# ReSource

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2016 Annual Recognition Program

Congratulations to Justin Mason, selected as the 2016 Customer Relations Employee of the Year. Mason serves as the Physics Department’s Academic Support and Community Outreach Coordinator, and the Director of the Pretlow Planetarium. Customer service is at the core of all of his responsibilities and is the essential key to his phenomenal success. Mason received an engraved plaque, three days of recognition leave and a $500 bonus. The award was presented to Mason at the annual recognition luncheon on December 2nd.

The event also celebrated 181 employees who have reached milestones of five to 40 years of service to the University. Of special note were three employees recognized for 40 years of service: Kathie Parker, Finance; Harvey Logan, Facilities Management; and Helen Ho, University Libraries.

Performance Plans Reminder:

Performance Plans for classified employees were due on December 1, 2016 for the November 2016 – October 2017 performance cycle. View the quick guide for instructions for this process in PAPERS.

Inclement Weather Policy

Certain weather could result in the University closing. When the University is closed due to inclement weather or emergencies, designated employees are required to report to work.

Employees should check with their supervisors to determine the expectations for their position. For more information, please see the University’s Inclement Weather and Emergencies Policy 1020.

For timely notifications, Old Dominion University offers a free emergency alert text messaging system.
Welcome: Marilyn Baylon
Training & Development

Marilyn Baylon has joined ODU as an HR Trainer. She comes with Human Resources experience with the Department of Social Welfare and Development in the Philippines where she was employed as a Training Specialist. She also worked as an Administrative Officer with the Philippine Institute for Development Studies (PIDS), a nonprofit government research institution engaged in long-term, policy-oriented research.

Marilyn has a Master’s degree in Public Administration and a Bachelor’s degree in Psychology.

Welcome: Anna Marcano
Benefits

Anna has joined ODU as a Benefits Specialist. Anna is originally from Puerto Rico and came to Virginia as a military wife. Before coming to ODU, Anna worked for Hampton Roads Transit where she served as the Benefits Specialist and later for the Risk Management Department and adapted to the role of WC and Liability Claims Specialist. In her roles with HRT, Anna worked with retirements, benefits, training, liability claims and worker’s compensation claims. Anna’s motto for working in Human Resources is the golden rule: “Treat others as you want to be treated.” Anna attended St. Leo University where she obtained a Bachelor’s degree in Business Management.
Premium Rewards for the 2016-2017 Plan Year

Premium rewards for the plan year starting July 1, 2016 are available to all employees and their covered spouses enrolled in COVA Care or COVA HealthAware. Please see the premium reward requirements for additional information. Employees currently enrolled in health coverage who are first-time users of the MyActiveHealth site will have to create an account using the seven numbers of the health insurance member ID with two zeroes in front of it.

New Optional Retirement Plan Provider

Effective January 1, 2017, VRS introduced a new Optional Retirement Plan option, DCP, which is record-kept by ICMA-RC. ORP-eligible employees hired January 1, 2017 or later will have the option of choosing between the DCP and the current providers: Fidelity and TIAA. Employees currently enrolled with Fidelity or TIAA will have the opportunity to select the DCP as their new provider during the October 2017 open enrollment period.

For more information on the new plan, please see the DCP website. More on information on all three providers can be found on the ORP website.

Changes to VRS Purchase of Prior Service Provisions in January

Changes were made to the provisions for purchase of prior service effective January 1, 2017. These changes may result in higher cost and fewer months of service eligible for purchase.

For more information, please see the VRS website.

Retirement Thoughts

If you are thinking of retiring and want to ensure you are on the right track and following the necessary procedures, please make an appointment to discuss the process with Marcha Schriver, at 683-5105 or mschrive@odu.edu.

Marcha is available in Spong Hall on Tuesdays, Wednesdays and Thursdays.
Employment Eligibility Verification Form (I-9)

On November 14, 2016, USCIS published the revised version of Form I-9. Please start using the form immediately. The form can now be completed electronically by both the new hire and the certifier. If you have already sent out old forms, they will still be accepted until January 20, 2017.

Here are some of the changes in the new version:
- Instructions are separated from the actual I-9 form, in keeping with USCIS practice.
- Employees are required to provide only other last names rather than all other names used in Section 1.
- The new form removes the requirement to provide both the Form I-94 number and foreign passport information in Section 1.
- Additional fields and options are provided to enter and indicate multiple preparers and translators.
- There is a dedicated area to enter additional information and notations.
- Employers are required to provide citizenship/immigration status in Section 2.
- For documents that do not have numbers or an expiration date, “NA” must be entered.

Also, when the revised Form I-9 is completed electronically, users will see:
- Electronic access to the instructions;
- Options to print and save the form or clear the form to start over;
- Drop-down lists and calendars;
- A quick-response matrix barcode, or QR code, that generates once the form is printed and can be used to streamline audit processes.

