

APRIL 2022 | SPRING EDITION

RESOURCE

EMPLOYEE NEWSLETTER

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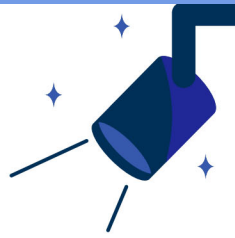
DEPARTMENT OF HUMAN RESOURCES

WWW.ODU.EDU/HUMANRESOURCES

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#ODU_HR



2022

CUSTOMER RELATIONS EMPLOYEE OF THE YEAR

Rob Wells, Director of Risk Management

Rob Wells has served to cultivate customer relations for our students, faculty, and staff by carrying the flag in championing our ODU response to the global pandemic. He has acted as the central nervous system that channeled information and support for the collaborative ODU pandemic response. Rob was always a consummate professional even under immense pressure by demonstrating patience, compassion, and concern towards all with whom he came in contact. Rob continues to serve the ODU campus by keeping employees informed and safe. Congratulations on this well-deserved honor and thank you for your service!



We would like to congratulate and acknowledge the additional candidates for the *Customer Relations Employee of the Year*:

- Zach **Harrison**, *Housing & Residence Life*
- Amanda **Haywood**, *Distance Learning*
- Brenda **Houck**, *Office of Clinical Experiences*
- Liza **King**, *Distance Learning*
- Elizabeth **Melendez**, *Student Health Services*
- Barbie **Miller**, *Distance Learning*
- Vinecia **Parraway**, *Political Science & Geography*



***Congratulations to our team members!
The expertise represented here is truly inspiring.***

Office of the President

10 Year Recipient

Natalie **MacCall**, *University Audit Department*

15 Year Recipient

Chrisie **Brown**, *Intercollegiate Athletics*

Strategic Operations

10 Year Recipient

Lex **Park**, *Community Engagement*

University Advancement

10 Year Recipient

James **Brown**, *Development*

15 Year Recipient

Shacola **Generals**, *Development*

Human Resources

10 Year Recipients

David **Hawkins**, *Human Resources*

Brenda **Johnson**, *Human Resources*

30 Year Recipient

Catherine **Holland**, *Human Resources*

Research

10 Year Recipient

Yvette **Lee**, *Institute for Innovation & Entrepreneurship*

Student Engagement and Enrollment Services (SEES)

