

NEWS & INFORMATION

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Did you know you have a Hokie Passport Account?

Did you know that Virginia Tech employees may use their Hokie Passport ID card to dine anywhere on campus? The university's award-winning dining centers are convenient, delicious, and available to everyone. The Hokie Passport Account housed on the Hokie Passport ID card is the most efficient payment option for employees dining on campus.

Making it even more convenient, the Hokie Passport Account may be used at over 100 on- and off-campus merchants. Merchants include health care and medical facilities, restaurants and food stores, retail stores, services, and entertainment. Look for your favorite establishments on the Hokie Passport Services Merchant List today.

Hokie Passport Account funds will remain on an employee's account until formal separation from the university. Employees may make debit/credit card and eCheck deposits online, make cash or check deposits at the Hokie Passport Services office, or make cash deposits at any of the 14 cash to card machines located throughout campus. For added convenience, salaried faculty and staff may even enroll in payroll deduction.

Visit www.hokiepassport.vt.edu, email hokiepassport@vt.edu, or call Hokie Passport Services at 540-231-5121 for more information.

Be sure windows are closed when temperatures drop below freezing

Please ensure that windows in your work area are closed, especially overnight, during the winter.

Temperatures below freezing, especially for an extended period, can freeze pipes and cause them to rupture. Broken water pipes can cause significant damage to campus buildings. A frequent source for pipe freeze ups are open window

If you need assistance in checking on potential open windows contact Facilities Customer Service at 540-231-4300.

Scholarship available to help employees' children invent the future

Since 1999, the Employees' Spouse and Dependent Scholarship has provided financial support to employees' spouses and dependent children who have enrolled at Virginia Tech. This scholarship can range from \$400-\$1,000 per student depending on availability of funds, which are generated by the Virginia Tech Faculty and Staff Campaign conducted by University Development each May. All donations are payroll and tax deductible.

To be eligible, you must be a parent or spouse of a current employee, freshman, or first year transfer student. To apply, fill out the Virginia Tech Scholarship application and the Free Application for Federal Student Aid (FAFSA).

More information is available at <http://www.givingto.vt.edu/AnnualGiving/employees-spouse-dependent-scholarship-fund.html>

March Our VT event highlights Corp of Cadets

On Feb. 17, from 12 - 1 p.m. faculty and staff are invited to participate in an "Our VT: Building Community at Virginia Tech" brown-bag webinar with the commandant of Virginia Tech Corps of Cadets, Major General Randal Fullhart, as he provides an overview of the Corps, its programs, and the exciting things underway for the future.

The Corps of Cadets is more than 1,000 students strong this year. The Corp has produced military, public, and corporate leaders since the university was founded in 1872. It is one of just two military corps within a large public university.

Employees participating in a webinar will be invited, and encouraged, to ask the speaker questions during the one-hour discussion. Registration is required. Participants will receive an email with a link to the session prior to the webinar

For more information or help registering, contact the Department of Human Resources at 540-231-9331.

Spring Wellness Series offers a variety of health education options for employees

Get a jump start on spring with the first Hokie Wellness Spring Wellness series sponsored by Carilion Clinic and the Department of Human Resources. Beginning in February, the series runs through April with sessions being held in McComas Hall, Dietrick Dining Hall and the North End Center.

Sessions, based on feedback received from employees in a survey last spring, include:

- Diabetes prevention and management
- Freshstart tobacco cessation
- Nutrition 101
- Question, persuade, refer (QPR) suicide prevention gatekeeper training
- The secret to moving more
- Work life harmony

There will be three opportunities for employees to take any of the sessions. Registration is required.

For more information or help registering, contact the Department of Human Resources at 540-231-9331.

English classes available for international spouses and partners

A new program allows the spouses and partners of Virginia Tech's international students, faculty, employees, visiting scholars, and other affiliates to take English classes at the Language and Culture Institute.

Eligible spouses and partners can participate in the institute's Intensive English Program, which offers instruction in all skill areas, including listening, speaking, reading, writing, and pronunciation, from beginning through advanced proficiency levels.

Individuals in F-2, H-4, J-1, and J-2 statuses are eligible. The cost is \$50 per class. Course books must be purchased separately.

For more information, including details on how to sign up, go to www.lci.vt.edu/spouses or call 540-231-9192.

This program is an InclusiveVT initiative sponsored by the vice president for outreach and international affairs.

2014 tax documents now available

Electronic W-2s and/or 1042Ss for 2014 are now available via the Virginia Tech Student, Faculty, and Employee Information Gateway. The printed electronic form is an IRS acceptable version of the Form W-2 and 1042S. Employees must have a PID and password to log in.

