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Human Resources is pleased to announce the 2016 University Staff Dream Fund program. First launched in 2008, this program, which is privately funded through an Educational Foundation endowment, will provide monetary awards and/or paid time off for staff members to fulfill a long-held dream—to pursue studies in an area unrelated to work, traveling to another country or visiting family far away, for example. State recognition policies apply. The awards are not intended to address personal hardship situations, emergencies or job-related professional development.

Proposals will be reviewed by a committee that includes representatives from the President’s Office, Chief Operating Officer, Academic Affairs, Student Engagement and Enrollment Services, University Advancement, HACE, AUA, and Athletics. Final selection of winner(s) will be made by the Selection Committee comprised of the VP for Advancement, the VP for Human Resources, and an Employee Relations Consultant. Recipients will be selected on the merits of their proposal, their past service and promise of future service. The winner will be announced in late spring and funding will be made available in July.

Eligibility:
- Full-time classified employees and full-time administrative and professional faculty
- Service at the University for a minimum of five years
- Satisfactory or higher performance evaluations
- No active disciplinary actions

Proposals are due to the Department of Human Resources by **Friday, May 6, 2016**. A description of the program, including selection criteria and a proposal form, are available on the Human Resources’ web site.

Proposal Packets must contain:
- A thorough description of the dream and the reasons for it
- A budget/financial plan for achieving the dream.
- **Letter of support from a direct supervisor** indicating the candidate is a valuable and meritorious employee;
- **Letter of support from an Old Dominion University colleague**;
- Statement of intent to remain at Old Dominion University for the foreseeable future.

[CLICK HERE TO BEGIN YOUR PROPOSAL](#)
**Launch of Probationary Review Programs in PAPERS**

All Classified employees hired on or after 3/25/2016 will receive their performance plan, six month and 12 month probationary reviews through the Probationary Programs in PAPERS7. For assistance completing these programs, please review the quick guides for the Probationary Program and the Probationary Conclusion Program.

For questions or assistance please contact Cori Okonek at extension 3394 or cokonek@odu.edu

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**School Assistance and Volunteer Service Leave**

School Assistance and Volunteer Services Leave is intended for specific purposes and requires supervisor approval prior to use. Supervisors may also require written documentation to verify eligibility for this type of leave.

Please review the School Assistance and Volunteer Services Leave Policy for full details on acceptable use.

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**PAPERS 5.8**

PAPERS 5.8 will not be accessible to download historical documentation beginning Summer 2016.

If you need copies of position descriptions or performance evaluations from previous years, please use this link to access PAPERS 5.8

Once PAPERS 5.8 is deactivated, historical records will be downloaded and retained on file in Human Resources for the prescribed retention period.

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**Monitoring Performance in PAPERS**

Monitoring performance throughout the performance evaluation cycle is essential for providing accurate and complete feedback for performance evaluations. The PAPERS performance module includes a tool called “Progress Notes” for supervisors and employees to monitor performance throughout the year.

Progress Notes is an optional tool and, while not required, is recommended as an accurate method to track progress on performance.

For more information, please view the Progress Notes quick guide or contact Cori Okonek at cokonek@odu.edu
Welcome Rakim Reid

Please join us in welcoming Rakim Reid as Human Resources’ newest Compensation Analyst. Rakim joined Human Resources Classification and Compensation Office in March.

Prior to joining ODU, Rakim worked for DHRM where he served as a Recruitment Coordinator, helping recruit talent for positions in the state government.

In his previous roles, Rakim focused on benefits administration, classification and compensation, disability, and diversity initiatives. Rakim completed his Master’s Degree in Sociology at Virginia Commonwealth University. We are excited to have him as a part of the HR Team as well as a member of the ODU community.

DHRM Employee Discounts

Discounts are available to Virginia State Employees through the DHRM website. Be sure to bookmark the DHRM Employee Discounts page in your web browser and check frequently for new discounts available.

Current discounts include, but are not limited to:

- Auto Repair
- Gifts
- Entertainment
- Health and Fitness
- Financial Services
- Travel/Car Rental
- Telephone and Wireless

ODU employees also have access to first class trips at bargain prices through Travel Counsellors Inc.
Banner XE Employee Profile Launch

Banner Employee Self-service will be updated to **Banner XE Employee Profile** effective April 4, 2016 with new features including:

- A Dashboard layout that is easier to read and navigate
- Leave balances clearly displayed along with estimated leave loss
- “My Team” feature for supervisors providing easy access to information for all direct reports
- Other options, such as entering your time/leave or EPAFs, are easily accessible in the Banner XE Profile.