If you are an ODU representative responsible for completing the I-9 for new hires, please review the updated I-9 Form requirements before completing it for a new hire. Information on upcoming training and resources on the use of the new form will be forthcoming.

If you have any questions, please contact Pam Harris at ext. 5131.
Changes to the Knowledge Center

The Knowledge Center has gone through a re-launch. It is now called the Commonwealth of Virginia Learning Center (COVLC).

You may still access the website by visiting the Human Resources web page. You may also use the COVLC link to access the site directly.

Please note that as this relaunch continues to take place, there are some issues related to accessing updated reports and transcripts. We are working closely with site administrators to address all issues.

If you have any questions or concerns regarding the new and improved COVLC, please email ODU administrators at odukc@odu.edu.

Registration and Supervisor Essentials

We are gearing up for another fantastic series of workshops. This year, registration will take place using FlexReg and course information will be available on Blackboard.

If you have not used Flex Reg recently, or do not have access, email the Registrar’s office at continuinged@odu.edu for a password reset.

**Once reset, please remember that your username will be your UIN and your password will be your DOB (MMDDYY), unless you change it.**

We ask that you contact the Registrar’s office prior to registration opening so that you will be ready to sign up when the time comes. Registration will be opening up soon! Be on the lookout for course announcements and instructions on how to sign up!
ITS Tech Tips

As ODU employees, we are regularly entrusted with University data, some of which may be confidential or restricted. We have a responsibility to protect that data in every way possible, taking great care in how we send, store and share it.

There are multiple options available for storing data, from University servers to cloud-based services like Box and OneDrive, but not all options are appropriate for all types of data.

To help you select the best places to store sensitive information, University data owners have developed a matrix that outlines which storage solutions can securely accommodate University data.

Please review the matrix, and if you have any questions about the security of the data you are entrusted with, contact the ITS Help Desk at itshelp@odu.edu any time.

Data Privacy Day—January 28, 2016

In recognition of Data Privacy Day (January 28), here are some tips for keeping data (yours and ODU’s) safe and secure:

**Keep a clean machine.** Don’t download unapproved programs to your ODU computer. Keep software and operating systems up-to-date on your personal computers, and take advantage of McAfee antivirus software, available at no cost to all employees at www.odu.edu/its.

**Follow good password practices.** Use long, easy-to-remember, hard-to-guess passwords on all accounts. Use separate passwords for each account if at all possible, and make sure that critical accounts have the strongest passwords. If you write them down, keep them in a safe place away from your computer, and enable two-step authentication whenever you can.

**When in doubt, throw it out:** Don’t open suspicious links in email, tweets, posts, online ads, messages or attachments – even if you know the source. Learn more about using ODU’s tools for preventing unwanted, harmful email at www.odu.edu/facultystaff/computing/email-messaging.

**Stay watchful and speak up:** Keep an eye out and say something if you notice strange things happening on your computer. Report scams or potential viruses to itshelp@odu.edu.
Kick off the New Year Right!

Before you set your New Year’s resolutions or your next wellness goal, think about what you are already doing well and where you could improve. Identify your strengths and utilize them to help you move forward as you create new opportunities to create a healthier you in 2017! Here are some examples to get you started:

- If you feel you are doing well with your social wellness and enjoy staying connected with friends, set times to be physically active with them throughout the week. It will help you stay on track of your goals as well as enjoy spending time with your friends.
- If you are a great cook but don’t necessarily eat the healthiest of foods, use your skills as a chef to create healthy recipes that taste delicious or adventure to try something new!
- If you already exercise and eat well, but feel stressed, try practicing yoga, which incorporates exercise and meditation. Or, go for a walk while listening to soothing music or affirmations.

When it comes to your health, you are most likely already doing things the right way. Just use those good habits as tools to help you in improving your health and wellness goals!

Herbed Chicken Cutlets with Roasted Winter Vegetables

Ingredients:
- 1 pound Brussels sprouts, trimmed and halved
- ½ medium head cauliflower, cut into small florets (about 4 cups)
- 3 tablespoons olive oil
- 8 small chicken cutlets
- Salt to taste
- Freshly ground pepper to taste
- Garlic powder to taste
- 1 tablespoon of your choice of herbs

Directions:
Heat oven to 425 degrees F. On a large rimmed baking sheet, toss the Brussels sprouts and cauliflower with 2 tablespoons of the oil, ½ teaspoon each salt and pepper, and garlic powder to taste. Roast, tossing once, until tender and brown (20-25 minutes). Meanwhile, heat the remaining tablespoon of oil in a large skillet over medium heat. Season the chicken with herbs of choice, garlic powder to taste, ½ teaspoon salt, and ½ teaspoon pepper. Adjust to taste. Working in batches, cook until golden brown and cooked through and add more oil if necessary. Serve with the vegetables.