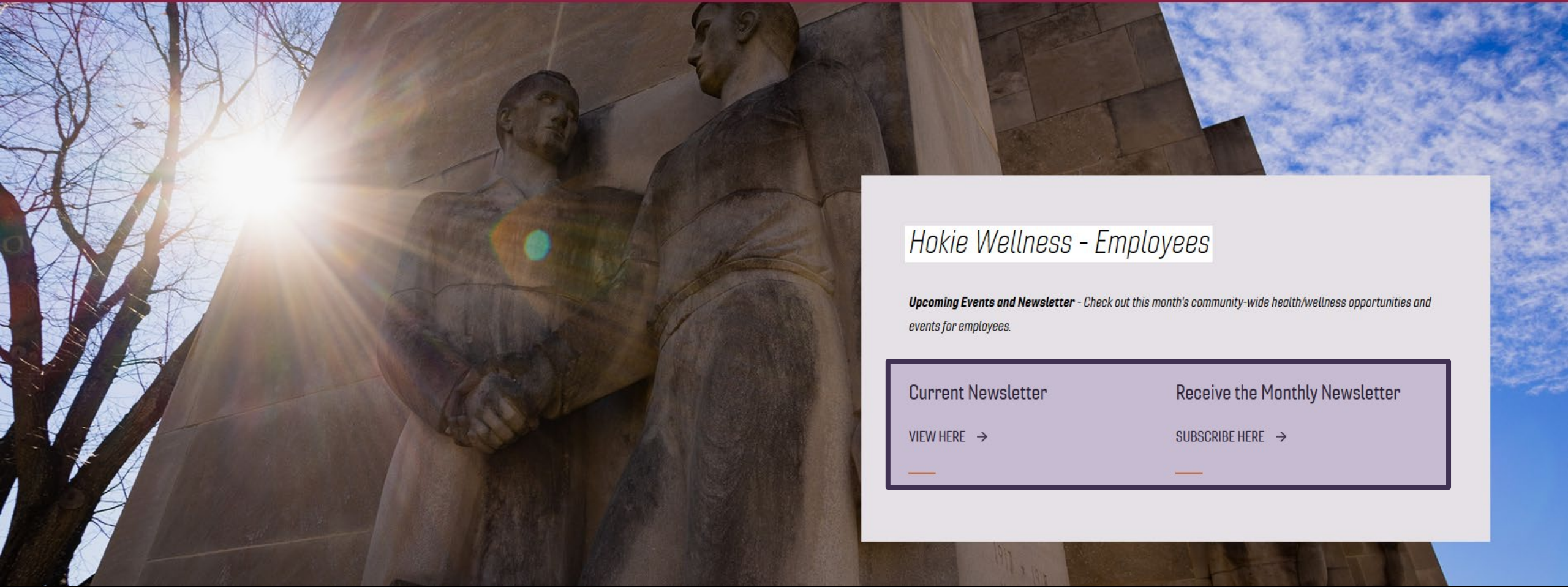
DATE

TIME

< > April 2024

Sun Mon Tue Wed Thu Fri Sat

Select a service and date to see available times.



Hokie Wellness - Employees

Upcoming Events and Newsletter - Check out this month's community-wide health/wellness opportunities and events for employees.

Current Newsletter

[VIEW HERE](#) →

Receive the Monthly Newsletter

[SUBSCRIBE HERE](#) →

February

MID-MONTH UPDATES FROM HOKIE WELLNESS

Hokie Wellness Trainings & Workshops

Mindful Meetings

- Feb. 18, 12:15-1 p.m.

Community Resilience Model for Caregivers (online)

- Feb. 20, 12-1 p.m.

"Improv" Your Communication

- Feb. 21, 11 a.m.-12 p.m.

REVIVE! Opioid Overdose Emergency Response Training

- Feb. 24, 5:30-7:30 p.m.
- Mar. 11, 10 a.m.-12 p.m.

Mental Health Media Hour

- Feb. 25, 12-1 p.m.

Understanding College Financial Aid Offers (online)

- Feb. 26

Get to Know Invest 529 (online)

- Feb. 27, 1-2 p.m.

Private Changes, in Private Places (online)

- Feb. 28, 12-12:45 p.m.

Vacation Budgeting (online)

- Mar. 4, 12:30-1:30 p.m.