After logging in, select “Employee” from the menu. There is an option to select the Classic view or the new **Banner XE Employee Profile**. The new Employee Dashboard includes leave balances and links to all pay and deduction information. Users can easily submit time sheets, approve time sheets, or leave reports in the new Banner XE Employee Profile by selecting “Enter Time” or “Leave Report” in the My Activities section of the Employee Dashboard.

Some links will take you back to the Classic version, these sections will be updated with future releases. This is Phase I of a multi-phase project to update all of Banner self-service. A short introductory video, FAQs and Power Point presentation will be available soon.

Electronic Personnel Action Form (EPAF) Change

**Effective April 1, 2016**

A new field has been added to the Rehire Same Position and Rehire New Position EPAFs for Student and Graduate Assistant employees.

The new field added is: **VP Area**
The field is being added for reporting purposes. The Budget Code of the primary position should be in the VP area.

Please review the updated instructions for detailed information.
Management Notes

Contributed by:
Pamela Harris

Operating Notes

Supervisor Changes

Please notify Human Resources when there is a change in reporting structure.

Human Resources Information Systems must be updated when changes are made to ensure notifications and tasks are sent to the correct supervisor.

To notify Human Resources of any changes, please contact Pam Harris and include the employee’s and supervisor’s UIN.

Separations

Due to the launch of Banner XE Employee Profile and the My Team feature, it is imperative that you notify Human Resources timely of employee resignations or completion of appointments. For hourly separations, Human Resources must have a copy of the resignation letter and departmental staff also must complete the EPAF to terminate the employee and/or position.

If you have any questions, please contact Pam Harris.

Resignations

Should you resign from your position with the University, please indicate in your resignation letter whether you are taking another position with a Commonwealth of Virginia agency. This will allow Human Resources to properly process the information so that computer access and benefits are not negatively impacted.

If you have any questions, please contact Pam Harris.

Employment Eligibility Verification Form (I-9)

On March 28, 2016, USCIS published a 30-day notice in the Federal Register inviting public comment on proposed changes to Form I-9. The public may provide comments on the proposed changes, until April 27, 2016. In response to the public comment USCIS received during the 60-day notice, USCIS has made further improvements to the proposed form.

After the 30-day period ends and public comments are considered, USCIS may make further changes to the form. The Office of Management and Budget (OMB) will review the information collection for approval. Departments must continue to use the current version of Form I-9 (expires 3/31/2016) until OMB approves and posts the proposed version.

If you have any questions, please contact Pam Harris, Staffing & Operations Manager.
**National Walk at Lunch Day**

April 27th 2016 marks the 10th year of National Walk at Lunch Day, which is designed to complement your busy lifestyle, not compete with it.

This special day was created to improve personal health by starting a new daily walking routine, helping you to improve your health step by step.

Studies have found that regular walking, particularly at a brisk pace of 3mph, can substantially reduce the risk of developing heart disease, stroke, and diabetes. Simply performing 30 minutes of moderate physical activity at least five times a week also has significant health benefits, lowering the risk of developing cardiovascular disease, and helping to improve the health of muscles, bones and joints.

So grab a couple of your colleagues and get out of the office on Wednesday, April 27th! Enjoy a stroll around campus!

**Walking Tacos**

**Ingredients:**
- 2 teaspoons olive oil
- 8oz. uncooked ground turkey breast
- ¼ cup chopped onion
- ¼ cup chopped red sweet pepper
- 1 tbs. reduced-sodium taco seasoning
- 1 tbs. water
- ½ tsp. crushed red pepper
- 5 100 calorie nacho cheese-flavor tortilla chips
- 1 cup shredded romaine lettuce
- 2/3 cup diced tomato
- 1/3 cup shredded reduced-fat cheddar cheese
- 5 tsps. Light sour cream

**Directions:**
1. In a large skillet, heat oil over medium heat. Add turkey breast, onion, and sweet pepper. Cook until turkey is no longer pink, using a wooden spoon to break up meat as it cooks. Stir in taco seasoning, the water, and crushed red pepper. Cook and stir for 1 minute more.
2. Open the bags of tortilla chips; if desired, gently crush chips. Add lettuce to the bags. Top with cooked turkey mixture, tomato, and cheese. Top each with a teaspoon of the sour cream. Use a fork to mix together and eat from the bag. Makes 5 servings (1 walking taco per serving)

**Nutrition Facts Per Serving:**
Servings per recipe: 5
Per serving: 207 cal., 10 g total fat (2g saturated fat), 327 mg sodium, 1 g fiber, 2 g sugar, 15 g PRO
**Management Notes**

**Benefits**
Contributed by:
Brenda Johnson, Megan Alston, Sharon Nickens and Marcha Shriver

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**Summer 2016 Tuition Assistance**

The Summer 2016 Employee Tuition Assistance application deadline is: 5:00 pm, Monday, May 2nd. A completed application with proof of registration must be received by the Department of Human Resources prior to the application deadline.

