PRESIDENTIAL INTERN INSIGHT:
From the outside looking in, to the inside looking out
By Ms. Sydney Vazquez

During my freshman year, I started off as a work-study student. As I began my employment, several weeks had passed and I realized that I had not been compensated. I started to wonder, “Where is my paycheck?” As I began to ask questions about the status of my pay, I would always get the same answer; “it is because of Human Resources.” These words remained with me until I became a Presidential Intern in the Office of Human Resources.

As I now work behind the scenes, I have a true understanding of the department and not just “it is because of Human Resources.” I have learned is that the paycheck process for work study does not flow through Human Resources - the only part that does is I-9 and e-Verify. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. E-Verify is an Internet-based system that compares information entered by an employer from an employee’s Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

With this new knowledge, I have a fresh insight and appreciation for the department. Witnessing the constant volumes of paperwork, late nights, deadlines, meetings and high volume of customer contact has provided me with a new understanding of the “how and why” of Human Resources. I am proud to be a part of this wonderful, dedicated team.

Behold.

October Brings Open Enrollment for ORPHE Participants

Open Enrollment has begun for the Optional Retirement Plan for Higher Education (ORPHE). Participants who wish to change investment providers can compare their options and make a selection in myVRS between October 1 and October 31.

Active ORPHE participants have a choice of three providers – DCP (VRS investment options record-kept by ICMA-RC), Fidelity and TIAA. Changes go into effect January 1, 2019.

We encourage employees who are considering changing providers to use the ORPHE Provider Options chart to compare each provider’s fees, services and plan features. For additional information, you may also view the ORPHE Handbook.

ORPHE participants also are invited to attend a webinar to learn more about plan resources and options available during open enrollment.
RECRUITMENT CORNER

Important Recruitment Initiatives

Hiring qualified faculty and staff provides an elevated level of competence and professionalism that our students and university community expect. Please be aware of the following timeline for recruitment and selection initiatives for the remainder of the 2018 calendar year:

1. The last day an employee can begin full-time employment with the University this calendar year is November 10, 2018.
2. Any department seeking to meet this schedule must have “Request to Recruit” HR-1’s submitted to the Office of Human Resources (OHR) by Monday, October 8, 2018.
3. Recruitment professionals are available immediately to consult regarding the status of current recruitment packages (email preferred).
4. Within the next week, a campus announcement will be published inviting Deans, Unit Managers, Department Chairs, Hiring Managers, and Vice Presidents, to attend a seminar hosted by OHR titled “The Path to Success: Recruiting Revamped.”

The Office of Human Resources is excited about new, efficient and industry standard internal recruitment initiatives, which include:

1. Utilizing technology to enhance the Recruitment Committee training and meeting requirements – includes an annual online training that educates the committee and supports the need to consult with a Human Resource professional before the interview is initiated.
2. Implementing a timeline of 50-70 days for most basic recruitments – advertising, interviewing, and recruiting.
3. Forwarding the applications and materials to the department within 5 or less business days of advertisement closing.
4. Utilizing nationwide advertising sources which have zero cost liability, but proven success; departments have already seen success with “hard to fill positions” utilizing this standard; we call it “Bringing World class candidates to our doorsteps.”
5. Designating a recruitment consultant to assist with your recruitment initiative, from start to finish.

As the HR Team looks forward to closing out the year, we invite feedback, and appreciate your support in this revitalization. Please forward your questions and comments to askHR@nsu.edu.

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/
2. Create an account. If you have an account already, please print your application.
3. Upload resume 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
Managers And Supervisors,
Are You Completing An HR-1 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/hrclearance/login.php](https://webapps.nsu.edu/hrclearance/login.php))
2. Complete an HR-1 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*

Classified Employee Performance Evaluation Process

It is time to conduct Classified Employee Performance Evaluations for the October 25, 2017 – October 24, 2018 performance cycle.

Please click here to access the 2018 Evaluation forms. It is mandatory that all employee evaluations are submitted to the Office of Human Resources, in original form, **NO LATER THAN** Friday, **NOVEMBER 2**.