10 Year Recipients

Douglas **Gray**, *Career Development Services*

Donna **Williams**, *Housing & Residence Life*

25 Year Recipients

Derek **Nobriga**, *Student Financial Aid*

Karen **Ward**, *Student Health Services*

30 Year Recipient

Kerrie **Roth**, *Student Financial Aid*

35 Year Recipient

Shenell **White**, *Housing & Residence Life*

Academic Affairs

10 Year Recipients

Sharon **Conaway**, *ODU Virginia Beach Center*

Sherrie **Deutsch**, *Communication Disorders & Special Education*

Joy **Fisher-Sykes**, *Center for Learning & Teaching*

Kenneth **Langslow**, *Academic Technology Services*

Samuel **Lopez**, *University Libraries*

David **Pope**, *University Libraries*

Mark **Pryor**, *Distance Learning*

Ivy **Robinson**, *Graduate Program in International Studies*

Andre **Wiggins**, *Satellite Network & Technical Support Services*

15 Year Recipients

Mary **Addison**, *Batten College of Engineering & Technology*

Tamara **Barnes**, *ODU Tri-Cities Center*

Daphne **Bell**, *Distance Learning*

Christopher **Brown**, *Academic Technology Services*

Rosa **Gray**, *Center for Learning & Teaching*

Annette **Hurdle**, *Center for Global Engagement*

Jayne **Massey**, *Batten College of Engineering & Technology*

Janice **Moore**, *Chemistry & Biochemistry*

Christian **Pucher**, *Academic Technology Services*

Barbara **Webb**, *Teaching & Learning*

Amy **Wilkins**, *University Libraries*

20 Year Recipients

Frances **Everette-Gayther**, *University Libraries*

Janet **Molinaro**, *Strategic Communication & Marketing*

25 Year Recipients

Tammy **Allen**, *Department of English*

Vernon **Perry**, *Video Production & Broadcast Services*

Carol **Smith-Giles**, *Office of Clinical Experiences*

Wallace **Turner**, *College of Sciences*

Tanya **Tyler**, *Distance Learning*

30 Year Recipients

Linda **Caulkins**, *ODU Virginia Beach Center*

Sharon **Lomax**, *University Design & Publications*

Carlisa **Merritt**, *Strome College of Business*

35 Year Recipient

Ajay **Gupta**, *Department of Computer Science*

40 Year Recipient

Richard **Kemp**, *ODU Virginia Beach Center*

45 Year Recipient

Helen **Ho**, *University Libraries*

****Service milestone reached as of December 31, 2021***



***Congratulations to our team members!
The expertise represented here is truly inspiring.***

Administration and Finance

10 Year Recipients

Ralph **Allen**, *Facilities Management*
 Karen **Andrewlavage**, *Information Technology Services*
 Pansy **Cherry**, *Transportation & Parking Services*
 Peilian **Cui**, *Information Technology Services*
 Vinay **Dhareshwar**, *Information Technology Services*
 Brian **Fields**, *Information Technology Services*
 Clay **Fogler**, *Information Technology Services*
 Wayne **Gatling**, *Webb University Center*
 Robert **McKee**, *Facilities Management*
 Bruce **O’Leary**, *Procurement Services*
 John **Powell**, *ODU Police Department*
 Christine **Prendingue**, *Information Technology Services*
 Armando **Reyes**, *Facilities Management*
 Julio **Rosario**, *Information Technology Services*
 Alicia **Signore**, *Transportation & Parking Services*
 Christopher **Teifer**, *Facilities Management*
 Carla **Watkins**, *Transportation & Parking Services*
 Patricia **White**, *Facilities Management*

20 Year Recipients

Ravikumar **Konduri**, *Information Technology Services*
 Vincent **Mitchell**, *Information Technology Services*
 Kennedy **Shaffer**, *Mail Center*
 Diana **Stephens**, *ODU Police Department*
 Mary **Thomas**, *Mail Center*

25 Year Recipients

Ingrid **Allen**, *Office of Finance*
 Jenny **Caja**, *University Budget Office*
 Elliot **Goodman**, *Facilities Management*
 David **Hamel**, *Information Technology Services*
 Gary **Houser**, *ODU Police Department*
 Michelle **Nimmo**, *Facilities Management*
 Elbert **Porteria**, *Information Technology Services*
 Michelle **Potts**, *Transportation & Parking Services*
 Sheila **Setzer**, *Webb University Center*
 Joseph **Ward**, *Facilities Management*

15 Year Recipients

Wendell **Cruz**, *Webb University Center*
 Angela **Davis**, *Facilities Management*
 Frank **Dzupinka**, *Environmental Health & Safety*
 Michael **Edwards**, *Facilities Management*
 Timothy **Garvin**, *Facilities Management*
 Janis **Hall**, *Procurement Services*
 Mark **Hall**, *Facilities Management*
 Denise **Hawkins**, *Facilities Management*
 Debra **Howard**, *Real Estate Foundation*
 Laverne **Jones**, *Facilities Management*
 Tiffani **Manners**, *Information Technology Services*
 Krista **Moore**, *Facilities Management*
 Chad **Peevy**, *Facilities Management*
 Arthur **Prodigalidad**, *Facilities Management*
 Clara **Rogers**, *Facilities Management*
 Romell **Scutchings**, *Facilities Management*
 Veerabhaskar **Shastri**, *Information Technology Services*
 Vincent **Smith**, *Facilities Management*
 Heather **Somervail**, *Procurement Services*
 John **Thomson**, *ODU Police Department*
 Angela **Vinson**, *Facilities Management*

30 Year Recipients

Marco **Phillips**, *Facilities Management*
 Gregory **Scott**, *Webb University Center*

35 Year Recipient

Carlton **Gatling**, *Facilities Management*

40 Year Recipients

Leigh **Comsudis**, *Administration & Finance*
 Nicholas **D’Amato**, *Information Technology Services*
 Carolyn **Haynes**, *Facilities Management*

45 Year Recipient

Harvey **Logan**, *Facilities Management*

****Service milestone reached as of December 31, 2021***



Cardinal HCM EMPLOYEE SELF-SERVICE

Old Dominion University (ODU) has been selected to participate in the Commonwealth's Release 2 (R2) of the Cardinal Human Capital Management (HCM) system implementation. This release is scheduled for Monday, April 4, 2022.

