



## FMLA Changes

The Family Medical Leave Act (FMLA) has been amended to give eligible employees two new leave rights related to military service. One provides a new qualifying reason for leave and the other extends the 12 week FMLA period to 26 weeks for qualifying events. FMLA provides for job-protected, unpaid leave.

### 1. New Qualifying Reason for Leave:

Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty.

### 2. New Leave Entitlement:

An eligible employee who is the spouse, son, daughter, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty, is entitled to up to 26 weeks of leave in a single, 12-month period to care for the service member.

**NOTE:** Congress and the President clearly intend to provide more assistance to our service members and their families. The Department of Labor (DOL) has determined that the *new leave entitlement* (item 2 above) is effective January 28, 2008. Additionally, DOL is encouraging the provision of FMLA under the *new qualifying reason* (number 1 above) until such time that it can issue final regulations clarifying "any qualifying exigency." The University's FMLA policy will be updated when the final DOL regulations are released later this year.

The guidelines for types of leave that classified employees may use under FMLA are unchanged. Administrative and professional faculty and 12-month faculty eligible for annual leave may use any or all of their available annual leave when they exercise these new leave rights.

## Introducing a New Program

The **Virginia State Employee Assistance Fund (VSEAF)** is a recognized charity of the Commonwealth of Virginia Campaign (CVC). It was created for employees who are in need as a result of a recent crisis, illness, and/or emergency. Funds are donated by employees across the state who want to support fellow coworkers. Funds designated to the CVC Code # 3040 make grants possible for employees in need.

State employees (full-time and hourly) who would like to take advantage of this fund are asked to download the online application, obtain the appropriate signatures, and submit their application by fax or mail. Once applications are received, a committee reviews requests in a confidential manner. A confirmation and application status notice is sent within seven business days to applicants.

Funds are made through short-term grants. Employees are not obligated to repay funds. Visit [www.cvc.vipnet.org](http://www.cvc.vipnet.org) to download the application. Completed applications should be faxed to 804-371-7401 or mailed to VSEAF c/o CVC, 101 North 14th Street, Richmond, VA 23219.

A link to this website is available on the Human Resources web page at ODU.

## Important Compliance Reminders

Supervisors are responsible for ensuring employee compliance with the following policies:

- Employees may not install personal software on their ODU-issued computers and may not allow unauthorized individuals access to their computers.
- Using the university telephone systems to charge long distance calls for personal reasons is strictly forbidden.
- Employees who telecommute must have an authorized telecommuting agreement on file with the Department of Human Resources. Telecommuting is only allowed at the alternate work site(s) documented in the telecommuting agreement. Telecommuting is not to be used as an alternate means for providing childcare or elder-care.

Please contact Human Resources if you have questions or need assistance with these policies at ext 4564.

## Happy Mediation Month!

Governor Kaine has declared March 2008 "Mediation Month," so this is an appropriate time to remind you that the statewide workplace mediation program is a tremendous resource to help resolve workplace disputes and interpersonal conflicts that may hinder our ability to work together effectively. Mediation offers us the opportunity to work towards resolving conflicts and improving communication, trust and respect, in a constructive, confidential setting. If you are interested in mediation please contact Kathy Williamson, ODU's agency workplace mediation coordinator (ext. 4564) or the Department of Employment Dispute Resolution in Richmond (1-888-23ADVISE).



### Performance Evaluation Process

Survey  
Movie Ticket Winners!!

- Janis Ussery  
- Scott Harrison

### Inside this issue:

BENEFITS CONNECTION: Tuition Assistance Program   Open Enrollment for Health Care & Reimbursement Accounts	2
ON-LINE BANNER WEB TIME ENTRY & REPORTING	2

## Benefits Connection

### Tuition Assistance Program Deadline – Summer 2008

The Summer 2008 session deadline for the **Tuition Assistance Program for Full-time Classified, Part-time Classified and Hourly Staff and the Tuition Assistance Program for Faculty and Faculty Administrators** administered by the Department of Human Resources is Thursday, May 1, 2008. **Completed application and proof of registration must be delivered to the Department of Human Resources by 5:00 p.m. on Thursday, May 1<sup>st</sup>.**

The summer tuition assistance programs are for classified, hourly, full-time faculty, full-time faculty administrators. Those employees are eligible to take three (3) credits through this program. Please visit the Human Resources' web page to find out more about the programs.