For additional information, you may access DHRM Policy 1.40 Performance Planning and Evaluation or send an email to askHR@nsu.edu.

**HR Policy Refresher**

**DHRM, Policy 1.40 - Performance Planning and Evaluation**

This policy provides for the establishment and communication of employees’ performance plans and procedures for evaluating employees’ performance.

Supervisors develop employees’ performance plans according to instructions on the Employee Work Profile (EWP) form (or agency form). The plans are signed by the supervisor and then forwarded to the reviewer for approval. Reviewers should ensure that performance plans are appropriate before signing the forms.

Supervisors should document employees’ performance and provide feedback to them periodically throughout the performance cycle. Documentation may be in the form of notes, memos, etc., and must be retained in supervisors’ confidential files, rather than in employees’ official personnel files.

Please [click](#) here for more information on DHRM, Policy 1.40.
Map Out Your Future With myVRS and the MBP, the 2018 MBP is available now.

Are you where you want to be as you plan your future? Say you’re just starting out with a new job, thinking of getting married, buying a house, maybe having kids. How do you pay for that and start your retirement planning? Maybe you’re further along. You think you’re doing OK but you’re not sure. College costs are looming. Can you afford it? Or, perhaps you are looking to retire in the next few years. Will you be able to live the way you want?

No matter where you are in your career, now is the time to stop wondering and start mapping out your future in myVRS.

Plan 1 and Plan 2 Members: Your 2018 MBP Is Available

If you are in Plan 1 or Plan 2, go to myVRS and view your 2018 Member Benefit Profile (MBP). Select My History and then Annual Statements. Your MBP is based on information your employer reports to VRS as of June 30 each year. It includes your VRS member account balance, service history, prior service eligible for purchase, life insurance coverage amount (if you are eligible), retirement benefit estimates and eligibility for other VRS benefits.

Once you know where you are, see how far you need to go. Financial experts recommend retiring with 80 percent of your work income. If you are in Plan 1 or Plan 2 and participate in the Commonwealth of Virginia 457 Deferred Compensation Plan, use the gap analysis in your MBP to estimate what your retirement income may be, including your estimated VRS benefit, defined contribution plan investments and Social Security payments. Not reaching 80 percent? The gap analysis includes tips on how to increase your estimated retirement income if you are eligible to purchase service, increase your defined contribution amount or qualify for a cash-match from your employer.

Hybrid Retirement Plan Members

If you are a Hybrid Retirement Plan member, you do not receive a MBP. However, you can review your account summary information in myVRS any time to see your defined benefit and defined contribution account balances, your retirement eligibility dates, prior service eligible for purchase and other VRS benefits.

Not sure what plan you’re in? You’ll find out once you log into myVRS.

Use Tools in myVRS to Assess Your Saving Strategy

All members can use the Retirement Planner in myVRS to map out the best route for the future. The Retirement Planner provides an up-to-date view of your estimated VRS retirement benefit, allows you to enter other income sources and helps you see if you’re on track to meet your income goal at retirement. In addition, the Benefit Estimator allows you to see different benefit estimates based on various retirement dates and salaries. Finding out where your gaps are can help you plan and map the steps to take toward your future.

EMPLOYEE PERKS

PERK 1

DISNEY ON ICE

Exclusive Savings for Commonwealth of Virginia Employees!

Hampton Coliseum | Hampton, VA

Special Pricing

$20 ♦ $16

Please click here for perk detail.

It is the policy of the Commonwealth to promote the well-being of its employees by maintaining high standards of work performance and professional conduct (Standards of Conduct, Policy 1.60.) Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of the agency and are expected to conduct themselves in a manner deserving of public trust. For example, absence in excess of three workdays without authorization is a Standard of Conduct, Group III Written Notice and could result in disciplinary action and grounds for termination of employment.

Supervisors and Managers are required to notify Human Resources when their employee has been absent in excess of three workdays. Once Human Resources is notified, we will contact the employee to determine if additional resources are needed. Should you have additional questions regarding this policy, please contact askHR@nsu.edu or (757) 823-8160.

