HR Connection Orientation

Welcome to the NOVA Team!
What’s on the Agenda?

- NOVA Overview
- Your HR Team
- Benefits
- Timekeeping
- What’s Next
About NOVA

• NOVA is one of 23 colleges within the Virginia Community College System (VCCS), which is governed by the State Board for Community Colleges.

• Originally established as Northern Virginia Technical College, NOVA was founded in 1964 and renamed in 1966.

• NOVA offers more than 160 associate degree and certificate programs.

• Annual enrollment is approximately 75,000 students from more than 180 countries.
Our Campuses

Alexandria
Annandale
Loudoun
Manassas
Medical Education
Woodbridge
College Leadership

Dr. Scott Ralls
President

Learn more about our leadership team, including your VP/Provost:
https://www.nvcc.edu/about/leadership/index.html
We encourage you to explore the College’s history and learn more about our community by visiting the following links:

- **About NOVA** - [https://www.nvcc.edu/about/index.html](https://www.nvcc.edu/about/index.html)
- **NOVA At-A-Glance** - [https://www.nvcc.edu/about/glance/index.html](https://www.nvcc.edu/about/glance/index.html)
Your HR Team

- HR Administration
- Compensation & Credentialing
- Benefits, Data & Analytics
- Organizational Learning & Development
- Business Partners
- Talent Management
- HR Operations & Employee Relations
Welcome to NOVA! Our faculty are qualified experts in an array of fields and our administrative staff are proficient at ensuring the smooth functioning of our multicampus support systems.
Benefits
<table>
<thead>
<tr>
<th>Health Plans</th>
<th>Who To Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVA Care and COVA HDHP</td>
<td>Medical, Prescription Drug, Vision &amp; Hearing</td>
</tr>
<tr>
<td></td>
<td>Anthem Blue Cross and Blue Shield: 800-552-2682 or <a href="http://www.anthem.com/cova">www.anthem.com/cova</a></td>
</tr>
<tr>
<td></td>
<td>Dental Benefits</td>
</tr>
<tr>
<td></td>
<td>Delta Dental of Virginia: 888-335-8296 or <a href="http://www.deltadentalva.com">www.deltadentalva.com</a></td>
</tr>
<tr>
<td></td>
<td>Behavioral Health Benefits &amp; Employee</td>
</tr>
<tr>
<td></td>
<td>Assistance Program (EAP)</td>
</tr>
<tr>
<td></td>
<td>Anthem: 855-223-9277 or <a href="http://www.anthemEAP.com">www.anthemEAP.com</a></td>
</tr>
<tr>
<td></td>
<td>Online Doctor</td>
</tr>
<tr>
<td></td>
<td>LiveHealth Online: <a href="http://www.livehealthonline.com">www.livehealthonline.com</a></td>
</tr>
<tr>
<td>COVA HealthAware</td>
<td>Medical, Prescription Drug, Vision, Hearing,</td>
</tr>
<tr>
<td></td>
<td>Dental &amp; Behavioral Health Benefits</td>
</tr>
<tr>
<td></td>
<td>Aetna: 855-414-1901 or <a href="http://www.covahealthaware.com">www.covahealthaware.com</a></td>
</tr>
<tr>
<td></td>
<td>Employee Assistance Program (EAP)</td>
</tr>
<tr>
<td></td>
<td>Aetna: 888-238-6232 or <a href="http://www.covahealthaware.com">www.covahealthaware.com</a></td>
</tr>
<tr>
<td></td>
<td>Online Doctor</td>
</tr>
<tr>
<td></td>
<td>Teladoc: <a href="http://www.teladoc.com/aetna">www.teladoc.com/aetna</a></td>
</tr>
<tr>
<td>Health Plans (cont.)</td>
<td>Who To Contact</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| **Kaiser Permanente HMO** | Medical, Prescription Drug and Vision Benefits  
Kaiser Permanente: 800-777-7902, (301) 468-6000 in Washington, D.C. or  
[http://my.kp.org/commonwealthofvirginia](http://my.kp.org/commonwealthofvirginia)  
Dental Benefits  
Dominion Dental: 888-518-5338  
Behavioral Health  
Kaiser: 1-866-530-8778  
Employee Assistance Program (EAP)  
Beacon Health Options: 866-517-7042 or  
[www.achievesolutions.net/kaiser](http://www.achievesolutions.net/kaiser)  
Online Doctor  
Video Chat: 703-359-7878  
Employee Assistance Program (EAP)  
Aetna: 888-238-6232 or  
[www.covahealthaware.com](http://www.covahealthaware.com) |