<http://www.odu.edu/af/humanresources/benefits/>.

Additional information, applications and related forms may be obtained from the Human Resources' Forms page. <http://forms.odu.edu/browse.php?cat=4>

### Open Enrollment

Watch for coming information on Open Enrollment for Health Care and Flexible Reimbursement Accounts.

Open Enrollment occurs each year in the spring and is announced in the Open Enrollment newsletter, *Spotlight*, which is mailed to your home address. The Department of Human Resources will send e-mail and daily announcements providing detailed information on Open Enrollment. This is your annual opportunity to request enrollment or make election changes.



*COMING SOON!*

## ON-LINE BANNER WEB TIME AND LEAVE REPORTING

**WHAT IS IT?** The Banner Web Time and Leave Entry System will enable employees to submit time sheet information and/or leave activity reports electronically--eliminating the paper submission of time and leave reports.

**HOW DOES IT CHANGE THE CURRENT PAY PROCESS?** Rather than filling out a paper timesheet or leave report, you will be completing the time and/or leave activity reports on-line.

#### WHY?

- Increased efficiency – less paperwork
- Streamlined and automated process – less errors
- More accurate and timely reporting
- Increased accountability on employees and supervisors
- Stronger internal controls and FLSA Compliance
- Access to system 24/7
- Operational efficiencies and savings

**WHO IS IMPACTED?** Most classified, administrative and professional faculty, 12-month faculty in VSDP and/or those eligible for annual leave, 10-month faculty in VSDP, and hourly, student hourly and work study student employees will be introduced to and trained in using the on-line system.

**WHO IS NOT IMPACTED?** Ten-month faculty not in VSDP, 12-month faculty not in VSDP and not eligible for annual leave, graduate research and teaching assistants, and part-time adjunct faculty.

**WHEN?** Classified staff will begin reporting hours worked and leave taken online with the pay period beginning on **April 25, 2008**.

Hourly staff will begin reporting hours worked online with the pay period beginning on **May 1, 2008**. Administrative and professional faculty will begin reporting leave taken online with the pay period beginning on **June 10, 2008**. Twelve-month faculty in VSDP and those eligible for annual leave will begin reporting leave taken online with the pay period beginning on **June 10, 2008**. Ten-month faculty in VSDP will begin reporting leave taken online with the pay period beginning on **July 25, 2008**. Student hourly/work-study students will begin reporting hours worked online with the pay period beginning on **August 16, 2008**.

#### ACCESS AND SECURITY

ALL Supervisors who will be approving time or leave in Web Time Entry need to complete a Computer Account Request with Web Time Entry checked as the access requested. Letters and forms were sent to all supervisors of classified and hourly employees on March 17th. If you did not receive one and you supervise classified or hourly employees, please contact Human Resources and we will send you a form or you can access the form from the OCCS web page at this link, <http://occs.odu.edu/forms/acctreqform.pdf>.

Without completing this form, you will be unable to approve time worked or leave taken for your direct reports starting April 25, 2008 when the University begins using the Banner Web Time Entry module.

### TRAINING GUIDES AND SESSIONS FOR CLASSIFIED AND HOURLY STAFF

Training guides for classified and hourly staff and for supervisors/approvers of classified and hourly staff are posted on the Office of Finance website. The reference guides will provide information about entering time or leave and about approving time or leave in the system. In addition, an on-line training session will be available for distance learning staff or individuals who are not able to attend the live training sessions. The on-line training session will be available after **April 1, 2008**.

On-campus training sessions for classified and hourly staff and for supervisors/approvers of classified and hourly staff will be held through Wednesday, April 2nd. To enroll in a session, please click on this link: <http://periwinkle.ts.odu.edu/surveys/KJS23Z/>.

Training guides and sessions for faculty and student workers will be provided prior to their implementation dates.