Have a benefits question? Send an email to askHR@nsu.edu
PERK 2
Apple Employee Government Purchase Program

Apple and the State of Virginia bring you a special program. You qualify for preferred pricing on the latest Apple products and accessories.

Special employee pricing on Apple products
• Exclusive promotions
• Free shipping on all orders
• Free engraving on all new iPod and iPad models
• Mac customization
• Ratings and reviews on accessories and software

Please click here for perk detail.

PERK 3
Washington Redskins Season Tickets

The Washington Redskins would like to offer preferred Partnership Pricing to All State of Virginia Employees.

Please click here for perk detail.

PERK 4
Colonial Williamsburg

As an employee of the Commonwealth of Virginia, you are eligible to purchase discounted Colonial Williamsburg admission tickets.

Immerse yourself in the vibrant life of the 18th-century capital city of Virginia. Explore the Revolutionary City and discover the people who built a new nation. Make family memories as you browse the Art Museums, dine in a historic tavern, shop for souvenirs, or enjoy the hospitality of our hotels. Opportunities for adventure abound, but how you choose to spend your visit is up to you.

Discounts are available for the following:
• Colonial Williamsburg Single-day Tickets (valid for one day)
• Colonial Williamsburg Multiday Passes (valid for 3 days from first use within a 7 day period)

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. Michelle Marable
Dean of Students (I)
Deputy Title IX Coordinator for Students
700 Park Avenue, Norfolk, VA 23504
Student Services Center, Room 318
757-451-7768 (office)

Title IX law prohibits sex discrimination (i.e. gender inequity, sexual harassment, sexual violence, dating violence, domestic violence, stalking, harassment, a hostile environment, etc.) in education programs and activities.

Therefore, your job as 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.
### Diversity Calendar

**From September 15th to October 15th is Hispanic Heritage Month.** This month corresponds with Mexican Independence Day, which is celebrated on September 16, and recognizes the revolution in 1810 that ended Spanish dictatorship.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Labor Day in the United States. Labor Day honors the contribution that laborers have made to the country and is observed on the first Monday of September.</td>
</tr>
<tr>
<td>3</td>
<td>(Sunrise) Paryushana Parva, a Jain festival lasting about 8-10 days, and is observed through meditation and fasting. Its main focus is spiritual upliftment, pursuit of salvation and gaining a deeper understanding of the religion.</td>
</tr>
<tr>
<td>6</td>
<td>Rosh-Hashanah, the Jewish New Year celebration, marking the creation of the world.</td>
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<tr>
<td>9-11</td>
<td>Ashura, an Islamic holiday commemorating the day Noah left the ark and the day Allah saved Moses from the Egyptians.</td>
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<tr>
<td>11</td>
<td>The Ethiopian New Year. Rastafarians celebrate the New Year on this date and believe that Ethiopia is their spiritual home.</td>
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<tr>
<td>12</td>
<td>Celebration of Ganesha, a Hindu holiday lasting around 10 days, where the elephant-headed Hindu God is praised and given offerings.</td>
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<tr>
<td>15</td>
<td>Yom Kippur, the holiest day on the Jewish calendar, a day of atonement marked by fasting and ceremonial repentance.</td>
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<tr>
<td>18-19</td>
<td>Sukkot, a seven day Jewish festival giving thanks for the fall harvest.</td>
</tr>
<tr>
<td>20-21</td>
<td>October is National Disability Employment Awareness Month. This observance was launched in 1945 when Congress declared the first week in October as “National Employ the Physically Handicapped Week.” In 1998, the week was extended to a month and renamed. The annual event draws attention to employment barriers that still need to be addressed. October is also LGBT History Month, a U.S. observance started in 1994 to recognize lesbian, gay, bisexual, and transgender history and the history of the gay rights movement.</td>
</tr>
<tr>
<td>23-30</td>
<td>Teacher’s Day in Taiwan. This day is used to honor teachers’ contributions to their students and to society in general. People often express their gratitude to their teachers by paying them a visit or sending them a card. This date was chosen to commemorate the birth of Confucius, the model master educator in ancient China.</td>
</tr>
<tr>
<td>28</td>
<td>Shemini Atzeret, a Jewish holiday also known as “The Eighth (Day) of Assembly,” takes place the day after the Sukkot festival, where gratitude for the fall harvest is deeply internalized. This celebration runs through October 2.</td>
</tr>
<tr>
<td>30</td>
<td>The day Sikhs celebrate Sri Guru Granth Sahib who is their spiritual guide.</td>
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<tr>
<td>11</td>
<td>National Coming Out Day. For those who identify as lesbian, gay, bisexual, or transgender, this day celebrates coming out and the recognition of the 1987 march on Washington for gay and lesbian equality.</td>
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<tr>
<td>19</td>
<td>The day Sikhs celebrate Sri Guru Granth Sahib who is their spiritual guide.</td>
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<tr>
<td>2</td>
<td>Simchat Torah, a Jewish holiday, marks the end of the weekly readings of the Torah. The holy book is read from chapter one of Genesis, to Deuteronomy 34, then back to chapter one again, in acknowledgement of the words of the Torah being a circle-a never ending cycle.</td>
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<tr>
<td>8</td>
<td>National Indigenous People’s Day, an alternative celebration to Columbus Day, gives recognition to the indigenous populations affected by colonization.</td>
</tr>
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<tr>
<td>11</td>
<td>Dussehra (Dasera), the beginning of a ten-day festival celebrated by Hindus to recognize Rama’s victory over evil.</td>
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</tbody>
</table>

