MESSAGE FROM THE DIRECTOR

Many years ago, the steam-driven locomotive was the darling in the eyes of the world. With the ability to traverse mountains and transport millions of pounds of goods and supplies, including passengers, this standard of ingenuity was simply one of the greatest inventions of our times. Fast forward to today, the “bullet train” now traverses spans of geography in record time. Demonstrating remarkable abilities in speed and innovation, this train sets the standard in maximizing efficiency, and does it in a way, based on the needs of today.

Today’s world requires a bullet train mindset; it requires the ability to operate with greater efficiency, while simultaneously propelling the various loads faster and with ease. Your Human Resources department has adopted this advanced mindset, this bullet train standard. Which train represents your today?

Behold,

S. T. Watkins

VIRGINIA VALUES VETERANS!
Bringing Veterans and Employers Together Across the Commonwealth

Norfolk State University has been a V3 member since 2016.

Virginia has a unique opportunity to help Veterans gain career employment. Our Commonwealth has one of the youngest Veteran populations in the United States, and the fastest growing Veteran labor force in the United States. Thousands of new Veterans enter Virginia’s workforce each year, and that number is projected to rise in the coming years.

V3 (Virginia Values Veterans) is an official Commonwealth of Virginia Program, authorized under the Code of Virginia. It is organized under the directorate of Veterans Education, Training, and Employment (VETE) within the Virginia Department of Veterans Services (DVS), an agency of the Secretary of Veterans and Defense Affairs. The V3 Program offers free training and certification programs for employers to help them implement nationally recognized best practices in recruiting, hiring, and retaining highly skilled and dependable Veterans.

The V3 community is represented by a wide range of industries across the Commonwealth who have demonstrated that they value Veterans, and have made a public commitment to hire them. Service members or Veterans seeking employment assistance may view the list of V3 certified companies at https://www.dsv3.com/companies/.

If you are a Service member or Veteran seeking employment assistance, please contact the Virginia Transition Assistance Program (VTAP) staff directly at 804-786-8060 or email VTAP@dvs.virginia.gov. To learn more about VTAP, click here.

“Hiring Veterans into your workforce will be one of the best business decisions you make.” – John L. Newby II, Commissioner, Virginia Department of Veterans Services.
Managers and Supervisors, are you completing an HR1 Form and Clearance Form when your employee leaves the university?

As faculty and staff end their university employment, department supervisors are required to notify certain campus departments of the employee’s departure.

Additionally, to ensure that NSU is in compliance with Commonwealth of Virginia State Policy, it is important that the separation and clearance process be completed for the following employees:

- Contract Employees (Teaching and Research, Term and Administrative and Professional Faculty).
- Classified Employees – salaried employees.
- Adjunct Teaching Faculty – paid by rank and number of courses being taught (part-time).
- Wage/hourly/P-14 Employees – employees paid by the hour (also includes students hired as NSU employees).

EXCLUDES: Work-study students and those paid by stipend as specified in the respective grant.

When an employee is separating from employment with the university, the employee’s supervisor must:

1. Submit the electronic university clearance form within 48 hours of notification of separation. ([https://webapps.nsu.edu/hr clearance/login.php](https://webapps.nsu.edu/hr clearance/login.php))
2. Complete an HR1 form which indicates “separation” and attach the original resignation letter or other supporting documentation.
3. Ensure the return of departmental equipment (keys, technical equipment).
4. Advise the employee of their responsibility to return IT borrowed equipment (e.g. laptop, cell phone) directly to the Information Technology Services.
5. Submit all outstanding leave forms to Human Resources.

Failure to complete the separation and clearance process in a timely manner can result in employee overpayments.

Should you have any questions regarding this process, please contact Human Resources at 757-823-8160 or email askhr@nsu.edu.

**NEED TRAINING?**

Commonwealth of Virginia Learning Center

The online Commonwealth of Virginia Learning Center (COVLC) is a statewide tool to make it more convenient for state employees to receive up-to-date training. [https://covlc.virginia.gov/Default.aspx](https://covlc.virginia.gov/Default.aspx).

