

Traffic alert: Stanger Street lane closure

Traffic will be limited to one-lane on Stanger Street near the Liberal Arts Building and Torgersen Hall from 8 a.m. to 4 p.m. Dec. 19-21. Crews will be performing utilities work associated with the Upper Quad Residence Halls project. Drivers should expect delays in this area and are advised to use alternate routes.

Winter break and end-of-semester closures and amended hours

Police Department

The Virginia Tech Police Department will remain open during winter break. The department's non-emergency service number (540-382-4343) and 911 will be continuously monitored. For more information contact the Police Department at 540-231-6411.

Facilities Department

The Facilities Department will be closed Dec. 23-Jan. 2 and will reopen Jan. 3. For assistance during this time period, employees should 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 the Facilities Department at 540-231-4300.

Squires Student Center

- Dec. 15-16: 7 a.m.-8 p.m.
- Dec. 17-18: 10 a.m.-8 p.m.
- Dec. 19-22: 7 a.m.-6 p.m.
- Dec. 23-Jan. 2: Closed
- Jan. 3-6: 7 a.m.-6 p.m.
- Jan. 7-8: 10 a.m.-8 p.m.
- Jan. 9-13: 7 a.m.-6 p.m.
- Jan. 14: 10 a.m.-8 p.m.
- Jan. 15: 9 a.m.-10 p.m.
- Jan. 16: 10 a.m.-11 p.m.
- Jan. 17: Normal hours resume

Johnston Student Center

- Dec. 12-15: 7 a.m.-9 p.m.
- Dec. 16: 7 a.m.-5:30 p.m.
- Dec. 17-Jan. 16: Closed
- Jan. 17: Normal hours resume

Graduate Life Center

- Dec. 12-15: 7:30 a.m.-10 p.m.
- Dec. 16: 7:30 a.m.-5:30 p.m.
- Dec. 17-Jan. 8: Closed
- Jan. 9-13: 7:30 a.m.-5:30 p.m.
- Jan. 14-15: Closed
- Jan. 16: 7:30 a.m.-5:30 p.m.
- Jan. 17: Normal hours resume

Controller and Bursar Offices

The Controller and Bursar Offices will be closed on Dec. 23 and will reopen at 8 a.m. on Jan. 3. The Controller's Office month end close for December 2016 will occur on the afternoon of Dec. 22. The December 2016 fiscal period will remain open until midnight

on Dec. 31, which will allow department employees to continue processing HokieMart orders and budget transfers through the end of December.

Deposits and payments will need to be received at the Bursar's Office located at 150 Student Services Building before 2 p.m. on Dec. 21 to ensure the payment is applied in the current calendar year. Students, authorized payers, faculty and staff may continue to make payments online during the winter break.

For employees not on direct deposit, the Bursar staff will be available to distribute paychecks for one hour on Dec. 30 beginning at 9 a.m. Direct deposit enrollment is available online through HokieSpa or the completion of a paper form found on the Bursar's website <http://www.bursar.vt.edu/forms/> (look for Direct Deposit Form).

4Help

During Winter Break, 4Help will be operating with reduced staffing, and will have a limited capability to resolve issues requiring escalation to a specialist.

Staff will be on hand to reset passwords, take reports on service outages or problems, provide priority assistance with issues related to Winter Session, and to help interpret which other services are available while the university is closed.

All other issues submitted to 4Help will be handled in the order received beginning Jan. 3. Visit the [4Help.vt.edu](http://4help.vt.edu) for more details.

Virginia Tech Electric Service

Virginia Tech Electric Service will be closed Dec. 23-Jan. 2 and reopen Jan. 3. Payments may be deposited in the night depository or paid online.

In an emergency (including power outages), customers should call 540-231-6437.

University Bookstore

Store schedules for end of fall semester and winter break will vary. For a complete list of locations and hours visit: www.vtnews.vt.edu/notices/20161205_notice_bookstore_operations_winter_hours.html

Virginia Tech Center for Autism Research

The Virginia Tech Center for Autism Research will be closed from Dec. 19 through Jan. 6. The center will re-open on Jan. 9. For more information, visit www.vtcar.science.vt.edu.

Moss Arts Center

The Moss Arts Center will be closed beginning Dec. 23 and will re-open on Jan. 3. In addition, the Moss Arts Center's visual arts galleries will be closed beginning Dec. 11 and will re-open with new work Jan. 19.

Department of Human Resources

The Department of Human Resources will be closed Dec. 23-Jan. 2 and will reopen Jan. 3. For assistance during this time, employees should email the HR Service Center. Emails will be responded to periodically throughout the winter break.

Departments are strongly encouraged to have all paperwork for transactions effective for the pay period of Dec. 25-Jan. 9 submitted to Department of Human Resources by 5 p.m. on Dec. 19.

New hires or other employees with benefit deadlines that occur during the closure should submit their paperwork to the Department of Human Resources by 5 p.m. on Dec. 19. Deadlines that occur during the closure will not be extended. Employees who are unable to submit their forms by this date should contact the HR Service Center for an alternate method of submission.