Perimenopause: What's Happening? (online)

- Mar. 5, 12:15-1:30 p.m.

Weight Training for Life: New Exercises

- Mar. 6, 12-1 p.m.

FSA/HSA Information Session (online)

- Mar. 6, 1-2 p.m.

Problem Gambling Prevention (online)

- Mar. 7, 11 a.m.-12 p.m.

Know Your Numbers (online)

- Mar. 11, 11:30 a.m.-12:15 p.m.

Guided Meditations (online)

- Mar. 12, 8:30-9 a.m.

Mental Health First Aid (online)

- Mar. 12, 8:30 a.m.-4:30 p.m.

Menopause: Life During "The Change" (online)

- Mar. 12, 12:15-1:30 p.m.

Compassionate Response to Crisis (online)

- Mar. 14, 11 a.m.-12 p.m.

Rec Sports: February & March Updates You Don't Want to Miss!

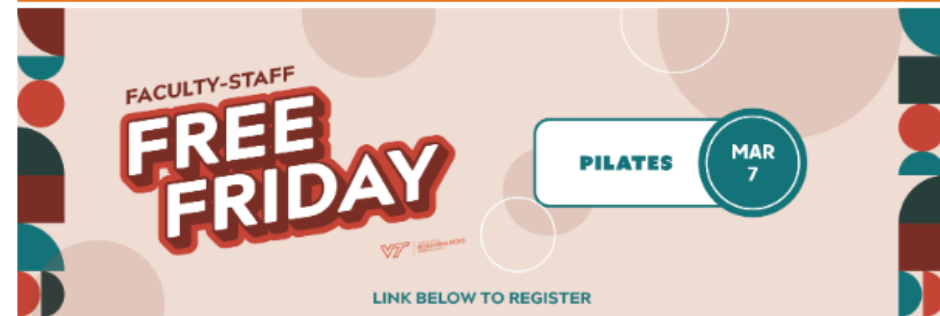
Here's your quick guide to all the exciting activities and events happening at [VT Rec Sports](#) this month and next. Check out everything coming up and how you can get involved!

What's Happening the Rest of February?

February is here, and we're bringing the energy! Check out what's happening in Rec Sports this month. *We encourage you to share this news with colleagues and other departments!*

Feel Good 5K – Celebrating Homecoming Royalty, Filip!

Lace up for a meaningful run with **Sigma Phi Epsilon** as we celebrate **Filip**. Don't miss out—[get all the details here](#).



Free First Friday: Pilates | Mar. 7, 12:15-1 p.m. | McComas - Studio B

Join us for Pilates, a class focused on strengthening your core, improving posture, and increasing flexibility. Using controlled movements and breath, you'll develop better body awareness and strength. [Register for the class here](#).



Wellness Wednesday | Mar. 12 Spring Break Bonus: Your Exclusive Day at War Memorial Hall!

Rec Sports is thrilled to welcome all VT employees—including faculty, staff, and non-student wage employees—for a one-day-only event on March 12th! Take a break and enjoy free access to War Memorial Hall—no membership required. Drop by anytime during open hours and make the most of this special opportunity to explore our facilities, get active, and recharge.

2V2 Intramural Tennis Registration | Mar. 17-27

Welcome!

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Spring 2025 Calendar of Events (pdf)

Request a program for your group

Schedule an appointment

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call center for after hours support services

Childcare

For a listing of Virginia Tech and community caregiving information and resources please visit [Caregiving.vt.edu](https://caregiving.vt.edu). Hokie Wellness is also available to help you and your family as you navigate these resources. Feel free to schedule an appointment (on the right), call, or email us.

New River Valley Based Childcare Partnerships

To meet the growing demand for high-quality, affordable childcare services for the children of university faculty, staff and students, Virginia Tech entered into an agreement with four area childcare programs. Parents who need early care and education are encouraged to contact our childcare partners and follow their specific enrollment protocols. The four childcare partners will offer enrollment opportunities directly to Virginia Tech families based on the date enrollment information is finalized and documented by your childcare program of choice.

