Thank you for enhancing QUL

On May 12th the QUL Committee sponsored the 3rd annual Ice Cream Social. Over 400 employees enjoyed a cold treat and the company of their colleagues. The generosity of ODU departments/offices made the Social extra special. The following areas donated door prizes that were raffled off throughout the event:

- President’s Office
- Provost’s Office
- Office of Development
- Administration & Finance
- ODU Credit Union
- Human Resources
- Perry Library
- SEES
- Distance Learning
- Athletics
- Monarch Tech Store
- CBPA
- College of Education
- Aramark

Make a difference in someone’s QUL today!

In addition, we want to thank those individuals who volunteered their time to serve ice cream/yogurt:

- John Broderick, President
- David Hame, Chief Operating Officer
- Carol Simpson, Provost and VP for Academic Affairs
- Rodger Harvey, Interim VP for Research
- Elizabeth Kersey, Assistant to the President for Local, State and Federal Governmental Relations
- Gil Yochum, Dean, College of Business and Public Administration
- Bob Fenning, VP for Administration & Finance
- Ellen Neufeldt, VP for Student Engagement and Enrollment Services
- Tisha Paredes, Director of Assessment
- Robert Wojtowicz, Associate Dean for Research & Graduate Studies

The QUL committee made and delivered 124 bags of candy to recognize those individuals that were noted as positively impacting the QUL of their colleagues. These individuals were recognized on Feedback Boards at the Social.

Tuition Assistance Program

The fall 2014 Employee Tuition Assistance application deadline is: 5:00 p.m. on Friday, August 1, 2014.

A completed application with proof of registration must be received by the Department of Human Resources prior to the application deadline.

Fall Tuition Assistance is available for eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees and their eligible spouses and dependents.

The current income cap for participation in the Tuition Assistance programs is $89,000.00.

For information on eligibility, maximum credit hours of assistance and program specifics please read the policy here.

Applications are available on the Human Resources forms page.

For planning purposes, the spring 2015 application deadline for eligible employees and their eligible spouses and dependents is 5:00 p.m. on Monday, December 1, 2014.
Electronic Personnel Action Form (EPAF) NEWS!

EPAFs for Graduate Assistants - Effective August 25, 2014

The Payroll and Human Resources Departments are expanding the use of the Electronic Personnel Action Forms (EPAFs) to include Graduate Research Assistants (RA) and Graduate Teaching Assistants (TA). For the fall semester 2014, departments will be able to submit EPAFs to:

- Rehire a graduate in the same position
- Rehire a graduate in a new position
- Change pay (stipend)
- Terminate a job record
- Terminate an employee

The paper E1SG forms will still be needed for hiring new graduate assistants who have no previous work history with the University.

Training sessions on EPAFs for graduate assistant actions will be conducted every Tuesday from July 8—August 12, 8:30–11:30, Room 1013B, in BAL. Training is appropriate for new users or as a refresher course.

The EPAF instructions, semester chart, and payroll schedule are located here.

First time users must complete the Electronic Approval Access form to get access to EPAFs.

Contact Catherine Holland at 683-3660 or Brenda Blount at 683-5399 if you have any questions.

Personnel Date field for EPAFs

The Personnel Date field is setup to show the actual date of change for rate changes, rehires and terminations for regular student and hourly employees.

If an action is being keyed prior to or on the same day of the action, the effective date and personnel date should be the same. If an action is keyed after, the effective date and personnel date will be different.

Examples:

- Bill Jones resigns from his hourly position effective March 10. The department enters the termination after his last day worked. The effective date will be the last day of the pay period (March 15). The personnel date will be his last day worked (March 10).
- Jane Williams resigns from her hourly position effective April 2. The department enters the termination early. Both the effective date and personnel date will be April 2.
- Crystal Gray receives a pay increase for her hourly position effective April 16. The department enters the pay increase after the effective date. The effective date will be the first day of the next pay period (May 1). The personnel date will be April 16. The comment field will indicate the pay increase to be retroactive.

Below is the link to the EPAF instructions:
http://www.odu.edu/facultystaff/employee-services/managers/epafs

Contact Brenda Blount at 683-5399 for student employees and Arlinda McGruder at 683-6127 for hourly employees if you have any questions.
Web Time Entry (WTE) Reminders

- **Supervisory changes of any type must be communicated to the appropriate office immediately to ensure that employees are paid on time.** Failure to notify the appropriate office in a timely manner could result in employees not being able to access their timesheets or leave reports. (Classified, Hourly and Student employees use online time sheets. Admin & Professional Faculty and Teaching Faculty in VSDP use online leave reports).

