Welcome to Virginia Tech
Contact Information

- **Division of Human Resources**
  North End Center, Suite 2300
  300 Turner Street NW
  Blacksburg, Virginia 24061
  Campus Mail Code: 0318

- **HR Service Center**
  Email: hrservicecenter@vt.edu
  Phone: (540) 231-9331
  Fax: (540) 231-3830
Overview

- Basic Onboarding Information
- Optional Benefits
- Short Break
- Health Insurance & Flexible Spending Account
- Short Break
- Break Out for Leave & Retirement Benefits
Basic Onboarding Information
Welcome to Virginia Tech!

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

Throughout your employment you will be asked to provide your VT ID number, which is a unique number that identifies you and appears in multiple university systems. Your VT ID number is 90XXXXXXX.

This number will appear on your Hokie Passport, which you can obtain by visiting the Hokie Passport office located in the Student Services building.

From time to time, you will also need to know the classification of your role within the university’s job structure. Your role is classified as «Faculty Staff» «AY or CY» «Restricted Regular».

Please be aware of the following deadline(s) based on your official university hire date, which is «Hire_Date», 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 «Health Date».
- 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
Acknowledgement Form

STAFF ACKNOWLEDGEMENT FORM

Your email address (raksha7@vt.edu) will be recorded when you submit this form. Not you?

Switch account

* Required

Benefits Enrollment Deadlines Acknowledgement

Please acknowledge below to indicate that you have been informed of the following benefits enrollment deadlines:

- Health Insurance – within 30 days of hire date
- Flexible Spending Accounts – within 30 days of hire date
- ICMA-RC 457(b) Plan Auto Enrollment (Plan 1 & Plan 2) – within 30 days of hire date
- VRS Hybrid Defined Contribution – Quarterly Deadlines to increase: March 15, June 15, September 15, and December 15
- Optional Benefits:
  - Supplemental Insurance (Cancer, Aflac) – within 30 days of hire date.

FACULTY ACKNOWLEDGEMENT FORM

Your email address (raksha7@vt.edu) will be recorded when you submit this form. Not you?

Switch account

* Required

Benefits Enrollment Deadlines Acknowledgement

Please acknowledge below to indicate that you have been informed of the following benefits enrollment deadlines:

- Health Insurance – within 30 days of hire date
- Flexible Spending Accounts – within 30 days of hire date
- Retirement Election (VRS or ORP) – (Faculty only) within 60 days of hire date
- ICMA-RC 457(b) Plan Auto Enrollment (Plan 1 & Plan 2) – within 30 days of hire date
- VRS Hybrid Defined Contribution – Quarterly Deadlines to increase: March 15, June 15, September 15, and December 15
- Optional Benefits:
CONSENT TO ELECTRONIC DELIVERY

Please check the box below acknowledging your consent to retrieve the following documents electronically:

• Policy 5616: Campus and Workplace Violence Prevention Policy (https://policies.vt.edu/5616.pdf)
• Alcohol and Drug Policies and Summary (https://www.hr.vt.edu/content/dam/hr_vt_edu/resources-for/current-employees/file-alcohol-drug-policy-summary.pdf)
• Policy 4305: Authorized Closing Policy (https://policies.vt.edu/4305.pdf)
• Policy 4015: Misper on Campus or Participating in University-Related Programs
ACKNOWLEDGEMENT OF EMPLOYEE RECEIPT AND REVIEW OF STATEMENT OF BUSINESS CONDUCT STANDARDS

If I have any questions about the Statement or University policies, I understand that I need to ask my supervisor or contact appropriate University administrative offices for help.

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* Required
Welcome!

Hokie Passport

- **Card Uses:**
  - Blacksburg Transit
  - Library
  - Access to buildings & suites
  - Use to purchase:
    - Dining Halls, Bookstores, Some Vending Machines

- **Getting Your Card:**
  - Student Services Building
    - 800 Washington Street – Blacksburg

- **Off Campus**
  - Talk to your supervisor
Permits may be purchased online or at the Office of Parking Services at 505 Beamer Way.

Parking on the Blacksburg campus will require the display of a valid permit or payment of a daily or hourly fee, from 7 a.m. - 10 p.m., Monday through Friday only.

https://parking.vt.edu/permits.html
Resources
Information Technology

- 4Help is your Tech Support one stop shop
- Available 24 hours a day / 7 days a week

www.4help.vt.edu or 540-231-4357

Never share your passwords with anyone
Welcome!

Caregiving

Virginia Tech recognizes the growing concerns among faculty, staff, and students regarding the availability of affordable quality care and early education. A child care working group was formed to develop a vision and strategy for the future of caregiving in support of the university community.

- Child Care Aware Family Resources: [https://vachildcare.com/find-quality-childcare/family-resources/](https://vachildcare.com/find-quality-childcare/family-resources/)
- Question to Ask when Choosing Child Care: [https://vachildcare.com/find-quality-childcare/child-care-checklist/](https://vachildcare.com/find-quality-childcare/child-care-checklist/)
Virginia Tech ranks among The Princeton Review’s top green colleges for 11 consecutive years.

Homefield Farm produces 50K lbs. of organic produce for our dining centers.

We have reduced Greenhouse emissions by 24% while increasing building sizes and enrollment.

Invested $14 million in energy efficiency improvements across campus.