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<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Akousa Acheamponmaa</td>
<td>School of Business</td>
</tr>
<tr>
<td>Lenora Armstrong</td>
<td>Dr. Patricia Lynch Stith Student Success Center</td>
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<tr>
<td>Bonadventure Balla</td>
<td>English and Foreign Languages</td>
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<tr>
<td>Karen Boyd</td>
<td>Patricia Lynch Stith Student Success Center</td>
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<tr>
<td>William Bynum</td>
<td>Student Activities</td>
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<tr>
<td>Uzzie Cannon</td>
<td>English and Foreign Languages</td>
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<tr>
<td>Yvonne Cash</td>
<td>Procurement Services</td>
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<tr>
<td>Mykisha Chavis</td>
<td>Facilities Management</td>
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<tr>
<td>Insoo Chung</td>
<td>Social Work</td>
</tr>
<tr>
<td>Theophilus Clark</td>
<td>Patricia Lynch Stith Student Success Center</td>
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<tr>
<td>Mehmet Dagli</td>
<td>Mathematics</td>
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<tr>
<td>Kubilay Dagtoros</td>
<td>Mathematics</td>
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<tr>
<td>Summer Davis</td>
<td>Health, Physical Education and Exercise Science</td>
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<tr>
<td>Dianne Davis-Wagner</td>
<td>School of Social Work</td>
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<td>Leah Floyd</td>
<td>Psychology</td>
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<td>O’Shan Gadsden</td>
<td>Psychology</td>
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<tr>
<td>Charish Goyette</td>
<td>Technology</td>
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<tr>
<td>Lee Grandison</td>
<td>Health, Physical Education and Exercise Science</td>
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<tr>
<td>Denise Henderson</td>
<td>Facilities Management</td>
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<tr>
<td>Sharon Herbert</td>
<td>Early Childhood/Elementary and Special Education</td>
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<tr>
<td>Nichole Jones</td>
<td>Facilities Management</td>
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<tr>
<td>Ebenezer Kolaje</td>
<td>Academic Affairs</td>
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<tr>
<td>Matthew Lee</td>
<td>Technology</td>
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<tr>
<td>Val Livingston</td>
<td>Social Work</td>
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<tr>
<td>Willie Marsh</td>
<td>Mass Communications and Journalism</td>
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<tr>
<td>David McCarson</td>
<td>Police Department</td>
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<tr>
<td>Shebby Neely-Goodwin</td>
<td>School of Social Work</td>
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<td>Breshell Nevels</td>
<td>School of Social Work</td>
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<tr>
<td>Steve Opher</td>
<td>Library</td>
</tr>
<tr>
<td>Christina Ortiz</td>
<td>Student Accounts</td>
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<tr>
<td>Sujan Pant</td>
<td>Mathematics</td>
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<tr>
<td>Khadijah Peak-Brown</td>
<td>Student Services Center</td>
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<tr>
<td>Christina Pinkston-Streets</td>
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<td>Shana Simmons</td>
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<tr>
<td>Janira Teague</td>
<td>History and Interdisciplinary Studies</td>
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<td>Adrienne Washington</td>
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<tr>
<td>Jason Waters</td>
<td>Human Resources</td>
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<tr>
<td>Darius Whitaker</td>
<td>Police Department</td>
</tr>
<tr>
<td>Grace Williams</td>
<td>Accounts Payable</td>
</tr>
</tbody>
</table>
Ms. Angela Baum