<table>
<thead>
<tr>
<th>Contact Office</th>
<th>Employee Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Classified, Hourly, Faculty &amp; Administrators</td>
</tr>
<tr>
<td>Payroll Office E-1s Processing</td>
<td>Students</td>
</tr>
</tbody>
</table>

- **Supervisors Resigning:** Human Resources needs to know immediately who will be acting as the supervisor until a replacement is hired. Proxy set-ups do not work when the supervisor has terminated.

- **New supervisors or new proxies** must complete a Computer Account Request Form and indicate they are a WTE Approver before they can act as an approver in WTE. The form must be submitted to Human Resources; HR will approve the access and route the form to Information Technology Services (ITS) for their action. Supervisors who do not have the proper security jeopardize their employee’s access to WTE and this could result in employees not being paid on time.

- **Proxy Set-Up:** A proxy is set up by the approver. It is the approver’s responsibility to select an appropriate proxy and notify them when they will need to approve an employee’s timesheet or leave report.

- Neither Human Resources nor the Payroll Office can set up a proxy for an approver. The proxy must have been assigned the same security set-up (budget codes & employee types) as the approver in order to approve time or leave.

- **Access to WTE:** All new employees have access to Leo Online and WTE as soon as their employee record is created by Human Resources or E1s Processing. No computer account is required for employees to enter their time. They only need access to the internet.

Guides for WTE are available on the Office of [Office of Finance website](http://financewebsite).
Employment

Before any new hire (including students) is authorized to work on campus, all required employment documents must be submitted and approved by the appropriate department (i.e. Human Resources/Academic Affairs/E1s Processing/International Student & Scholar Services). If you are not sure of the proper way to pay the individual, please contact the appropriate department for guidance.

Policy #6027 Employment Eligibility and Verification

All employers are required to verify the identity and employment eligibility of their employees, including students. This policy ensures that the University complies with Federal requirements that all University employees’ identity and eligibility to work in the United States are verified.

U.S. Citizenship and Immigration Services require the completion of the Employment Eligibility Verification (Form I-9) to verify that persons are eligible to work in the United States.

The employee is required to complete Section 1 of the Form I-9 no sooner than a job offer has been accepted and no later than the first day of employment. The appropriate office/representative must complete Section 2 of the Form I-9 and use the Checklist for Completing I-9 Forms.

If the I-9 form and E-verify are not completed properly by the third business day, we will be subject to penalties and fines up to $1,000. Therefore, it is imperative that the I-9 forms are completed and sent to Human Resources/Academic Affairs/E1s Processing/International Student & Scholar Services in a timely manner. These offices will access E-verify to complete the verification process.

Coming Soon.....
Changes to the AP Faculty Recruitment Process

The Administrative & Professional (AP) Faculty recruitment process is coming under the purview of the Department of Human Resources. As part of this change, the AP Faculty recruitment process will become automated in a platform supported by PeopleAdmin. Human Resources is currently in the pilot phase of this transition. HR team members and representatives from several departments across the University community have been engaged in testing and validating the system for efficiency and ease of use. More information will be communicated in the future...
Authority to Act on Behalf of the University

The official spokespersons and designated representatives of ODU are the Rector of the Board and the President of the University.

Except as otherwise specifically authorized by the rector, or by the president, no other university employee may speak on behalf of the university, make commitments on behalf of the university, or align the university with any cause or position. Employees may not use university stationery or their university title or position to create the appearance of aligning the university with or committing the university to a cause or position.

Employees who are contacted by the media should refer the caller to University Marketing and Communications for response.

Employee Accident Report

The employee Accident Report form was recently revised. If you keep hard copies in your department, please make sure to use the version with the April 2014 revision date. The accident report form can be found here.

Please remember that all employee injuries should be reported using the accident report—no matter how small and regardless of whether or not the employee needs medical attention. Failure to report injuries in a timely manner can result in the loss or delay of workers’ compensation benefits. Please ensure that your employees complete both the Accident Report and the Panel Physician Selection Form.

For faster processing, please fax accident reports to Human Resources at 757-683-3064. Forms can also be emailed to Megan Alston at malston@odu.edu or Melanie McNall at mmcnall@odu.edu.