The Cardinal HCM Project is a multi-year partnership created to connect the state with a modern, integrated solution that consolidates human resources, health benefits, time and attendance, and payroll functions into one application.

As an ODU employee, you will have access to Cardinal HCM Employee Self-Service (ESS) based on our university's selections on how we will use Cardinal.

Cardinal ESS users will be able to:

- **Update your home address**
- **Complete health benefits enrollment during the annual open enrollment period**
- **Complete health benefits enrollment upon occurrence of a qualifying event**


ODU has elected not to use the Cardinal HCM ESS time and attendance and payroll functions. Therefore, ODU employees will not have access to change your direct deposit or view your paycheck within the Cardinal system.

Watch your email inbox for more information about Cardinal HCM, including important information on process changes and resources training tools.

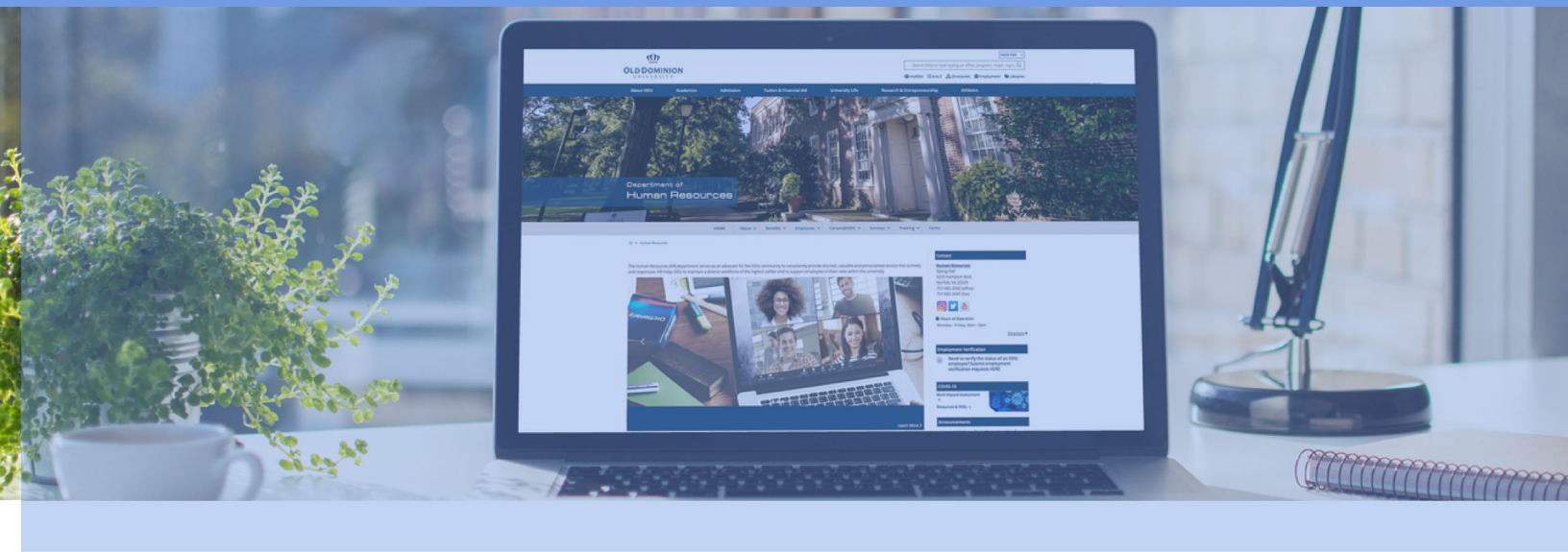
Future communications will include guidance on how to register in the Cardinal HCM system and how to familiarize ourselves with our current state identification numbers which are required to access the system.

WANT TO LEARN MORE? Visit <https://www.cardinalproject.virginia.gov/>

QUESTIONS? Contact: Esther Dodge

 757-683-3063

 edodge@odu.edu



HUMAN RESOURCES

NEW ENHANCED WEBSITE

If you haven't had the chance, click on the new Human Resources website to see enhanced web pages with great information. Each HR service unit provides unique services to meet your needs and champion your growth from start to finish during your tenure as a Monarch. Looking for a specific service? Start here at [HR Services](#).



SPOTLIGHT ON POLICY

IMPACT ON LEAVE WITHOUT PAY ON HOLIDAY PAY

In support of the academic calendar, university holidays do not always coincide with state holidays because faculty and staff are needed to keep the university operating when students are present. In order to receive holiday pay, employees must either work or be on paid leave the work day before and the work day after the holiday. If an employee is in a leave without pay status for any portion of the work day before or the work day after the holiday, they are ineligible for holiday pay.