| **TRICARE Supplement** | Selman Company/ASI (SelmanCo ASI):  
866-637-9911 |
<table>
<thead>
<tr>
<th>Health Plan Info</th>
<th>Who To Contact</th>
</tr>
</thead>
</table>
| **Flexible Spending Accounts (FSA)**               | Anthem FSA: 877-451-7244 or [www.anthem.com/cova](http://www.anthem.com/cova)  
Participants only: [www.benefitadminsolutions.com/anthem](http://www.benefitadminsolutions.com/anthem) |
| **MyActiveHealth Program**                         | ActiveHealth Management: 866-938-0349 or [www.myactivehealth.com/cova](http://www.myactivehealth.com/cova) |
| **ALEX Benefits Counselor**                        | [www.myalex.com/cova](http://www.myalex.com/cova)              |
| **Optional Group Life Insurance**                  | [https://web1.lifebenefits.com/sites/lbwem/vrs](https://web1.lifebenefits.com/sites/lbwem/vrs) |
| **Genworth (Long Term Care)**                      | 1-866-859-6060 or [www.genworth.com/cov](http://www.genworth.com/cov) |
| **UNUM Long Term Disability**                      | [http://unuminfo.com/VCCSall](http://unuminfo.com/VCCSall)     |
Office of Health Benefits: [openenrollment@dhrm.virginia.gov](mailto:openenrollment@dhrm.virginia.gov)  
EmployeeDirect: [edirect@dhrm.virginia.gov](mailto:edirect@dhrm.virginia.gov) |
<table>
<thead>
<tr>
<th>More Benefits Info</th>
<th>Who To Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRICARE Supplement</strong></td>
<td>Association &amp; Society Insurance Corporation (ASI): 866-637-9911</td>
</tr>
<tr>
<td><strong>Flexible Spending Accounts (FSAs)</strong></td>
<td>Anthem FSA: 877-451-7244 or benefitadminsolutions.com/anthem</td>
</tr>
<tr>
<td><strong>Virginia Retirement System (VRS)</strong></td>
<td><a href="http://www.varetire.org">www.varetire.org</a></td>
</tr>
<tr>
<td><strong>Group Life Insurance</strong></td>
<td><a href="https://web1.lifebenefits.com/sites/lbwem/vrs">https://web1.lifebenefits.com/sites/lbwem/vrs</a></td>
</tr>
</tbody>
</table>
| **403(b) vendors**                                     | VALIC: https://www.valic.com  
Local Rep: Bill Jolly bill.jolly@valic.com  
(703) 728-1702  
TIAA-CREF: https://www.tiaa-cref.org  
Local Rep: Matt Meade – Matthew.meade@tiaa-cref.org  
(434) 964-2645                                                                 |
| **Optional Retirement Plans (Faculty Only)**           | Fidelity – Plan ID: 89755/ www.fidelity.com  
TIAA-CREF – Plan ID: 101850/ www.tiaa.cref.org                                                                                   |
<table>
<thead>
<tr>
<th>More Benefits Info &amp; Discounts</th>
<th>Who To Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmployeeDirect (benefits sign-up)</td>
<td><a href="https://edirect.virginia.gov/EDL/Start.aspx">https://edirect.virginia.gov/EDL/Start.aspx</a></td>
</tr>
<tr>
<td>Payline</td>
<td><a href="https://payline.doa.virginia.gov/">https://payline.doa.virginia.gov/</a> (State ID required for registration)</td>
</tr>
<tr>
<td></td>
<td>Payroll information (including payroll calendars, forms, and resources for understanding your paystub) can be found at: <a href="http://www.nvcc.edu/controller/payroll/index.html">http://www.nvcc.edu/controller/payroll/index.html</a></td>
</tr>
<tr>
<td>Commuter Choice</td>
<td><a href="http://www.nvcc.edu/hr/benefits.html">http://www.nvcc.edu/hr/benefits.html</a> (see Special Programs)</td>
</tr>
<tr>
<td>Employee Discounts – IT-Related</td>
<td><a href="http://www.nvcc.edu/ithd/faculty/software.html">http://www.nvcc.edu/ithd/faculty/software.html</a></td>
</tr>
</tbody>
</table>
| Legal Resources                                       | 1-800-728-5768 or [http://www.legalresources.net/](http://www.legalresources.net/)  
|                                                       | or [AskHR@nvcc.edu](mailto:AskHR@nvcc.edu) |

