



## Succession Planning

The Department of Human Resources will be contacting senior administrators to discuss succession planning in their respective areas. William J. Rothwell, author of Effective Succession Planning defines succession planning as “any effort

designed to ensure the continued effective performance of an organization, division, department or work group by making provisions for the development and replacement of key people over time.” As the workforce ages and many of the Baby Boomers retire organizations risk experiencing a knowledge drain. Retirees from key positions are taking institutional history and accumulated wisdom with them when they leave. Old Dominion University is no exception. The Department of Human Resources will work with senior administrators on succession planning, knowledge management and the impact of the aging workforce in their areas.

## ODU Policy ALERT

Managers and Employees: Please be advised that two important ODU policies have recently been revised and the new versions have been posted to the ODU Policy website: <http://www.odu.edu/ao/polnproc/>. The revised policies are: Telework Policy (6202) and Alternate Work Schedules Policy (6201). In addition, there is a new policy: Employment Eligibility and Verification Policy (6027).

Managers and employees are encouraged to review these policies now and reference them when taking related actions. If you have questions about the features of the policies, please contact Human Resources for assistance.

## Evaluation Reminder to Supervisors

**Classified employee annual evaluations are due to Human Resources not later than October 24, 2008.**



Position  
Action  
Performance  
Evaluation &  
Recruitment  
System

As of September 25, 2008, 43 of 900+ evaluations were submitted to Human Resources.

Kudos to Sharon Martin, Site Director, Central Virginia Community College for being the first supervisor to submit a completed evaluation – on August 25th!

Kudos to Tim Miller, Mail Center Supervisor – Tim has completed evaluations for all of his direct reports.

Kudos to Distance Learning - 18 of the first 43 evaluations completed are from the Distance Learning sites and services (54% of their employees have completed evaluations).

If you have not begun the evaluations of your staff – be sure to request self-evaluations today so employees have ample time to complete that important step. Step-by-step Guide Books for the evaluation process are available on the HR webpage under the **PAPERS** logo. ([www.odu.edu/af/humanresources](http://www.odu.edu/af/humanresources)) HR staff are available to assist you one-on-one. Contact Margaret Inge (extension 4399) with technical questions regarding **PAPERS** and questions about probationary employee evaluations. Contact Kathy Williamson (extension 4564) for questions about the performance management and/or evaluation process.

## Benefits Connection



### The Old Dominion University Benefits Office Announces The 2008 Benefits Fair

#### Benefits Information, Prizes & Lots of Fun

#### Who is invited:

Old Dominion University Part-time & Classified Employees, Faculty, and Faculty Administrators

**Day:** Wednesday, October 29, 2008

**Time:** 7:30 a.m. to 3:00 p.m.

**Where:** North Mall of the Webb University Center

Plan to visit the Fair and register for some of the great door prizes. Meet with the vendors, ask your questions, pick up information and grab some freebies. Door prizes will be raffled throughout the day

#### Participants:

Ameriprise Financial Services  
Anthem Blue Cross Blue Shield  
AUA  
Cigna Long Term Disability & Accidental Death  
CommonHealth  
COSTCO  
Equitable/AXA Advisors  
Fidelity Investments  
Great-West Retirement Services  
HACE & AUA  
Legal Resources (Open Enrollment)  
Lincoln National  
Minnesota Life Ins  
Old Dominion University Credit Union  
Old Dominion University Parking Services  
Old Dominion University Recreational Sports  
Old Dominion University Payroll Office  
Social Security Administration  
Student Health Services – will offer flu shots  
TIAA/CREF  
Travel Counselors, Inc  
Value Options, Inc  
VALIC  
Virginia Retirement System

### Inside this issue:

* Web Time Entry (WTE)	2
* Financial Management Workshop	3
* Tuition Assistance	3

## Web Time Entry (WTE) - Reminders

To assist employees and supervisors with the new WTE process, we are providing the following important reminders.

