ACKNOWLEDGEMENT FORM

STAFF ORIENTATION CHECKLIST

Becoming a Hokie
- Welcome from Dr. Sands
- About Us
- Extended Campus Locations
- History of Virginia Tech
- Mission, Vision, and Strategic Plan
- That I May Service
- What is a Hokie

Life At Virginia Tech
- Surrounding Area
- Arts
- Benefits of Being an Employee
- Discounts and Perks
- Athletic Tickets
- Sustainability
- Dining Halls
- Hokie Passport

Work at Virginia Tech
- Hands on, Minds on
- University Leadership
- Shared Governance
- Department of Human Resources
- Work/Life Assistance
- Inclusive VT
- Parking
- Information Technology
- Environmental Health and Safety
- University Relations
- Conflict of Interest
- Payroll
- Safety

Learn at Virginia Tech
- Professional Development
- Tuition Assistance
- University Libraries

Benefits at Virginia Tech
- Health Insurance
- Flexible Spending
- Other Insurance Options (Life insurance and Accidental Death & Dismemberment)
- Legal Resources
- Long Term Care
- Aflac

Staff Benefits
- Performance Planning and Evaluations
- Staff Retirement
- Voluntary Retirement Savings Plan
- Staff Leave

ACKNOWLEDGEMENT OF BENEFITS ENROLLMENT DEADLINES

Health Insurance Enrollment – within 30 days of the date of hire
Flexible Reimbursement Plans – within 30 days of the date of hire
Optional Life Insurance – within 31 days of the date of hire (guarantee issue)
ICMA-RC 457(b) Plan Auto Enrollment (Plan 1 & Plan 2) – 90 days from employment date

VRS Hybrid Defined Contribution – March 15, June 15, September 15, and December 15 after the first payroll deduction for retirement

Optional Long-Term Care Enrollment – within 60 days of the date of hire (guarantee issue)

Legal Resources – within 60 days of the date of hire

Optional Aflac Plans – within 30 days of the date of hire

Optional Accidental Death & Dismemberment – no deadline

Optional New York Life (whole life policy) – within 60 days of the date of hire after completing six months of employment with a minimum of 30 hours worked per week

ACKNOWLEDGMENT

I acknowledge that I have attended orientation and had all of the above information (orientation checklist, enrollment deadlines, and faculty long term disability) explained to me. I have been given the opportunity to ask questions for clarification.

OR

I acknowledge that I have been given the opportunity to review the above information (orientation checklist, enrollment deadlines, and faculty long term disability) by visiting: www.hr.vt.edu and clicking on the New Employee Orientation icon. I have been given the opportunity to ask questions for clarification.

__________________________________________  ______________________________________
Print Full Name                                           Virginia Tech ID Number

__________________________________________  ______________________________________
Signature                                               Date