- When did you start working at Norfolk State University?
  
  April 25, 2018.

- What is your role at the university?
  
  Housekeeping Services.

- What do you like most about your job?
  
  The professional atmosphere.

- What do you like to do on your days off?
  
  Cooking and spending time with my family.

- What is your fondest NSU memory?
  
  Watching RaJazz perform on campus.
**Upcoming Events**

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
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<tbody>
<tr>
<td><strong>Friday</strong></td>
<td><strong>Thursday</strong></td>
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<tr>
<td><strong>26</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
| **EMPLOYEE FALL BENEFITS FAIR**

**“Tailgating for Benefits”**

*Friday, October 26, 2018*

9:30 a.m. – 2:30 p.m.

Student Center, 138 ABC

| **Virginia Credit Union**

**Mr. Chris Woodbury**

10:45 am – 12:15 pm

Credit Union Enrollment

160 H. B. Wilson Hall

12:30 pm – 1:15 pm

Brown Bag Discussion

*Solutions for Long-Term Care Needs*

140 H. B. Wilson Hall

1:30 pm – 2:15 pm

Identity Theft

140 H. B. Wilson Hall

| **ICMA-RC**

**McKenzie Moss**

9:00 am – 4:00 pm

VRS Consultations

H.B. Wilson Hall, Suite 140

Mackenzie Moss will be holding private appointments on campus in the Human Resources Office to discuss your VRS 457 & Match Plans as well as the Hybrid DCP component. She can run projections, review investments, check beneficiaries etc. Click [here](#) to see open appointments and to reserve your appointment.

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**Happy Birthday to all of the September and October Spartans!**
Fall Employee Benefits Fair
“Tailgating for Benefits”
Friday, October 26, 2018
9:30 a.m. – 2:30 p.m.
Student Center, 138 ABC

Please join the Office of Human Resources and your
Commonwealth of Virginia, State Employee Benefit providers
and vendors for fun, food and giveaways!

PARTICIPATING VENDORS
AFLAC
Aetna
Anthem BC/BS
AXA
Commute with Enterprise
Delta Dental
Fidelity
Legal Resources
Legal Shield
Lincoln Financial
MetLife
National Teachers Association
New York Life
NSU Payroll Department
Healthy Tailgating: From Head to Toe
(NSU NURSING FACULTY)
One America
Pro Adjuster Chiropractic
The Real Estate Group
The Reed Group
Rite Aid*
Sam’s’ Club
Social Security Administration
Sprint
TIAA
Tidewater Home Funding
TRAFFIX
VALIC
Virginia Credit Union
Virginia Retirement System
Virginia 529
Virginia 457/Deferred Comp
(ICMA-RC)
YMCA at Granby

*Rite Aid will be providing Flu and Pneumonia Shots (you must be at least age 60 to receive the Pneumonia shot. Please bring your insurance card.)

Wear your favorite sports team gear!

Bring your Employee ID Badge to Sign-in