If you need a new account or a password reset, please email Ms. Stacie Bell for assistance sdbell@nsu.edu

**Do you have a STORY IDEA OR A TOPIC you would like to see in the next issue of The HR Standard? Send to askHR@nsu.edu**

**EMPLOYEE PERK**

BJ'S WHOLESALE CLUB

GOOD THINGS HAPPEN WHEN YOU JOIN!


**DID YOU KNOW...?**

Sending your questions to askHR@nsu.edu is a quick and easy way to get answers.
<table>
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<th>RECRUITMENT CORNER</th>
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## HIRING PROCESS FOR WAGE EMPLOYEES

Persons who are interested in working wage (part-time employment), must complete the below in order to be eligible for employment at Norfolk State University.

1. Go to [https://virginiajobs.peopleadmin.com/](https://virginiajobs.peopleadmin.com/)
2. Create an account. If you have an account already, please print your application.
3. Upload résumé and/or fill in all fields and click “Create an account” at the bottom of page.
4. Click on “Click Here if you want to create and save your application but not apply to a job”
5. Click “apply for the job” tab in order to complete the entire application (all tabs.)
6. Once completed, save application. Your application is then ready to be printed.

Please know that you have just completed an online account where you can apply to any state job and you have a ready application to print if needed for wage jobs as well.

After setting up an online application for the first time, you will be able to update your application anytime you want and add supplemental documentation at any time.

Once the wage/hourly application is complete, the department is then responsible for the following:

1. **At no time** shall a wage/hourly employee start work, prior to receiving an offer letter from the Office of Human Resources.

2. **Submit the application and HR-1 through the approval route, with final office being the Office of Human Resources.**

3. Human Resources will contact the applicant to complete required onboarding documents.

4. Once Human Resources completes processing all onboarding documents, including background checks, etc., the employee’s supervisor will be contacted with the orientation and start date for the applicant.

5. The applicant must retrieve, review, and endorse the offer letter, prior to the applicant’s first day of employment.

*Should you have any questions regarding this process, please contact Human Resources at 757-823-8160 or email askhr@nsu.edu.*

## TIPS TO SUCCEED IN YOUR CAREER

Because the world has become so competitive, you will have to do your best to secure your share of success. The following are tips to get you ahead in your career.

1. **Priorities and goals**
   What are your priorities of the day? Make a list and of your priorities and plan your day. The tasks of the day must be outlined with the most important and urgent ones on top. Likewise, determine your short-term and long-term goals and evaluate your progress frequently.

2. **Be focused**
   Are you really present physically and mentally? Try to block out all distractions so that you have the time to truly focus on your tasks and career.

3. **Broaden your skills**
   Nothing remains the same and that holds true for job requirements as well. Update your knowledge and skills. Seek improvement of your know-hows. Attend “seminars/conferences.” “Read books.” “Be an eternal learner.”

4. **Socialize**
   Be ready to participate in social functions. Be open to new acquaintances. Meet new people and deal with them respectfully and enthusiastically. Be an active listener; you will surely learn something new.

5. **Know your merits**
   Know your strengths and weaknesses. If you think you deserve a position or promotion, claim it.

6. **Accept challenge**
   Through challenge you will reach areas of your personality you have never discovered before. It is a good idea to step away from your comfort zone to explore new horizons. If you settle into a routine and play it safe all the time, you will never get ahead in your career. ‘If you always do what you’ve always done, you’ll only get what you’ve already got.’

7. **Communication**
   Learn to communicate effectively. Listen to what others are saying and focus on how to give and receive constructive feedback, to persuade effectively and to ask for help and collect information.

8. **Avoid gossip**
   Avoid office gossip about colleagues and the boss. Be respectful and work for the good of the company.

9. **Relax**
   Relax and do something different, a hobby that you love doing. Take time off for yourself. This will help boost your productivity during week days.

10. **Seek satisfaction**
    If you are disappointed with what you are doing, try to transform it into something you love. If you fail, it might be a good idea to do something different.