Those programs are:

- [Children's Nest](#): 1155 Draper Road SW Blacksburg, 540-953-3945
- [Giles Health & Family Center](#): 701 Wenonah Avenue, Pearisburg, 540-921-3024
- [Rainbow Riders](#): 307 N. Knollwood Drive, Blacksburg, 540-951-3636
- [Valley Interfaith Child Care Center](#): 950 Heather Drive, Blacksburg, 540-951-8101

Roanoke Based Childcare Partnerships

To meet the growing demand for high-quality, affordable childcare services for the children of Roanoke-based faculty, staff and students, Virginia Tech entered into an agreement with Champion Early Learning Center. The center will offer enrollment opportunities directly to Virginia Tech families based on the date enrollment information is finalized. Parents who need early care and education are encouraged to contact the Learning Center and follow their specific enrollment protocols.

- [Champion Early Learning Center](#): 5342 Fallowater Lane, Roanoke, 24018, 540-595-9010

Employee Resources and Services

- 24/7 CRISIS SUPPORT
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Calendar of Events

Request a program for your group

Schedule an appointment

Other Childcare Options

Care.com (child/adult care, pet sitting, tutoring)	+
Cultural Care Au Pair	+
ChildCare Aware of Virginia	+
Virginia Department of Social Services (DSS)	+

Financial Assistance

The [Child Care Subsidy Program](#), with the Department of Education, assists families in paying child care costs for children under age 13 who are not eligible to attend public school during the part of the day when public education is available, or children with special needs under age 18 who reside with the applicant. If you are eligible and are approved for services, the Subsidy Program can pay a portion of your child care costs directly to the child care provider.

Elder Care

Please see the university caregiving site for all of the most up-to-date resources. If you need assistance navigating any of the resources, please reach out to Hokie Wellness.

Eldercare Resources

PerkSpot

PerkSpot is a one-stop online shop with exclusive discounts that help you save money on many of your favorite merchants. It's completely free and optimized for use on any device: desktops, tablets, and phones. This new discount platform is available to employees and retirees. Sign up at virginiatech.perkspot.com. Follow the quick and easy on-screen instructions to create an account. Use your Virginia Tech email to sign up.

Meet with a financial consultant

The **employee assistance program** offers financial consultation/support services for benefited employees. Contact information for each plan can be found by calling Hokie Wellness at 540-231-8878 and pressing 2 or visiting the [Employee Assistance Program website](#).

Your **retirement provider** offers individual consultation for retirement and general financial planning. If you are a benefited employee, you can schedule an appointment directly with your provider at no cost. Visit [Fidelity](#) or call 800-642-7131. Visit [TIAA](#) or call 800-732-8353.

If you are not a benefited employee with Virginia Tech, you can meet one on one with a financial wellness coach through Hokie Wellness. You can [schedule an appointment online](#), email financialwellness@vt.edu, or call 540-231-2233.

Workshops and Trainings

Typical workshops on financial wellness include budgeting, credit, student loans, house/car buying, and more. To see what is upcoming, check out the calendar of events to the right or go to the [PageUp Learning Library](#) and under "Level" select "Financial".

New River Community Action (NRCA) Emergency Assistance Program

This program offers a variety of temporary assistance for residents or transients who are 200% of poverty income or below who are experiencing financial crises. Some examples of crises that low-income people frequently face are: high utility bills, decrease in income, disabilities and chronic health issues, significant amounts of medical debt, housing costs greater than 50 percent of income, or homelessness. NRCA provides assistance with food, rent, mortgage, utility, heating fuel, medical, and gasoline to get to doctor or

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Calendar of Events

Request a program for your group

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VT Support for Expectant and New Parents

