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 Serve
- 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
- University Leadership
- Shared Governance
- Division 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
- Aflac

Faculty/Staff Benefits
- Retirement Benefits
- Voluntary Retirement Savings
- Leave Programs
ACKNOWLEDGEMENT OF BENEFITS ENROLLMENT DEADLINES

- **Health Insurance** – within 30 days of hire date
- **Flexible Spending Accounts** – within 30 days of hire date
- **ICMA-RC 457(b) Plan Auto Enrollment (Plan 1 & Plan 2)** – within 90 days of hire date
- **VRS Hybrid Defined Contribution** – Quarterly Deadlines to increase: March 15, June 15, September 15, and December 15
- **Optional Benefits**
  - **Supplemental Insurance** (Provider: Aflac) – within 30 days of hire date
  - **Life Insurance** (Provider: Minnesota Life) – within 31 days of hire date for guaranteed issue
  - **Whole Life Insurance** (Provider: New York Life) – within 60 days of hire date after completing six months of employment, with a minimum of 30 hours worked per week
  - **Legal Plan** (Provider: Legal Resources) – within 60 days of hire date
  - **Accidental Death & Dismemberment** (Provider: Zurich) – no deadline

ACKNOWLEDGEMENT

I acknowledge that I have attended orientation and had all of the above information (orientation checklist and enrollment deadlines) 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 and enrollment deadlines) by visiting: www.hr.vt.edu/orientation. I have been given the opportunity to ask questions for clarification.

____________________________________    ______________________________
Print Name      Virginia Tech ID Number

__________________________________   _____________________________
Signature       Date