*As Confucius said: ‘Choose a job you love, and you will never have to work a day in your life.’*
COMMONWEALTH OF VIRGINIA 457 DEFERRED COMPENSATION PLAN
http://www.varetirement.org/dcp.html

Salaried and wage employees who work for state agencies or for political subdivisions and school divisions that offer the plan.

Virginia Cash Match Plan: Full-time or part-time salaried employees of the Commonwealth and political subdivisions that adopted the Cash Match Plan are eligible if they are making continuous 457 contributions.

If you participate in a 403(b) in addition to your 457 Plan, you are eligible to receive only one cash match per pay date.

If you are a Hybrid Retirement Plan member, you must first maximize your voluntary contributions into the Hybrid 457 Deferred Compensation Plan before receiving a cash match in the Virginia Cash Match Plan.

Enrollment
457 Deferred Compensation Plan: Eligible participants can enroll online OR by calling toll-free 1-877-327-5261. Cash Match Plan: It's automatic for eligible participants (full-time or part-time salaried employees) once you enroll in the 457 Deferred Compensation Plan and are making continuous contributions of at least $10 per pay period to the 457 Deferred Compensation Plan.

Fees
An annual record-keeping fee of $30.50 will be deducted from your account on a monthly basis ($2.54 per month). If you participate in more than one Commonwealth of Virginia plan, only one annual fee of $30.50 will be deducted from your account.

In addition, each investment option has investment management and other fund costs that vary. Investment option fees and performance are available online within the Investment Option Performance report. For more information about fees associated with the Self-Directed Brokerage Account, refer to the profile online.

Account Information
You will receive a quarterly account statement showing your account balance and activity for your plans. Check your account balance online or by calling toll-free 1-877-327-5261. You may elect to receive an electronic statement.

Account Withdrawal
457 Deferred Compensation Plan: You may withdraw from your account only when you meet one of these conditions:
- Terminate employment from the employer that offers the plan
- Use your plan account to purchase VRS service credit, if approved
- Experience an unforeseeable emergency that is approved by the Plan Administrator
- Have a low balance and an inactive account (subject to IRS De Minimis withdrawal guidelines and plan requirements)
- Reach age 70½, even if still employed
- Rolled funds from another retirement plan into your 457 Deferred Compensation account

Cash Match Plan: You may withdraw when you terminate employment with the employer that offers the plan. Additionally, monies in your Cash Match Plan rollover account may be withdrawn at any time.

For more information about account withdrawals review the Plan Features and Highlights.

Consolidation Options
Balances from an eligible retirement plan such as a 401(a), 401(k), 403(b), 457(b), traditional IRA or Federal Employees Thrift Savings Plan may be rolled over. Certain after-tax rollovers are permitted into the Cash Match Plan. However, balances from Roth IRAs cannot be rolled into the plan. Note that the rollovers from these plan types will be separately accounted for to ensure the distribution from these plan types will still be subject to the 10 percent penalty tax under IRS Section 72(t).

Purchase Service Credit
457 Deferred Compensation Plan: In-service trustee-to-trustee transfer of assets from a governmental 457(b) plan to a governmental defined benefit plan for the purchase of permissible service credit or repayment of contributions and earnings that were previously refunded, causing forfeiture of service credit under the defined benefit plan, is allowed. To use the option, you must be approved to purchase service by your defined benefit plan.

Cash Match Plan: Employer contributions cannot be used to purchase VRS service credit. Monies in the Cash Match Plan rollover account may be rolled over to VRS to purchase approved service credit.

DID YOU KNOW...?
By participating, in DCP, you can receive up to $480 free dollars per year! Please contact Anita Murray-Jernigan at ammurray-jernigan@nsu.edu to enroll.

EMPLOYEE PERK
- 2018 COMMONWEALTH OF VIRGINIA NIGHTS AT THE DIAMOND WITH THE FLYING SQUIRRELS BASEBALL TEAM

Please visit link for details.
HR C.A.R.E.S.

When it comes to Title IX, Norfolk State University is committed to ensuring we provide services that are Compassionate, Accountable, Responsible, Ethical, and Sensitive.