Retrieval of the electronic version acknowledges consent to electronic receipt, and a paper version will not be provided.

Detailed directions to access the electronic forms at Electronic W-2s and/or 1042Ss for 2014 are now available via the Virginia Tech Student, Faculty, and Employee Information Gateway. The printed electronic form is an IRS acceptable version of the Form W-2 and 1042S. Employees must have a PID and password to log in.

For more information, contact the Payroll Office at 540-231-5201.

Pets should not be in university buildings

Attention has been brought that some people bring pets to work. This may be due to taking them to the veterinarian's office or other reasons, but this is not allowed, usually. Under University Policy 5000, Article 2.7.8 that states: "Pets are not permitted in university buildings except in special cases, such as seeing-eye dogs, and must be attended by the owner." Please keep in mind your fellow employees and strive to maintain a professional working atmosphere. Some people are very allergic and it causes a distraction.

For more information, contact Dan Cook at 540-231-5964.

Learn how to repair and maintain your bicycle at the Hokie Bike Hub

The Hokie Bike Hub will host bicycle repair and maintenance workshops beginning Feb. 2.

Daily fix-a-flat classes will be held at noon, Monday through Friday.

General maintenance workshops will be held Mondays and Thursdays at 2:30 p.m. These workshops will cover skills ranging from when and how to oil a chain, shifting and braking adjustments, to wheel truing and other repairs.

The Hokie Bike Hub is located in the Perry St. Parking Garage ground floor offices at 1330 Perry Street. Lobby hours are Monday - Friday 9 a.m.-5 p.m. with bike assistance available from 10 a.m.-5 p.m.

For additional information call 540-231-2116.

Hokie Fit Challenge motivates employees to work out

Recreational Sports and Hokie Wellness will be encouraging employees and students to participate in the Hokie Fit Challenge sponsored by Coca-Cola. All participants who track their workouts have a chance to win prizes including the grand prize of a \$500 gift card. Participants will also receive fitness, activity and hydration tips throughout the program.

Prizes are awarded based on the number of workouts completed and while supplies last:

- Receive a sports bottle for 20 workouts.
- Receive a Hokie Fit Challenge t-shirt for 25 workouts.

-- Be entered into a drawing for a Jawbone Tracker for 30 workouts.

-- All participants are entered into a drawing for a \$500 gift card. Employees may register at the Hokie Wellness Health and Benefits Fair on Wednesday, Jan. 14, or at McComas Hall. The challenge ends March 6.

For more information, contact Hokie Wellness at 540-231-9331.

Blue light phones connect directly to the Virginia Tech Police Department

The 109 blue light safety phones located throughout campus can directly connect you with the Virginia Tech Police Department in case of an emergency.

The phones are available 24-hours-a-day, 7-days-a-week and a simple push of a button is all it takes to connect.

Calling 911 on a land line or cell phone is another option.

Read more about reporting emergencies at www.vtnews.vt.edu/notices/101713-vpa-reportemergency.html.

For more information, please contact the Virginia Tech Police Department at 540-231-6411.

Lane Hall receives national historical status

Lane Hall, the traditional home of the Virginia Tech Corps of Cadets, was added to the National Register of Historic Places by the National Park Service.

It is the second Virginia Tech building to achieve the historical designation. Solitude, the oldest building on campus, was added in 1989. Both are on the Virginia Landmarks Register.

The Upper Quad area around Lane Hall is undergoing a major transformation. Construction of a new residence hall for the Corps of Cadets is underway and is scheduled to be completed in 2015. One of the former residence halls, Rasche Hall, was demolished in Nov. 2013 and the other, Brodie Hall, will be demolished once construction of the new building is completed.

In addition to new residence halls, the Upper Quad plan calls for a new corps leadership and military science building that will house the corps and ROTC staffs, the corps museum, the tailor shop, and the Rice Center for Leader Development.

The university performed an extensive survey of Lane Hall as part of the historical designation process. It involved photography, examination of floor plans, and a written evaluation of the building's systems and infrastructure.

Lane Hall originally served as barracks for the Corps of Cadets and was called Barracks No. 1. The building was built in 1888 and was formed from five townhouses that were not originally connected. Hundreds of signatures of former cadets, some dating back more than 100 years, are scratched into the building's bricks and mortar. The barracks housed 130 students until it was converted into academic offices in 1967.

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation.

Virginia Tech News is published weekly during fall and spring semester and bimonthly during the summer sessions, by the Department of Human Resources and the Office of University Relations as a service to university employees who do not have computer access on campus. For more information, or to discuss submission of items call 540-231-7643.