Welcome to Virginia Tech!
Orientation is coordinated and hosted today by:

Lauren Shelor, Orientation Coordinator
VT Human Resources
540-231-3441
lauren44@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”
Basic Onboarding Information
Look for:

- ID Number
- Job Classification
  - Faculty or Staff
  - Regular or Restricted
  - AY or CY
- Hire date
- Form deadlines
  - Health Insurance (Faculty + Staff)
  - Retirement Election (Faculty)
3 Digital Forms to Sign
(linked in your welcome email from me)
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)
Resources to Bookmark
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
Caregiving Resources

Designed to align caregiving information and resources with the needs of the Virginia Tech Community:

- Child Care Resources
- Elder Care Resources
- Financial Assistance
- Child Care Provider Search
- Learn more about this initiative
Sustainability at VT

Fun facts:
• Virginia Tech has earned a Gold rating for outstanding sustainability achievements
• Homefield Farm partnership

Resources to bookmark:
• VT Office of Sustainability
• Alternative Transportation
• Climate Action Commitment tenants
• Contact: sustainability@vt.edu
Ready Resources

- COVID-19 Updates
- Testing, active cases, vaccination dashboard
- Guidance for Employees
- Telework and Remote Work Information
- COVID-19 and the ADA
Communications
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
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”

If you are not a permanent resident or U.S. Citizen:
• Complete paper forms and submit to payroll directly
• NRA-W4 and Virginia NRA-VA4
• Print these from payroll website

*If you are required to pay taxes in another state or are a Visa holder, please contact payroll:
• 540-231-5201 or payroll@vt.edu
Direct Deposit

Direct deposit is required for all employees

To set up direct deposit:
• Search “Hokie Spa” at vt.edu
• Select “Hokie Team”
• Select “Direct Deposit”

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

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
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
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
lvanwickler@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
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 $8.25/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
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
<table>
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<tr>
<th>Benefit</th>
<th>When to Enroll + Make Changes</th>
<th>Underwriting?</th>
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| 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  
**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?