During the closure, the Department of Human Resources will be unable to check the secure fax line. Individuals who need to submit documents to the Department of Human Resources during this time should email the HR Service Center for instructions on how to securely transmit the documentation.

For more information contact the HR Service Center at 540-231-9331.

College Access Collaborative

The College Access Collaborative offices will be closed from Dec. 19-30, and will reopen Jan. 3.

Vaccines, screenings, and Bloodmobile available at Health and Benefits Fair

To help keep all Hokies healthy, vaccines, screenings, and blood donation will be offered to employees at the Hokie Wellness Health and Benefits Fair on Wednesday, Jan. 11, from 7:30 a.m. to 3 p.m. at McComas Hall.

Flu, shingles, pneumonia, and TDAP (tetanus, diphtheria, pertussis) vaccinations

The flu vaccinations are free for employees with Anthem or Aetna benefits who bring their insurance cards. The flu vaccination is free for wage employees who provide their Hokie Passport showing they are a wage employee.

-- The shingles vaccine is available without a prescription for anyone age 50 and over who has never had shingles before. The pharmacist will discuss health history, including any immune system problems, to determine eligibility. Registration is required at www.training.vt.edu.

-- The pneumonia and TDAP vaccinations are free to employees with Anthem or Aetna benefits who bring their insurance cards. Employees who do not have their insurance card or do not have insurance will be required to pay a fee established by the pharmacy.

Additional screenings

Free health screenings will also be available throughout the day including vision, skin cancer, and dermascan. Blood pressure and glaucoma checks, varicose vein screenings, diabetes risk assessments, body mass index, and body composition testing will also be offered.

Bloodmobile

In the spirit of *Ut Prosim* (That I May Serve), employees are encouraged to take the time to donate blood at the fair. The American Red Cross Bloodmobile will be available for donations from 10 a.m. to 2 p.m.

Registration is required. To register, visit www.redcrossblood.org/give/drive, enter 24061 for the zip code, scroll through the list until you reach the Virginia Tech Hokie Wellness drive. Employees are encouraged to use Rapid Pass (www.redcrossblood.org/rapidpass), which allows individuals to complete the paperwork prior to the donation process.

As part of the university's commitment to maintaining healthy lifestyles, all employees are encouraged to participate and will receive two hours of approved leave to attend the fair.

While admission is free, employees must bring a Hokie Passport to sign-in. The event is sponsored by the Department of Human Resources, the Division of Student Affairs, and Carilion Clinic.

For more information, visit http://hokiewellness.vt.edu/Employees/Programs/Annual_Health_and_Benefits_Fair.html or contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878 (employees) or 540-231-2233 (students).

Complimentary tickets to select basketball games available for employees

Employees can receive complimentary tickets to select basketball games during winter break. To receive the tickets, employees should present their Virginia Tech ID at the Cassell Coliseum ticket office window beginning two hours prior to game time. Each ID warrants two complimentary tickets and up to four IDs may be used by one person.

There are limited tickets available for each game. All children, regardless of age, require a ticket for admission.

-- Dec. 21: Virginia Tech women's basketball vs. Radford at 1 p.m.

-- Dec. 28: Virginia Tech men's basketball vs. UMBC at 7 p.m.

-- Jan. 2: Virginia Tech women's basketball vs. UNC at 7 p.m.

A complete listing of upcoming game promotions can be found here: www.hokiesports.com/promotions.

For more information contact Lauren Belisle at lbelisle@vt.edu.

Weight Watchers Open House scheduled for Jan. 18

Employees who are looking for a healthy way to lose weight are invited to a Weight Watchers Open House on Wednesday, Jan. 18. Virginia Tech employees who participated in the Weight Watchers program last academic year lost more than 500 pounds.

The Open House is from 11:30 a.m. to 12 p.m. at North End Center (room 3600). In addition to an informational meeting, the event will include door prizes and the opportunity to stay for the regular Weight Watchers meeting that will follow at 12:15 p.m.

The Weight Watchers program offers a reduced monthly rate to employees and holds a weekly lunchtime meeting on campus at North End Center. Ample parking is available in the attached parking garage for employees with a valid parking permit. Employees who are eligible to enroll in a state health plan, such as COVA Care, are eligible for a 50 percent reimbursement as long as the participation criteria are met.

Students are welcome to attend if they have purchased a Weight Watchers pass.

For more information, contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878 (employees) or 540-231-2233 (students).

Nominations sought for President's Award for Excellence and Governor's Awards

Nominations are currently being accepted for the 2017 President's Award for Excellence and state sponsored Governor's Awards. In an effort to reduce paper usage and simplify the nomination procedures, nominations should be submitted electronically by 5 p.m. on Wednesday, Feb. 1.

Nominations may be made by any university employee. All nominees will be honored at a reception in the spring. More information, including eligibility information and guidelines, is available at www.hr.vt.edu/compensation/employaward/guidelines/index.html.

For more information, contact Lesa Young at lesag@vt.edu or 540-231-1207.

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.