

Welcome to  
Virginia Tech!





Contact for  
orientation-related  
questions:

[hrorientation@vt.edu](mailto:hrorientation@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](mailto:hrservicecenter@vt.edu)  
Phone: 540-231-9331  
Fax: 540-231-3830

**To turn forms in digitally:**

Go to [www.hr.vt.edu](http://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	<b>Break</b>
9:20-10:40	Health Insurance + Flexible Spending Accounts
10:40 – 10:50	<b>Break (staff will be placed in breakout room)</b>
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 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 CY RESTR.**

Please be aware of the following deadline(s) based on your official university hire date, which is **March 10<sup>th</sup>, 2021** 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 April 9<sup>th</sup>, 2021.**
- 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 May 9<sup>th</sup>, 2021.**

*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](mailto:hrservicecenter@vt.edu).

Sincerely,  
Bryan Garey  
Vice President, Division of Human Resources



# 3 Digital Forms to Sign

(linked in your welcome email from me)



## FACULTY ACKNOWLEDGEMENT FORM

Your email address ([raksha7@vt.edu](mailto: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 90 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 1025: Policy 1025: Anti-Discrimination and Prevention Policy. (<https://policies.vt.edu/1025.pdf>)
- Policy 5616: Campus and Workplace Violence Prevention Policy (<https://policies.vt.edu/5616.pdf>)
- Policy 1005: Health and Safety Policy (<https://policies.vt.edu/1005.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](https://www.hr.vt.edu/content/dam/hr_vt.edu/resources-for/current-employees/file-alcohol-drug-policy-summary.pdf))
- Policy 7000: Acceptable Use and Administration of Computer and Communication Systems (<https://policies.vt.edu/7000.pdf>)
- Policy 4305: Authorized Closing Policy (<https://policies.vt.edu/4305.pdf>)
- Policy 4015: Mission and Governance of Registration 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.

Your email address ([raksha7@vt.edu](mailto:raksha7@vt.edu)) will be recorded when you submit this form. Not you?  
[Switch account](#)

\* Required

# 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!

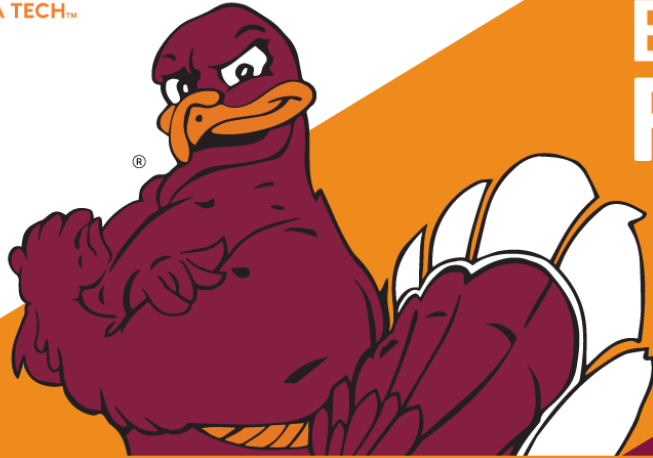
How to get assistance:

- Self-service portal + many knowledge-base articles at [www.4help.vt.edu](http://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](https://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 1<sup>st</sup> of month (for 10<sup>th</sup>-24<sup>th</sup>)
- Paid on 16<sup>th</sup> of month (for 25<sup>th</sup>-9<sup>th</sup>)

\*If hire date is not at beginning of a pay period (10<sup>th</sup> or 25<sup>th</sup> 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](mailto: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](mailto: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 “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*



# Optional Benefits



A vertical stack of several books with different colored spines (blue, red, white, black). Some books have bookmarks or ribbons sticking out. The books are resting on a wooden surface.

# 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](https://myVRS.varetire.org)

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



**securian**  
**FINANCIAL**



# 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
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### 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 \$400,000 or higher, you must complete an Evidence of Insurability form (EOI). Your spouse must also complete an EOI form if you elected options 2 through 8. Optional amounts of insurance in excess of \$800,000 for an employee and \$400,000 for a spouse are not provided. If you and your spouse are insured as employees under the Basic VRS 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

[lvanwickler@ft.newyorklife.com](mailto: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](mailto: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 \$8.25/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

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