**ARE YOU A RESPONSIBLE EMPLOYEE?**

At Norfolk State University (NSU), it is important to know the answer to that question. According to NSU’s Title IX policy, all employees (except for those who work in Student Health Services and Student Counseling Services) are responsible employees.

So what does it mean to be a responsible employee? . . . It means that you are a mandatory reporter. In other words, if you learn of a possible violation of the Title IX law, you are required to report it immediately to one of the following three individuals.

**Mr. S.T. Watkins**  
**Director of Human Resources**  
**Title IX Coordinator**  
700 Park Avenue, Norfolk, VA. 23504  
Wilson Hall, Room 160  
757-823-8160 (office)  
stwatkins@nsu.edu

**Ms. Lisa M. Little**  
**Equal Employment Opportunity Manager**  
**Deputy Title IX Coordinator for Employees**  
700 Park Avenue, Norfolk, VA. 23504  
Wilson Hall, Room 160  
757-823-8138 (office)  
lmlittle@nsu.edu

**Ms. Tracci K. Johnson**  
**Dean of Students**  
**Deputy Title IX Coordinator for Students**  
700 Park Avenue, Norfolk, VA 23504  
Student Services Center, Room 318  
757-451-7768 (office)  
tkjohnson@nsu.edu

A mandatory reporter is important. It allows the University to conduct a prompt and thorough investigation so that we can maintain a positive and safe campus environment for everyone.

**SEE SOMETHING?? SAY SOMETHING!!**

Thank you for your cooperation and assistance!

**IMAGES OF DIVERSITY**

The NSU Office of Human Resources believes that the strength of any organization or community lies in recognizing and embracing the contributions made by diverse individuals and populations. Therefore, we present to you monthly images and expressions of diversity at work.

Anniversary of the Signing of Americans with Disabilities Act  
July 26, 1990, President George H. W. Bush signed the Americans with Disabilities Act (ADA). ADA is an “equal opportunity” law for people with disabilities. This legislation prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life (Information and Technology Assistance on the ADA, 2018).

For more information or assistance with ADA at Norfolk State University, please contact the following:

**Students:**  
**O.A.S.I.S.**  
James A. Bowser Building, Suite 121  
Beverly B. Harris, Director  
700 Park Avenue, Norfolk, VA 23504  
757-823-8325 (office)  
bbharris@nsu.edu  
https://www.nsu.edu/oasis/about

**Employees:**  
**Human Resources**  
Harrison B. Wilson Hall, Suite 160  
Lisa M. Little, Equal Employment Opportunity Manager  
700 Park Avenue, Norfolk, VA 23504  
757-823-8138 (office)  
lmlittle@nsu.edu  
https://www.nsu.edu/human-resources
<table>
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<th><strong>DIVERSITY CALENDAR</strong></th>
<th><strong>JULY 2018</strong></th>
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<tr>
<td><strong>1</strong> Canada Day or Fête du Canada is a Canadian federal holiday that celebrates the 1867 enactment of the Constitution Act, which established the three former British colonies of Canada, Nova Scotia, and New Brunswick, as a united nation called Canada.</td>
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<td><strong>4</strong> Independence Day (also known as the Fourth of July), a United States federal holiday that celebrates the adoption of the Declaration of Independence on July 4, 1776. The original thirteen American colonies declared independence from Britain, and established themselves as a new nation known as the United States of America.</td>
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<td><strong>9</strong> The Martyrdom of the Bab. Baha’is observe the anniversary of the Bab’s execution in Tabriz, Iran, in 1850.</td>
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<td><strong>11</strong> World Population Day, an observance established in 1989 by the Governing Council of the United Nations Development Programme. The annual event is designed to raise awareness of global population issues.</td>
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<td><strong>14</strong> Bastille Day, a French federal holiday that commemorates the Storming of the Bastille, a fortress-prison in Paris which held political prisoners who had displeased the French nobility. The Storming of the Bastille, which took place on July 14, 1789, was regarded as a turning point of the French Revolution. Celebrations are held throughout France.</td>
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<td><strong>18</strong> Nelson Mandela International Day, launched in recognition of Nelson Mandela’s birthday on July 18, 2009 via unanimous decision of the UN General Assembly. It was inspired by a call Nelson Mandela made a year earlier, for the next generation to take on the burden of leadership in addressing the world’s social injustices when he said “It is in your hands now”. It is more than a celebration of “Madiba’s” life and legacy. It is a global movement to honor his life’s work and act to change the world for the better.</td>
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<td><strong>21-22</strong> Tisha B’Av, a fast in commemoration of the destruction of two very holy and sacred temples of Judaism destroyed by the Babylonians (in 586 B.C.E) and Romans (in 70 E.C). At the of Tisha B’Av, after very select passages from the Torah are read and understood, netilat yadayim, or the washing of the hands, is performed.</td>
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<td><strong>23</strong> The birthday of Haile Selassie I, the former Emperor of Ethiopia, who the Rastafarians consider to be their Savior.</td>
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<td><strong>24</strong> Pioneer Day, observed by the Mormons to commemorate the arrival in 1847 of the first Latter Day Saints pioneer in Salt Lake Valley.</td>
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<td><strong>28</strong> Asalha Puja Day or Dharma Day is a celebration of Buddha’s first teachings.</td>
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| **30** International Day of Friendship, proclaimed in 2011 by the UN General Assembly with the idea that friendship between peoples, countries, cultures and individuals can inspire peace efforts and build bridges between communities.
Mr. Garry Galiote

