

### Annual tax document mailings: Update your address by Jan. 4

As the year draws to a close, the HR Service Center and Commonwealth of Virginia are getting ready for the annual mailing of tax documents, including employee W2s and IRS 1095-C forms. All tax documents will be available electronically or will be mailed to your home address of record by Jan. 31.

We encourage all faculty and staff to review their address and update it, if necessary, by Friday, Jan. 4. While some may access their W2s electronically, the state is required to mail IRS Form 1095-C, which provides information regarding any employer-provided health insurance coverage – or offers of coverage, to your home address of record.

To update your address, log in to Hokie Spa and select Update Address(es) and Phone(s). If you have questions, please contact the HR Service Center at 540-231-9331.

### Register now for blood drive at Jan. 16 Hokie Wellness Health and Benefits Fair

As part of the university's commitment to maintaining healthy lifestyles, all employees are encouraged to start the year off right by attending the 2019 Hokie Wellness Health & Benefits Fair on Wednesday, Jan. 16, from 7:30 a.m. to 2 p.m. at McComas Hall.

In keeping with the spirit of *Ut Prosim* (That I May Serve), Hokie Wellness will be hosting an American Red Cross Bloodmobile from 8:30 a.m.-12:30 p.m. in the Cassell Coliseum parking lot.

Register to donate blood at [bit.ly/1mQbQe1](https://bit.ly/1mQbQe1). On the American Red Cross website, click on the blue box in the upper right hand corner to make a blood donation appointment. Search by zip code 24061 then scroll down until the Jan. 16, Virginia Tech Hokie Wellness drive appears. Click in the box area, then choose an appointment time.

The event is sponsored by the Division of Human Resources, Student Affairs and Real Life Dental. For more information, contact Hokie Wellness at [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu) or 540-231-8878.

### Donate to CVC to win giveaway prizes

Virginia Tech's 2018 Commonwealth of Virginia Campaign is winding down, and with only a little over a week left in the campaign, employees are encouraged to make a donation that will support their charity or charities of choice.

The campaign has already raised more than \$284,000, but with only 10 days remaining in the campaign, we must raise about \$91,000 to reach the university's goal.

We are pleased to announce that all employees who donate by the end of the campaign, which is Friday, Dec. 14, will be eligible to win a one of three giveaway prizes:

- A commemorative, autographed football from the CVC kickoff event. The football is signed by former head football coach and this year's CVC honorary chair Frank Beamer, Virginia Tech president Tim Sands, and the HokieBird.
- An exclusive tour and photo opportunity with WDBJ anchor Robin Reed.
- A set of tickets to see the acclaimed dance theater organization Pilobolus at the Moss Arts Center.

All employees who have made donations by the end of the campaign, will qualify for the drawing of the giveaways.

Winners of the giveaways will be chosen and announced through a campus notice in the daily email the week following the campaign deadline. Please note that some items in the giveaway may have tax implications for winners.

Employees who wish to donate to the CVC may do so through online payroll deduction, choosing either a one-time deduction or a 24-pay period deduction. Donations can also be made through the campaign website. Cash and checks are also accepted, and pledge cards are available for those who do not have online access.

More information about the campaign can be found on the CVC website at [cvc.hr.vt.edu](http://cvc.hr.vt.edu).

## Corps of Cadets observes centuries-old flag traditions

Every morning and evening, the Virginia Tech Corps of Cadets continues a tradition that dates to the beginning of the country and is in keeping with military traditions that date back centuries.

At 7:20 a.m. Monday through Friday, the entire Corps of Cadets forms on the Upper Quad in front of Lane Hall. Summoned by bugle call, cadets salute the raising of our nation's flag while the traditional music called "Reveille" is played.

The flagpole is adjacent to The Rock, the stone monument honoring the memory of alumni who died in World War I. Because it is a memorial space, no one should lean on or set objects on The Rock or the cobblestone area surrounding the flagpole.

At about 5 p.m. each weekday, the buglers and flag detail return to signal the close of the duty day by lowering the flag. On special occasions, the entire corps participates during a formal retreat ceremony.

The community is always invited to observe these events by standing at the entrances to the Upper Quad or on the porch in front of Lane Hall. Please refrain from walking or riding bikes through the area until the two-minute ceremony is complete.

Remove hats and to place your right hand over your heart anytime the flag is being raised or lowered. Veterans and out-of-uniform military personnel may render a hand salute. Read more: [bit.ly/2DZDWB8](https://bit.ly/2DZDWB8)

## Share your *Ut Prosim* story

Hokies, what are your *Ut Prosim* stories? How has *Ut Prosim* made a difference in your life? How have you impacted the lives of others? The Office for Strategic Affairs wants to share videos of the Virginia Tech community that demonstrate their service impact. These stories will be shared on the office's website and social media feeds.

Upload your short, 30- to 60-second video to be shared with the Virginia Tech community at [bit.ly/2rl3pxD](https://bit.ly/2rl3pxD). View other stories and find out more information at [bit.ly/2SB3icX](https://bit.ly/2SB3icX).

## CLAHS Office of the Dean has moved

The Office of the Dean of the College of Liberal Arts and Human Sciences has moved to newly renovated headquarters at 200 Stanger Street, in what is now the Liberal Arts and Human Sciences Building.

The building, the oldest Hokie Stone structure on campus, is near Torgersen and Major Williams and across the street from McBryde. The building originally housed the YMCA and more recently was the Performing Arts Building. All phone numbers remain the same.