

NEWS & INFORMATION

Wednesday, Dec. 9, 2015 -- Volume 12, Number 19



Lane closure scheduled for U.S. Route 460 westbound

The left lane of the westbound U.S. Route 460 bypass between the South Main Street exit and Southgate Drive will be closed from 9 a.m. to 4 p.m. Wednesday, December 9 to Friday, December 11. In the event of inclement weather, this lane closure will be rescheduled. North Main Street may be used as an alternative route.

For more information, contact Mike Dunn, transportation and planning engineer, at 540-231-7641 or Jen Ward, Virginia Department of Transportation communications specialist, at 540-387-5238.

End-of-semester hours and winter break closing information

Most campus offices and entities will either be closed or operating on adjusted schedules at the end of the fall semester and through the winter break.

The last day of classes for the fall semester is Wednesday, Dec. 9. The university will be closed Dec. 24-Jan. 3. The academic winter session begins Dec. 27 for online courses and Jan. 4 for in-residence courses. The spring semester begins Jan. 19.

Procurement/Surplus Property

Surplus Property will be closed Dec. 21-Jan. 3. The office will reopen Jan. 4. For more information, visit www.procurement.vt.edu/Surplus/surplus.html or call Ursula Halferty at 540-231-3988.

Office of the University Bursar

The Office of the University Bursar will be closed Dec. 21-Jan. 3. The cashier window will open for one hour only, 9 to 10 a.m., on Dec. 31 for paycheck pick up. Employees not enrolled in direct deposit for payroll should do so by Dec. 15 to avoid having to pick up a paycheck.

Normal hours resume Jan. 4. For more information, contact Kelly Perkins at 540-231-9951

University Honors

The University Honors office will be closed Dec. 21-Jan. 3. For more information, contact Sara Vandyke at 540-231-3938.

Information Technology

Information Technology services will be available during winter break as much as they are on any weekend. Online services will be available, and unplanned outages will be addressed. Offices will be closed, so in-person services will not be available.

Support will be available from the Virginia Tech Operations Center throughout the period. The center is available during winter break to reset passwords, assist with escalation of issues related to Winter Session, and take reports on service outages or problems. For more information, contact Susan Brooker-Gross at 540-231-1715.

Career Services

Advising appointments may be scheduled between 8:30 a.m. to noon and 1:30 to 4:30 p.m. Dec. 21-23 by calling 540-231-

6241. Ten Minute Walk-in advising is available from 1 to 3 p.m. Dec. 21-23. The office will be closed Dec. 24-Jan. 3.

Beginning Jan. 4, advising appointments may be scheduled from 8:30 a.m. to noon and 1:30 to 4:30 p.m. Monday through Friday. Walk-in advising is available noon to 3 p.m. Monday through Friday.

On Jan. 19, the regular advising schedule will resume. Visit www.career.vt.edu or contact Kelly Shannon at 540-231-6241 for more information.

Office of Sponsored Programs

The Office of Sponsored Programs will be closed Dec. 24-Jan. 3 and reopen Jan. 4. Please have all proposals due during this time to the office and ready to submit by 9 a.m. Dec. 22 or make advance arrangements with office management by Dec. 18. For more information, contact Katie Reaves at 540-231-3193.

Facilities Services

Facilities Services will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time period, please call VT Repair at 540-231-4300.

To prevent any damage from occurring, employees are asked to close all office windows and to set thermostats to at least 50 degrees before leaving for break. For more information, contact Facilities Services at 540-231-4300.

Human Resources

Human Resources will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time, employees should email the HR Service Center. Emails will be responded to periodically throughout the break.

Departments are strongly encouraged to have all paperwork for transactions that are effective for the pay period Dec. 25-Jan. 9 submitted to Human Resources by 5 p.m. Dec. 18. For more information, contact the Human Resources Service Center at 540-231-9331.

Office of Equity and Access

The Office of Equity and Access will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time, employees should call 540-231-2010 and leave a message. Phone calls will be responded to periodically throughout the break. For more information, call 540-231-2010.

Police Department

The Police Department will remain open during winter break. The department's non-emergency service number (540-231-6411) and 911 will be continuously monitored. For more information, contact 540-231-6411.

Electric Service

Electric Service will be closed Dec. 24-Jan. 3 and reopen Jan. 4. Payments may be deposited in the night depository or paid online at <https://electricbiz.vtes.vt.edu/>.

In case of an emergency (including power outages), customers should call 540-231-6437 to be connected to the Virginia Tech Police Department.

Crime alert: Attempted burglary in Cochrane Hall

On Dec. 1, 2015, the Virginia Tech Police Department received a report of an attempted burglary of a room in Cochrane Hall.