Contact [AskHR@nvcc.edu](mailto:AskHR@nvcc.edu) if you have any questions or need additional information.
Benefits Deadlines (New Hires)

- **30 days** - Health Insurance Election **AND** Flexible Spending Account Election (medical/dependent care)

- **31 days** - Optional Life Insurance

- **60 days** - Pension election, VRS or ORP (for faculty) **AND** Employee paid Long Term Care Insurance (Genworth)

- **90 days** - 457-Deferred Compensation arrangement
Annual Leave

- Employees accrue paid leave at the end of each pay period.
- Accrual is based on an employee's status and his or her years of state service.
- Use is subject to the supervisor's approval, employees may use annual leave incrementally as soon as it is earned.
- Part-time Classified employees accruals are prorated

### Annual Leave for Classified Staff

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate Per Pay Period</th>
<th>Total Hours Accrued per Year</th>
<th>Maximum Leave Carryover</th>
<th>Maximum Leave Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>4 hours</td>
<td>96 hours (12 days)</td>
<td>192 hours (24 days)</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>5 years</td>
<td>5 hours</td>
<td>120 hours (15 days)</td>
<td>240 hours (30 days)</td>
<td>240 hours (30 days)</td>
</tr>
<tr>
<td>10 years</td>
<td>6 hours</td>
<td>144 hours (18 days)</td>
<td>288 hours (36 days)</td>
<td>288 hours (36 days)</td>
</tr>
<tr>
<td>15 years</td>
<td>7 hours</td>
<td>168 hours (21 days)</td>
<td>336 hours (42 days)</td>
<td>288 hours (36 days)</td>
</tr>
<tr>
<td>20 years</td>
<td>8 hours</td>
<td>192 hours (24 days)</td>
<td>384 hours (48 days)</td>
<td>336 hours (42 days)</td>
</tr>
<tr>
<td>25 years</td>
<td>9 hours</td>
<td>216 hours (27 days)</td>
<td>432 hours (54 days)</td>
<td>336 hours (42 days)</td>
</tr>
</tbody>
</table>

- Classified ✓
- A/P Faculty ✓
- Teaching Faculty ✓
- Adjunct Faculty ✗
- Hourly (P-14) ✗
Annual Leave (Cont’d)

Annual Leave for Twelve-Month Administrative/Professional, Twelve-Month Teaching Faculty, and President

<table>
<thead>
<tr>
<th></th>
<th>Up Front, Upon Hire</th>
<th>Accrual Per Pay Period Worked</th>
<th>Maximum Accrual Per Year</th>
<th>Maximum Carry Forward Limit</th>
<th>Maximum Payment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents</td>
<td>120 hours 15 days</td>
<td>10 hours</td>
<td>240 hours 30 days</td>
<td>240 hours 30 days</td>
<td>240 hours 30 days</td>
</tr>
<tr>
<td>Executive/Senior Administrators</td>
<td>96 hours 12 days</td>
<td>8 hours</td>
<td>192 hours 24 days</td>
<td>192 hours 24 days</td>
<td>192 hours 24 days</td>
</tr>
<tr>
<td>Administrators, Professional faculty, 12-month teaching faculty</td>
<td>84 hours 10.5 days</td>
<td>7 hours</td>
<td>168 hours 21 days</td>
<td>168 hours 21 days</td>
<td>168 hours 21 days</td>
</tr>
</tbody>
</table>
Traditional Sick Leave