- When did you start working at Norfolk State University?
  April 11, 2016

- What is your role in the Financial Services Department?
  Accountant for Reconciliation

- What do you like most about your job?
  I enjoy the sincere appreciation I receive from not only my boss, but also the people I work with. I really like the interaction with other departments to get the job done. It requires constant learning. There is always something new to do, and new techniques to apply to solve problems better.

- What do you like to do on your days off?
  Do some random acts of kindness
  Get rid of unwanted or unused objects
  Read personal growth books
  Spend time with friends
  Spend time with family
  Learn something I didn’t before

- What is your fondest NSU memory?
  After the loss of my wife, I was really surprised by the love, kindness and prayers from people who are working at NSU.
To the NSU Family!

JUNE 2018

Jules Chenou       Computer Science Department
Edward Reid Corbett Information Technology Services
David Ihrig        Facilities
Vicki Lewis        Procurement Services
Clarence McKaine   Army ROTC
Damita Osorio      Office of Admissions
Shayla Schaffer    Housing and Residence Life
Asim Seals         NSU Mailroom
Doris Shadouh      Communications and Marketing
Loretta Smith      Housing and Residence Life
Anthony Tillman   Housing and Residence Life
Dyonna Wilson      Housing and Residence Life
## July

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<tr>
<th>Tuesday</th>
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### New Hire Orientation for Full-Time Employees
9:00 am – 4:00 pm  
140 H. B. Wilson Hall

### Virginia Credit Union  
Mr. Chris Woodbury
10:00 am – 12:00 pm  
Credit Union Enrollment  
160 H. B. Wilson Hall

12:30 pm – 1:30 pm  
Brown Bag Discussion  
First Time Homebuyers  
140 H. B. Wilson Hall

1:30 pm – 2:30 pm  
Retirement Income Planning  
140 H. B. Wilson Hall

### New Hire Orientation for Wage Employees
10:00 am – 1:00 pm  
140 H. B. Wilson Hall

### New Hire Orientation for Full-Time Employees
9:00 am – 4:00 pm  
430 H. B. Wilson Hall

### SAVE THE DATE

#### VRS Hybrid/457 Workshop
- Tuesday, August 7, 2018  
Ms. Mackenzie Moss, ICMA-RC  
140 H. B. Wilson Hall  
10:00 a.m. -11:00 a.m.  
COV 457  
1:00 p.m. – 2:00 p.m.  
Hybrid Retirement

#### Fall Benefits Fair - October 11, 2018
“Tailgating for Benefits”  
138 ABC Student Center  
9:30 am – 2:30 p.m.

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**To all of the July Spartans!**