- Supervisory changes of any type must be communicated to the appropriate office immediately to ensure that employees are paid on time. Failure to notify the appropriate office in a timely manner could result in employees not being able to access their time sheets or leave reports. (Classified, Hourly and Student employees use on-line time sheets. Admin & Professional Faculty and Teaching Faculty in VSDP use on-line leave reports.)



CONTACT OFFICE	EMPLOYEE TYPES
Human Resources	Classified, Hourly, Faculty & Administrators
Payroll Office – EIS Processing	Students

- Supervisors Resigning** – HR (or EIS Processing in the case of students) needs to know immediately who will be acting as the supervisor until a replacement is hired. Proxy set-ups do not work when the Supervisor has terminated.
- Proxy Set-up:** A Proxy is set up by the Approver. It is the Approver's responsibility to select an appropriate proxy and notify them when they will need to approve an employee's time sheet or leave report. Neither, Human Resources nor the Payroll Office can set up a Proxy for an Approver. The Proxy must have been assigned the same security set-up (budget codes & employee types) as the Approver in order to approve time or leave.
- New supervisors or new proxies** must complete a Computer Account Request form and indicate that they are a WTE Approver before they can act as an Approver in WTE. The Computer Account Request form must be submitted to Human Resources who will approve the access and route the form to OCCS for their action. Supervisors who do not have the proper security access jeopardize their employee's access to WTE and this could result in employees not being paid on time.
- Access to WTE:** All new employees have access to LeoOnline and WTE as soon as their employee record is created by Human Resources or EIS Processing. No computer account is required for employees to enter their time. They only need access to the internet.
- PINs and resetting:** Your LeoOnline PIN is required to certify your time or leave in WTE. Should you forget your PIN, it can be reset by calling:

Office of Finance, Customer Relations at 683-3030 (select option 1 from the menu)  
 Registrar's Office at 683-4425 (select any option from the menu and someone will assist you)  
 Human Resources at 683-3042.

Guides for WTE are available on the Office of Finance web site.

[http://www.odu.edu/af/finance/facultystaff/disbursements\\_processing/payroll/wtedocumentation.shtml](http://www.odu.edu/af/finance/facultystaff/disbursements_processing/payroll/wtedocumentation.shtml)

## Benefits Connection (Con't)



### Financial Management Workshop

The Department of Human Resources is pleased to announce that we have scheduled a Financial Management Workshop with Marvin Ball, our AIG VALIC representative. This workshop will be held on Friday, October 10th in the Hampton/Newport News Rooms in Webb Center from 12:30 - 5:00. Registration is not required.

Financial success today involves more than earning a good living. It means that you need to invest your money wisely. This workshop is purely educational and no financial products or services will be offered for sale. You will receive quality instruction in an easy-to-understand presentation and financial strategies which will suggest ways to:

- reduce your debt and increase your cash flow
- cut your taxes and increase your disposable income
- protect your property and assets from risk
- calculate how much money you need to retire
- leave more to your heirs by conserving your estate

You will receive the Personal Financial Management Workbook which contains information, exercises and worksheets which will guide you through the presentation and help you apply what you learn. It will be yours to keep.

Classified employees must have their supervisor's permission to attend.

### Spring 2009 Department of Human Resources' Tuition Assistance Programs Deadline

*Effective with the Fall 2008 semester, the salary cap for Tuition Assistance eligibility increased to \$89,000. Reminder – tuition assistance awards are based on the availability of funds and employee seniority.*

The Spring 2009 semester deadline for all tuition assistance programs sponsored and administered by the Department of Human Resources is Monday, December 1, 2008. Completed application and proof of registration must be delivered to the Department of Human Resources by 5:00 p.m.

The Spring 2009 tuition assistance programs are for classified, hourly, full-time faculty, full-time faculty administrators and their eligible dependents and spouses. Please visit the Human Resources' web page for additional information about the programs. <http://www.odu.edu/af/humanresources/benefits/>.

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