• The Traditional Sick Leave program is available to new faculty who enrolled in the ORP or opt out of the VSDP

• Earn 5 hours per pay period

• May use 48 hours for a family member
Worker’s Compensation

• The Virginia Worker’s Compensation Act covers injuries and illnesses that arise specifically as a result of an individual's job duties or while on official College business.

• Accidents must be reported immediately to your supervisor to ensure coverage.

• If medical attention is required, a list of panel physicians is provided to the employee. Any unauthorized medical treatment will not be covered.

• All payments for injuries and illnesses are considered to be in a pending status until a compensability decision is given.
Timesheets and Absence Requests

- All salaried, full-time and part-time non-exempt employees must record hours worked and/or leave requests in HRMS.

- Exempt employees must submit *absence requests* in HRMS.

- The **HRMS Self-Service** section allows you to:
  - Submit time
  - Review absence requests
  - Monitor available leave time
  - Update personal information
Tuition Assistance Info

- Six credits/semester maximum (NOVA credit courses)
- Passing grade of “C” or better
- $1,900 per fiscal year if full-time or P-3 employee
- Access to tuition assistance is limited based on the availability of funds
- Complete an [Educational Assistance Request form](#) and follow instructions listed on the form

[Classification]
- Classified ✓
- A/P Faculty ✓
- Teaching Faculty ✓
- Adjunct Faculty ✓
- Hourly (P-14) ✓
# Tuition Assistance

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Deadline for final HR approval on 105-043</th>
<th>Must be Employed 6+ Months</th>
<th>6 NOVA credit courses per semester</th>
<th>Eligible for up to $1,900 per Fiscal Year for external, accredited institutions</th>
<th>Eligible for Continuing Education/ Workforce Development Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty</td>
<td>Prior to course registration and start date*</td>
<td>Must be teaching in current semester and taught in two semesters previously, unless job related/required per supervisor</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Faculty (9- and 12-month)</td>
<td>Prior to course registration and start date*</td>
<td>Must have taught for at least one semester thus far, or 15+ credit hours of teaching for NOVA</td>
<td>Yes</td>
<td>Yes, if 40 hour/week employee, otherwise, pro-rated amount (must be job, or degree related)</td>
<td>No</td>
</tr>
<tr>
<td>Faculty (Administrative and Professional)</td>
<td>Prior to course registration and start date*</td>
<td>Yes, unless job related, or required per supervisor</td>
<td>Yes</td>
<td>Yes, if 40 hour/week employee, otherwise, pro-rated amount (must be job, or degree related)</td>
<td>No</td>
</tr>
<tr>
<td>P-14 Wage (20+ hours per week)</td>
<td>Prior to course registration and start date*</td>
<td>Yes, unless job related, or required per supervisor</td>
<td>Yes</td>
<td>No, unless required by supervisor</td>
<td>No</td>
</tr>
<tr>
<td>P-3 Classified (20+ hours per week)</td>
<td>Prior to course registration and start date*</td>
<td>Yes, unless job related, or required per supervisor</td>
<td>Yes</td>
<td>Yes, if 40 hour/week employee, otherwise, pro-rated amount (must be job, or degree related)</td>
<td>Yes, if job-related, or required by supervisor</td>
</tr>
<tr>
<td>Work study, student hires, and F-1 visas</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*Start the approval process as early as possible. Late reception of 105-043 forms cannot be accepted.*
Commuter Choice

- NOVA participates in the Commonwealth Commuter Choice program
- Provides tax-free monies to full-time and part-time salaried employees for using public transportation to commute to and from work
- The benefit amount must be equal to the actual cost of commuting, up to the maximum of $255.00
- Can enroll in the program at any time

- SmarTrip Cards must be registered in the employee’s name
- Cannot have a NOVA parking permit while participating in the Commuter Choice Program
- Employee’s on Extended leave do not qualify
Payroll Information

• NOVA participates in the Commonwealth direct deposit system. All employees are required to participate in direct deposit.