A resident of the room reported that she awoke early in the morning hours of Dec. 1 to find an unknown male under her bed going through her personal items. She yelled at the suspect who immediately fled the room. Her roommate awakened in time to also observe the unknown male fleeing the room.

The reporting party described the suspect as an Asian male wearing dark clothing, medium build with a "lengthy bowl cut hair style."

The suspect gained entry to the suite and room through unlocked doors. He fled in an unknown direction.

Virginia Tech Police urges anyone with any information concerning this incident to contact Detective Hardy at dhardy@vt.edu or 540-231-9686. If you notice this type of activity, or any other type of suspicious activity, please contact the police immediately at 540-231-6411 or by dialing 911.

The Virginia Tech Police Department reminds everyone to report all crimes and suspicious activity/persons anywhere on campus immediately to the Virginia Tech Police Department at 540-231-6411 or by dialing 911. Anonymous tips can be reported online at www.police.vt.edu/VTPD_v2.1/form_2tips.php or via the LiveSafe app.

All residents are urged to lock their doors when out of the room or sleeping. All personal items in a residence hall room can become easy targets and an unlocked door can be an invitation to a thief.

2015 Tax Compliance: Employees asked to ensure personal information is up-to-date

To help employees comply with the Affordable Care Act (which requires that all individuals have health insurance), the state Department of Human Resource Management will mail IRS form 1095C to the home address of all state employees (which includes all Virginia Tech employees). The information on the form is now a required part of filing federal income taxes.

To ensure that each employee receives the form and that it is accurate, the Virginia Tech Department of Human Resources is asking all Virginia Tech employees to log into the state's human resource system and verify/update home mailing addresses and the Social Security Numbers (SSN) of their dependents.

Employees who have a dependent who does not have a Social Security Number should contact Becky Morris at benefit8@vt.edu or 540-231-3781 and provide the dependent's Tax Identification Number (TIN).

To verify/update information:

- Log into EmployeeDirect at <https://edirect.virginia.gov/EDL/Start.aspx>
- Make any necessary changes
- Save and close out of the system

First time users can register for an EmployeeDirect account with a state employee number. State employee numbers are not the same as Virginia Tech's PID. Employees who do not know their state employee number can contact the Human Resources Service Center at HRServiceCenter@vt.edu or use a social security number.

Note: Changes made in EmployeeDirect are not automatically transferred to HokieSPA. The changes also need to be made in HokieSPA.

For more information, contact the Human Resources Service Center at HRServiceCenter@vt.edu or 540-231-9331.

Annual call for individual conflicts of interest and commitment disclosures

University employees are reminded of their annual reporting requirement under Policy 13010: Individual Conflicts of Interest and Commitment, which covers disclosure and approval of employee involvement with external activities including consulting activities and other financial or managerial interests. Due date for disclosure is Jan. 15.

Examples of financial or managerial interest would include: income, royalties, equity ownership, or service on an advisory board or board of directors, or participation as a company officer. Disclosures must be made annually (July 1, 2015, to June 30, 2016) for ongoing activities that span fiscal years.

When making a determination of whether a disclosure is required, employees are reminded that under both the commonwealth of Virginia and federal conflict of interest regulations, the requirement for disclosure applies to and includes the interests of the employee's immediate family members.

A detailed description of disclosure requirements is included in Policy 13010. The policy and all necessary forms, including Form 13010 and the related Management Plan template, can be found at www.research.vt.edu/conflict-of-interest/.

Staff members are also reminded that requests for approval of outside employment and/or additional employment at Virginia Tech should follow university Policy 4070 using the form Request for Additional/Outside Employment for Classified or University Staff (Form P-36).

All completed and approved disclosure forms should be sent to Linda Bucy, university conflict of interest officer (mail code 0244). For more information visit www.research.vt.edu/conflict-of-interest/ or email questions to coi@vt.edu.

Register to attend a town hall discussion on two-factor authentication

Register for the Dec. 17 town hall on two-factor authentication at https://viriniatech.qualtrics.com/jfe/form/SV_bpkGD0G0mkcQcS1. The meeting is from 8:30 to 9:30 a.m. Dec. 17 in 1100 Torgersen Hall.

The agenda will include an overview of the cyberattacks that necessitate the additional security and an opportunity to interact with Scott F. Midkiff, vice president for Information Technology and chief information officer. Afterward, there will be an opportunity to enroll devices for the 2-Factor Authentication Program.

Attendees are asked to bring devices to enroll: a smartphone or tablet, a cellphone, and the phone number(s) of landline phones. A token or fob can also be enrolled.

The session will be available via WebEx for remote participants. Registration is not required for WebEx participation. The link to the WebEx session is <https://nli.tlos.vt.edu/online-sessions/>.

For more information on two-factor authentication, see www.it.vt.edu/2factor. For more information, contact Susan at 540-231-1715.

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.