Summer Tuition Assistance is only available for eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees. The Tuition Assistance Program for dependents and spouses is not offered during the Summer Semester. Eligible employees may receive Tuition Assistance for up to three (3) credit hours for the summer sessions at the Old Dominion in-state tuition rate. The current income cap for the Tuition Assistance program is $89,000.

For details on eligibility, please review the full Tuition Assistance Policy. Applications are available on the Human Resources forms page. For planning purposes, the Fall 2016 semester application deadline for employees, spouses and dependents is Monday, August 1st @ 5:00 p.m.

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**Medical Leaves of Absence**

If you will be out of work for more than three days for medical reasons, please remember to contact Human Resources as soon as possible.

There may be time-sensitive benefits that you are eligible to apply for. Human Resources is legally required to inform you of your rights under the Family and Medical Leave Act (FMLA). Failure to make timely notification of your absence may result in denial of certain benefits, such as short-term disability.

For more information on your leave benefits, please contact a member of the Benefits team in Human Resources:
- **Brenda Johnson**, Benefits Manager
- **Megan Alston**, Benefits Specialist
- **Sharon Nickens**, Benefits Specialist

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**Save the Date**

- **May 1-23, 2016**: Open Enrollment for Health Insurance and Flexible Spending Accounts
- **September 6, 2016**: Pre-Retirement Seminar
- **October 13, 2016**: Benefits and Wellness Fair
### Premium Rewards

Premium rewards are available to employees, retirees, and their covered spouses enrolled in the COVA Care or COVA HealthAware Plan on or before July 1, 2015.

Track your health and save on your monthly health insurance premiums at the same time by completing an online health assessment and a biometric screening at your physician’s office. Taking these steps gives you a starting point for getting healthier plus you can save $17 a month, and if both you and your spouse participate, up to $34 a month.

**If you were receiving the premium reward before July 1, 2015, you must update your online health assessment only to restart your reward.**

Members whose health insurance coverage was effective after July 1, 2015, will not qualify for Premium Rewards for the 2015-2016 plan year.

To complete the health assessment and print the biometric screening results form, please access your account.

Premium Rewards will be effective the first of the month after both requirements are completed, submitted and accepted.

### Purchase of Prior Service Provisions to Change in 2017

Attention Virginia Retirement System Members: Changes are coming to the purchase of prior service provision effective January 1, 2017. Please see the VRS website for details.

### Optional Retirement Plan for Higher Education ORPHE Participants

VRS is working diligently to continue to provide participants with access to the current providers, TIAA and Fidelity, as well as an additional investment lineup, using ICMA-RC as the record keeper.

During Open Enrollment (October 2016), VRS plans to offer participants the opportunity to select one of the following three options: TIAA, Fidelity, or the additional lineup. Any changes requested during Open Enrollment will become effective January 1, 2017.

Should you choose to remain with your current provider, no action is required. Should you have any questions, please use the mailbox established for ORPHE (orphe@varetire.org).

For additional information see the VRS ORPH website and the March Participant Update Letter.
ODU WEIGHT WATCHERS AT WORK

MONDAYS, 12:00-1:00
Virginia Rice Webb Room, Webb Center

Weekly informational program, incentives, encouragement and challenges! Confidential weigh-in.

FULL TIME STATE EMPLOYEES ARE ELIGIBLE FOR REDUCED MONTHLY FEE AND REIMBURSEMENT OF HALF THE COST WITH REGULAR ATTENDANCE! COME CHECK US OUT – WHAT HAVE YOU GOT TO LOSE???

Cyber Security and Identity Theft

With recent security breaches in Higher Education, identity theft is something to be concerned about. Remember to protect yourself, your Colleagues, and the students by using safe computing practices.

Be sure to review the ITS Webpage that specifically covers Safe Computing Practices. It is our responsibility to protect ourselves and each other by using Safe Computing Practices.

If you find yourself victim of identity theft there are many resources available to help:

1. Contact the three major credit-reporting agencies – Equifax, TransUnion, and Experian
2. Report the identity theft to the Federal Trade Commission
3. File an identity theft report with your local police.
4. Report the theft of your Social Security Number to the FBI Internet Crime Complain Center.
5. Complete and submit IRS Form 14039: Identity Theft Affidavit.
Management Notes

Attention: All Employees!!

SAVE THE DATE

Tuesday, MAY 10, 2016

Quality of University Life (QUL)

ICE CREAM SOCIAL

11:00 a.m. – 1:00 p.m.

North Cafeteria, Webb Center