• Utilize NOVA Form 105-027, Direct Deposit Authorization, to initiate any changes. Forms are processed directly through the Payroll Department.

• Refer to Payroll Working Calendar for paydays (NOVA website -> keyword search “payroll”).

• Pay stubs, deductions, and W-2s are available online through Payline.

Payline: https://payline.doa.virginia.gov/
Required Training

• All new, full-time employees are required to complete the mandatory training courses to assure NOVA’s compliance with federal regulations, and/or state policy requirements.

• Trainings are available online through NOVA Academy, the College’s learning management system.

• IT security awareness (MOAT) training is required upon hire and on an annual basis. IT will send out a notification.

• Departments and managers may require additional, specific training depending on their needs.
Accessing NOVA Academy

• Login to NOVA Academy to begin the required training.

• Please allow up to 10 business days after your start date for your account to be created. If you are not able to access NOVA Academy after 10 business days, please email AskHR@nvcc.edu for assistance.

• If you are a new user:
  • Click on the “Forgot Login ID” link from the NOVA Academy homepage. Follow on-screen instructions to receive your Login ID.
  • Click on the “Forgot Password” link to receive a temporary password.
  • Be sure to check your junk mail folder as well.
Locating Training in NOVA Academy

• Search for the training bundle by using keywords “nova bundle.”

• If you are a faculty, select the NOVA - HR: Faculty Mandatory Training bundle to begin your training.

• If you are a classified staff, select the NOVA - HR: Classified Mandatory Training bundle.

• All supervisors are managers, please also complete the NOVA - HR: Supervisors and Managers Training bundle.

• Additionally, full-time teaching faculty and supervisors of teaching faculty, please complete the VCCS - New Faculty Evaluation Overview module (keyword search “vccs evaluation”).
Faculty/Staff Parking

- Full-time employees are eligible for one free hangtag. The hangtag is transferable and can be registered to three vehicles.

- Order your permit online on the NOVA's Parking website.

- Faculty/Staff parking is in "A" permit lots.

- Parking permits are required 7 days a week, unless using pay parking.

NOVA Parking Services: [http://www.nvcc.edu/parking/](http://www.nvcc.edu/parking/)
State Employee Discounts

- **Hotels**
  - Great Wolf Lodge
  - Wyndham Hotels

- **Car Rentals**
  - Enterprise

- **Entertainment**
  - Sea World
  - Walt Disney World
  - Colonial Williamsburg

- **Health & Fitness**
  - Fitness Center Memberships
  - Weight Watchers

- **Education**
  - University of Phoenix
  - Strayer University
  - Liberty University

- **Cell Phone Plans**
  - AT&T
  - Verizon
  - Sprint
  - T-Mobile

**DHRM Employee Discounts:** [http://www.dhrm.virginia.gov/employeediscounts](http://www.dhrm.virginia.gov/employeediscounts)
IT-Related Discounts

Computers
- Apple
- Dell
- HP

Software
- Free Anti-Virus
- Free Anti-Spyware
- Discount on Microsoft Home Office
- Discount on Adobe products

Computer Purchases: https://www.nvcc.edu/ithd/faculty/purchase.html

Software for Faculty and Staff: http://www.nvcc.edu/ithd/faculty/software.html
What’s Next
SilkRoad Onboarding

• Complete all required new hire paperwork.

• Complete Section I of Form I-9, Employment Eligibility Verification, no later than first business day of employment.

• Review your Task List and complete assigned tasks prior to the deadlines.
NOVA ID Card

• Your official identification card for NOVA.

• Visit your nearest Campus Card Office to obtain your NOVACard. You will need your EMPLID and government issued ID.

• NOVACard is free to all NOVA faculty and staff. There is only a fee if your NOVACard is lost or stolen.