Virginia Tech Office of Sustainability
Sustainable Dining
Alternative Transportation
Waste Management

For specific questions, contact the Campus Sustainability Manager at sustainability@vt.edu.
Ready Resources for Employees

- Covid-19 Updates and Information: https://ready.vt.edu
- Dashboard - https://ready.vt.edu/dashboard.html
- Guidance for employees – https://www.hr.vt.edu/content/dam/hr_vt_edu/fall-2020-ready-documents/Return%20to%20Campus_Employee.pdf
- Telework and Remote Work Information for Employees and Leaders - https://www.hr.vt.edu/content/dam/hr_vt_edu/fall-2020-ready-documents/Telework_Remote_Work_Suitability_Guide.pdf
All employees are strongly encouraged to receive the COVID-19 vaccine and, once they are eligible, a booster.

Vaccination, including boosters, continues to be our best defense against COVID-19.

While not required, employees may share their vaccination and booster information with the university so that we know what percentage of our community is vaccinated/boosted. You can record your information using the secure COVID-19 Vaccination Status Self-Reporting form.

Virginia Tech offers voluntary COVID-19 testing to employees if you are not showing symptoms. If you do have symptoms, please contact your primary care physician or an urgent care clinic for instructions.

Virginia Tech requires that masks be worn by all individuals, regardless of vaccination status, in designated public areas.

Masks are not required in private workplaces, such as an office, work area, or employment meeting space that is not open to the public in the normal course of business.
VT Communications
VT Alerts

- Virginia Tech's emergency notification system.
- All new employees are strongly encouraged to register.
- Go to alerts.vt.edu to sign up; select “Students and employees” to complete your registration.
Virginia Tech Daily Email

• All employees with Virginia Tech email addresses are automatically registered to receive the Virginia Tech Daily email.
• Published Monday – Friday when the university is open.
• Managed by the VT News team.
Pay Information
Pay Periods and Pay Dates

- Paid on the 1st of the month (10th - 24th)
- Paid on the 16th of the month (25th - 9th)
- Paid semi-monthly (24 pay periods per year)
- If hire date is not at the beginning of a pay period, the first check will be pro-rated.
• Payroll dates for the academic year are August 10 through May 9.
• All academic year faculty and staff are required to defer their pay over 12 months.
• Due to policies governing academic year deferral, any increase received during the academic year will result in payroll adjustments that keep pay equal for the remainder of the deferral period.
Federal, State, and FICA Taxes

- US Citizens and Permanent Residents will complete tax forms online in Hokie Spa under Hokie Team.
- Non-residents should complete a paper form.
- Visa Holders, please follow the directions on attached Welcome Letter.
- If you are required to pay taxes in another state, please contact payroll at 540-231-5201.
Direct Deposit

- Virginia Tech requires direct deposit for all employees.
- Please visit Hokie Spa to sign up and verify direct deposit information.
  - The Bursar’s Office will send notification of enrollment.
  - This process will apply to direct deposits of payroll and any accounts payable checks.
  - Direct deposit cannot be made or transferred to foreign bank accounts. In this instance, a paper check will be issued.
Bursar’s Office

• Picking up your first paycheck:
  • If the direct deposit was not activated in time for the first payroll, a paper check will be issued.
  • Checks can be picked up at the Student Services Building (540-231-6277).
  • Non-Blacksburg employees will receive the check to the address on file.
Benefits
Tuition Benefits

- 90 Day Waiting Period
- Twelve credit hours per academic year for full time employees (6 for part time)
- Tuition Waiver for Virginia Tech classes
- Tuition Reimbursement for other universities or colleges – must provide passing grade

Tuition Benefits
Term Life Insurance at Virginia Tech

- Employer-paid life insurance with coverage level of two times employee’s annual salary.
- Administered by Securian
- Employees can purchase additional optional term life insurance through Securian
Term Life Insurance at Virginia Tech

- Beneficiary Order of Precedence:
  - Spouse
  - Children
  - Parents
  - Next of Kin

Register for myVRS to update beneficiary information
Optional Benefits
Additional Term Life Insurance

- Can purchase in increments of your salary
- Spouse will be half of what you purchase
- Guarantee issue up to $400,000 within 31 days of your hire date
- Securian Optional Life Insurance
New York Life

- Six Month Waiting Period
- Guarantee Issue

- New York Life

Lisa Van Wickler
Financial Services Professional
434-953-5091
Zurich Accidental Death & Dismemberment

• Purchase Any Time
• Inexpensive Policy
• Includes Travel Assist

• Additional Information
60 Days from hire date to enroll outside of annual open enrollment

**Options:**
- Short Term Disability
- Cancer Policy
- Hospital Indemnity
- Accident
- Critical Care

**Additional Information**
60 Days from hire date to enroll

- Family Law Matters
- Elder Law
- Criminal Matters
- Estate Planning
- Identity Theft
- Additional Information
Genworth long term care

60 days from date of hire – modified underwriting

• Nursing Home Care or Home Health Care

• Family members including parents & grandparents

• Additional Information
Questions?
Questions and Forms

HR Service Center
• Submit to HR Secure E-Dropbox
• Phone: (540) 231-9331
• Fax: (540) 231-3830
• Email: hrservicecenter@vt.edu

• Benefits Presentations and Slides