UPDATE YOUR VRS BENEFICIARIES

VRS new hires and current members can designate and/or update beneficiary's information online through their secure myVRS account. Just register and log in to your myVRS account to get started.

NEED ASSISTANCE?

Call 888-827-3847

Select Option 3



FINANCIAL WEBINAR

During this webinar, learn how to:

- Save for tuition and other college costs, such as housing and textbooks
- Take advantage of tax-free earnings
- Meet your savings goals



APRIL 26



11:00 AM

REGISTER



NETBENEFITS®

ONE-STOP CONVENIENCE

FIDELITY OR TIAA RETIREMENT PLANS

An updated NetBenefits® website is now available for all your retirement account needs. Whether you have an account with Fidelity or TIAA, a NetBenefits account will provide you with the ability to:

- View your account balance with Fidelity and/or TIAA
- View or change the amount you are putting in the 403(b) Plan
- Change retirement vendors, Fidelity and/or TIAA
- Enroll in the 403(b) and 401(a) plans and select your retirement provider(s), Fidelity, and/or TIAA as a new participant

[Netbenefits.com/odu](https://netbenefits.com/odu)



Reminder: Email Signature Requirement

In accordance with Item 83 M. of Chapter 56 of the Virginia Acts of Assembly all employees of executive branch agencies including higher education, with state email addresses shall include contact information in their email signature, including at a minimum, an office phone number and/or state cell phone number.

Your email signature represents the university and should reflect the professionalism and dignity of a Monarch. If your email signature does not currently conform to these standards, then please make the necessary adjustments.

THIS REQUIREMENT APPLIES TO YOUR @ODU.EDU EMAIL SIGNATURE.

Click here for the ODU Email Signature requirement template.

[ODU Signature Email Template](#)

Click here for directions on how to add or update your Outlook signature.

[ODU Outlook Signature Directions](#)



APRIL 19

**SENTARA
DIGITAL
MAMMOGRAPHY**

The Mobile Mammography van will be on campus.
Schedule your appointment today!

**WEBB CENTER
VIP LOT 26
"CIRCLE LOT"**

**CALL 757-736-0040
REFERENCE #603038**



OPEN ENROLLMENT

**ANNUAL HEALTH INSURANCE AND
FLEXIBLE SPENDING**

— MAY 2-16, 2022 —

During Open Enrollment you may

- enroll in health benefits
- change plans
- add or remove family members
- waive coverage
- enroll in a flexible spending account

***Be sure to check your ODU email for important information regarding
Open Enrollment from your Benefits Department!***

BENEFITS SERVICES

EXCITING NEWS!

A full time benefits specialist is now available on various days at the **Regional Higher Education Centers.**



MONDAYS

ODU TRI-CITIES

Angela Vann

Senior Benefits Specialist

advann@odu.edu

757-683-4196

WEDNESDAYS

ODU VIRGINIA BEACH

Kim Butler

Benefits Specialist

kbutler@odu.edu

757-683-5723

THURSDAYS & FRIDAYS

ODU PENINSULA

Brenda Johnson

Assistant Director of Human Resources for
Benefits Services

bmjohnso@odu.edu

757-683-3051





***DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
[DHRM]***

APPLICATION OF POLICY 4.52 PUBLIC HEALTH EMERGENCY LEAVE TO COVID-19

Applies to:

- All salaried, wage, and adjunct faculty employees.

Summary:

- Currently provides up to 40 hours of paid leave per leave year [PHEL] to eligible employees to attend to their own medical needs (and/or those of their immediate family members) due to positive cases of COVID-19.

***PHEL will not be available for use after
May 31, 2022.***

SUPERVISOR ESSENTIALS

A three-day progressive training course offering supervisors of classified employees experiential learning opportunity to build knowledge, skills, and abilities as a supervisor.

Course Includes:

- Overview of State & University Policies
- Performance Management
- Progressive Discipline
- Grievance Process and more...

Quarterly Schedule

- June 22-24
- September 21-23
- December 7-9

Course runs from 9:00 AM-4:00PM daily

REGISTER



QUESTIONS?

CONTACT:

Brian Jackson

Employee Relations Manager

bjackso@odu.edu