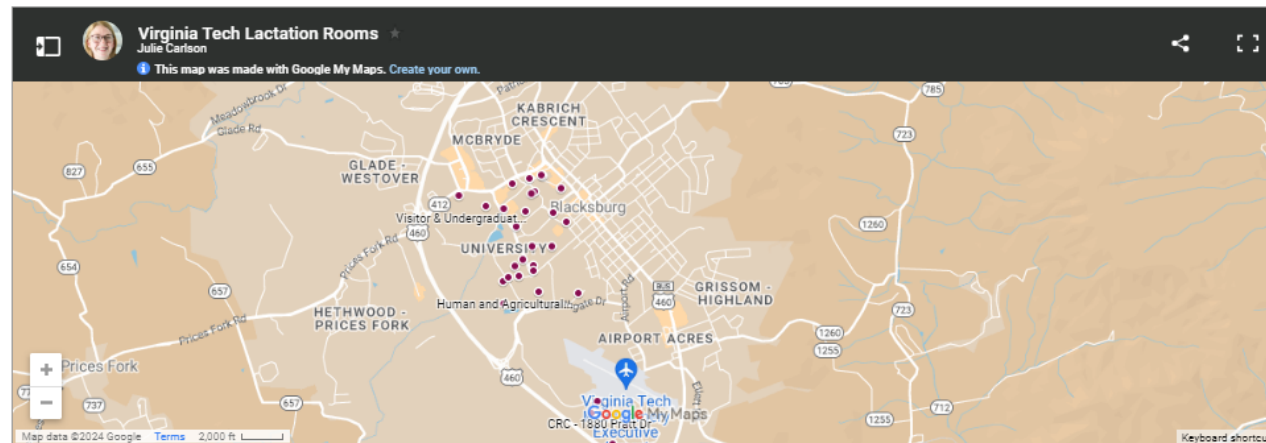
Through your insurance carrier, you have access to programs that may save you money on your hospital copay:

Anthem Insurance Programs	+
Aetna Insurance Programs	+
VT Information Sessions	+
Laws and Policy Information	+

Lactation Rooms Information

Lactation rooms are available to all Virginia Tech employees, students and visitors to campus.

Blacksburg Campus



LACTATION FACILITIES REQUEST FORM - BLACKSBURG

Only VT faculty, staff, and students have access to this form, however you may complete the form for yourself or for a guest of the VT Blacksburg campus. After submitting the form and agreeing to the terms/conditions you will be given access to the lactation room door codes and the schedule.

You may also reach out directly to Hokie Wellness to request access to the rooms (this includes guests). We typically respond within 1-2 business days.

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[Calendar of Events](#)[Request a program for your group](#)[Schedule an appointment](#)

Extended Campus Lactation Rooms

- **Roanoke:** Locations in Riverside 2 and 4. Contact: [Emily Holt Forest](#)
- **Arlington:** Contact: [Alex Tuuri](#)
- **Innovation Campus:** Two rooms will be available upon completion of project.

For additional campus locations or if you have any questions/concerns regarding a lactation room, please contact Hokie Wellness at 540-231-8878 or hokiewellness@vt.edu.

Additional Resources

Getting Started with Breastfeeding	+
La Leche League International	+
CDC Breastfeeding Resources	+
WIC Breastfeeding Support	+
Breast Pump and Breastfeeding Resources	+
Dad Central	+

Interest Groups

Group Categories



General



Music & Writing



Outdoors



Volunteer Opportunities



Professional Networking



Arts & Crafts



Sports



Identity-based

Mental Health

Please see the resources listed below to support yourself and others. You can [schedule an appointment](#) or [reach out to us](#) for help navigating the many resources available. We also encourage you to download the Virginia Tech specific Distress guides for students and employees.

Resources for Students in Distress			
Distress and well-being are multidimensional, so the resources considered should be as well. Stress is influenced not only by academics, but experiences with mental illness, financial difficulties, relationships, sexual violence, substance use, identity, & more.			
Emergency	Virginia Tech Police	Provides campus security and conducts wellness checks on students in need. Call if a student poses an immediate danger to themselves or others.	Emergency: 911 Non-Emergency: 540-282-4343 police.vt.edu
Available Crisis Support	Suicide and Crisis Lifeline	This national lifeline provides 24/7, free and confidential support for people in distress, prevention, and crisis resources. Can also connect to local resources such as NRCV Community Services.	988 call or text 988lifeline.org
	Cook Counseling Center	Offers 24/7 crisis counseling and consultations, individual/ group counseling, resources, substance-based support services.	540-231-6557 ccc.vt.edu
	TimelyCare	Cash Counseling/Affiliated	
	Dean of Students Office		
	VT Women's Center		
	VT Well-Being Website		
Additional Resources	Hokie Wellness (For students)		
	Title IX Coordinator		
	Services for Students with Disabilities		
	Advising/Navigate Referral Guide		
Updated			

Resources for Employees in Distress			
Distress and well-being are multidimensional, so the resources considered should be as well. Stress is influenced not only by work responsibilities, but experiences with mental illness, financial difficulties, relationships, violence, substance use, identity, and more.			
Emergency	Virginia Tech Police	Provides campus security and conducts wellness checks on those in need. Call if an individual poses an immediate danger to themselves or others.	Emergency: 911 Non-Emergency: 540-282-4343 police.vt.edu
Available Crisis Support	Suicide and Crisis Lifeline	This national lifeline provides 24/7, free and confidential support for people in distress, prevention, and crisis resources.	988 (call or text) 988lifeline.org
	Employee Assistance Program (EAP)	Available to employees with VT health plans. Support for mental health, substance use, legal, health, housing, caregiving support, workplace issues, etc. 24/7 crisis support available.	540-231-8878 (Press 2 for EAP) hr.vt.edu/eap
	TimelyCare	24/7 online access to mental health support, coaching, and self-care tools. Brief 1st time registration required. Available to all full-time faculty/staff and non-student wage employees.	833-464-6359 (Press 1 for support) app.timelycare.com
	New River Valley Community Services (NRVCS)	Provides community support for mental health, substance use, and more. 24/7 mental health crisis support available.	540-961-8400 Non-emergent: 540-961-8380 nrvcv.org
	VT Women's Center	Support for anyone impacted by gender-based harassment or violence. For after hours crisis support contact the Women's Resource Center of the New River Valley.	540-231-7806 WRC of the NRV: 540-830-1173 womenscenter.vt.edu WRC@VT.EDU
Additional Resources	Hokie Wellness (For employees)	Offers trainings, programs, and consultations around health and wellness for individuals and groups. Helps connect employees to campus and community resources and services.	540-231-8878 hokiewellness.vt.edu/ employees
	Employee Relations	Provides assistance with employment policies, grievances, performance management, separation consultations, workplace expectations/conflict, personal issues affecting your job, etc.	540-231-5383 hr.vt.edu/employee- relations
	Ombudsperson	Provides individuals with a confidential space to speak freely and be listened to respectfully when dealing with conflict.	540-231-3125 ombuds.vt.edu
	Office of Equity and Accessibility	Coordinates and supports civil rights compliance, receives complaints and offers resources to address workplace conflicts.	540-231-2010 eea.vt.edu

Updated 7/26/2023. To access the most current version visit: hokiewellness.vt.edu/ohwresources

Student and Employee Distress Guides

Employee Resources and Services

- 24/7 CRISIS SUPPORT
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Calendar of Events

Request a program for your group

Schedule an appointment

University-Provided Resources

Employee Assistance Program (EAP)

- Available to employees who are covered by the university's health insurance. In addition to four free scheduled counseling sessions and support finding a counselor, all plans offer 24/7 telephone crisis support. See below for your insurance EAP phone number. Be sure to say that you are with the Commonwealth of Virginia when you call.
 - **Anthem:** 1-855-223-9277
 - **Aetna:** 1-888-238-6232
 - **Kaiser Permanente:** 1-866-517-7042
 - **Optima:** 1-800-899-8174
 - [More information on EAP.](#)

TimelyCare (Virtual support)

- Available to all full-time faculty/staff and non-student wage employees, TimelyCare offers online counseling services, health coaching, self-care resources, and a talk now feature to speak with someone whenever you need.
 - [Register for TimelyCare.](#)
 - [More information on TimelyCare.](#)

Virginia Tech CARES Program

- The CARES (Campus, Advocacy, Resources, and Education) Program for Survivors of violence offers advocacy and support services to students, faculty, and staff who have been impacted by experiences such as sexual assault, domestic violence, dating violence, and stalking/harassment and many other forms of violence.
 - 540-231-7806 (business hours)
 - 540-639-1123 (24/7 - Women's Resources Center of NRV)
 - [More information on CARES.](#)

New River Valley-Specific Resources

New River Valley Community Services	+
Family Therapy Center at Virginia Tech	+
Psychological Services Center at Virginia Tech	+
Community Health Center of the New River Valley-Behavioral Health Program	+
The Women's Resource Center of the New River Valley	+

State and National Resources

National Suicide and Crisis Lifeline	+
Community Services Boards	+
Psychology Today (Find a counselor)	+
Support for Veterans and Law Enforcement	+

Workshops and Trainings

Mental Health First Aid	+
Self-Care	+
TimelyCare Information Session	+

For additional workshops on mental health such as sleep, mindfulness, and more, check out the calendar of events to the right or go to the PageUp Learning Library and under “level” select “mental and emotional”.

Movement and Exercise

Recreational Sports

- You can learn about campus gym access on the [VT Recreational Sports](#) website. Hokie Wellness and Recreational Sports also partner each month to provide opportunities for employees to engage various physical activities that lead to healthy lifestyle habits. To see what's coming up, check out our calendar of events or view our [monthly newsletter](#).

Interest Groups



External Resources



Nutrition

Nutrition Counseling

- [Nutrition Counseling Services](#): The Department of Human Nutrition, Food and Exercise Nutrition Counseling Services offers nutrition guidance facilitated by upper-level nutrition and dietetics students that will assess your current eating habits and guide you to adopt sustainable nutrition and healthy habits. This service is free and available to Virginia Tech students, faculty, and staff when classes are in session.

On-Demand Videos and Information



Workshops



Additional Resources



Employee Resources and Services

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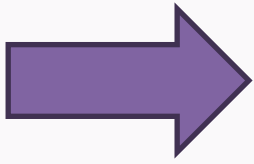
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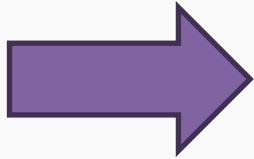
call center for after hours support services





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call center for after hours support services



Registering for TimelyCare:


timelycare.com/virginiatech



11:56

< Back

timelycare



To get registered, please enter your school email and date of birth.

All fields marked with asterisk are required*

Email Address*

Email Address

Date of Birth*

MM/DD/YYYY

Back Continue

[Terms and Conditions](#) [Privacy Policy](#)

Copyright © 2019-2024 Timely Telehealth, LLC - 833.484.6359

11:56

Create a new account

Step 1/4 — Basic Information

< Back

All fields marked with asterisk are required*

First Name*

First Name

Last Name*

Last Name

PREFER ANOTHER NAME?

Preferred Name

Preferred Name

Date of Birth*

2000-07-23

Continue

11:57

Welcome, Test

timelytest@gmail.com • Jul 23, 2000

Step 2/4 — Account Detail

< Back

All fields marked with asterisk are required*

GENDER & ETHNICITY

Sex* ⓘ

Select

I identify as

Select

My preferred pronouns are

Select Pronouns

Ethnicity

Ethnicity

Preferred Language

Continue

Registering for TimelyCare:

timelycare.com/viriniatech

A sequence of five smartphone screens illustrating the registration process for TimelyCare. Each screen shows a mobile interface with a status bar at the top (time, signal, battery) and a 'Continue' button at the bottom.

Screen 1: Welcome, Test
timelytest@gmail.com • Jul 23, 2000
I identify as
Select
My preferred pronouns are
Select Pronouns
Ethnicity
Ethnicity
Preferred Language
Preferred Language
ACCOUNT CLASSIFICATION
Classification
Classification

Screen 2: Welcome, Test
timelytest@gmail.com • Jul 23, 2000
Ethnicity
Ethnicity
Preferred Language
Preferred Language
ACCOUNT CLASSIFICATION
Classification
Undergraduate
Graduation Semester
Semester
Graduation Year
Year

Screen 3: Welcome, Test
timelytest@gmail.com • Jul 23, 2000
Step 3/4 — Address & Contact No.
Back
All fields marked with asterisk are required*
PHYSICAL ADDRESS
Street 1*
Street 1
Street 2
Street 2
City*
City
State*
Select State
Zip Code*

Screen 4: Welcome, Test
timelytest@gmail.com • Jul 23, 2000
Select State
Zip Code*
Zip Code
CONTACT NUMBER
Phone Number*
Phone Number
Phone Type*
Phone Type
Allow SMS messaging to this number
SMS messages will be used only for notifications. Mobile message and data rates may apply. Frequency may vary. Reply STOP to cancel.
I agree to the Terms of Use

Screen 5: Just one more thing...
Step 4/4 — Setup Password
Back
All fields marked with asterisk are required*
Secure Password Rules
* Must not match your prior three passwords
Must have 10 characters
Must contain 1 capital letter
Must contain 1 lowercase letter
Must contain 1 number
Must contain 1 special character
Create Password*
Create Password
Confirm Password*
Confirm Password
Save Password