NOVACard: https://www.nvcc.edu/novacard/index.html
Probationary Period – Classified Staff

• All persons who begin either original employment or re-employment in classified positions must serve a 12-month probationary period effective from the date of their employment.

• The probationary period can be extended up to 18 months for performance reasons, if an employee is absent for an extended period of time, or if an employee moves to another position within the last 6 months of the 12 month period.

• Employees are evaluated at 3, 6, and 11 month intervals.

• During the probationary period, employees may be terminated at the discretion of the supervisor in accordance with the probationary policy detailed in the DHRM Policy.
Annual Evaluations – Classified Staff

• After probation, classified staff are evaluated annually.

• The evaluation cycle runs from October 25-October 24.

• Classified Employee Handbook - [http://www.nvcc.edu/faculty-staff/policies.html](http://www.nvcc.edu/faculty-staff/policies.html)


• VCCS Code of Ethics - [http://www.vccs.edu/about/where-we-are/public-accountability/code-of-ethics/](http://www.vccs.edu/about/where-we-are/public-accountability/code-of-ethics/)
Annual Evaluations – Faculty

• All new faculty (full-time teaching, administrative, and professional) are evaluated twice in their first year of employment, once during each semester.

• Faculty members in the second or more years of employment at NOVA are evaluated at the end of their faculty appointment.

• The faculty evaluation process is detailed in Section 6.8300 of the Faculty Handbook - http://www.nvcc.edu/faculty-staff/policies.html


• VCCS Code of Ethics - http://www.vccs.edu/about/where-we-are/public-accountability/code-of-ethics/
Information Systems

• **HRMS PeopleSoft** – System for timesheets, absence requests, and related information. Job aids for logging in and all other essential system utilization can be found from the NOVA website -> Faculty and Staff -> Human Resources -> HR e-Services, or [https://nvcc.my.vccs.edu](https://nvcc.my.vccs.edu).

• **NOVA Academy** – NOVA’s Learning Management System (LMS) is a subdomain of the Commonwealth of Virginia’s Learning Center. The system has over 750 online courses available 24/7. Register for online, hybrid, and classroom courses. Track completed training and view transcripts. NOVA Academy can be found at [https://covkc.virginia.gov/nvcc](https://covkc.virginia.gov/nvcc).

• **NATS** – NOVA’s Applicant Tracking and Position Management System is used to view Employee Work Profile (EWP), post and search for new positions, track applicants, manage positions, submit Notices of Vacancy, review posted and closed positions, and evaluate candidates. NATS can be found at [https://nvcc.peopleadmin.com/hr](https://nvcc.peopleadmin.com/hr).

• **SharePoint** – The NOVA Intranet utilizes Microsoft’s SharePoint. It is an internal network for sharing information and is intended for NOVA faculty and staff.
  • The Human Resources SharePoint site is [https://sharepoint.nvcc.edu/A/HR](https://sharepoint.nvcc.edu/A/HR).
  • The main homepage for NOVA’s SharePoint Intranet is [https://sharepoint.nvcc.edu](https://sharepoint.nvcc.edu).
Remember to…

• Enroll in **Health Insurance** and/or **Flexible Spending Account**. You can register and enroll online via EmployeeDirect at [https://edirect.virginia.gov](https://edirect.virginia.gov).

• If you are interested in the **Optional Group Life**, complete and submit the application. Enrollment form can be found at [http://www.nvcc.edu/hr/benefits.html](http://www.nvcc.edu/hr/benefits.html).

• Register for a **Virginia Retirement System (VRS)** account to view your member information and track retirement contributions at [https://www.varetire.org](https://www.varetire.org).

• Register for Payline after receiving your first paycheck to see your pay stubs, current and year-to-date deductions, and W-2s at [https://payline.doa.virginia.gov](https://payline.doa.virginia.gov).

• Register your vehicle and obtain a parking permit online on the NOVA Parking site. You will need your EMPLID and license plate number to register your vehicle and apply for a permit at [https://www.nvcc.edu/parking/](https://www.nvcc.edu/parking/).
AskHR@nvcc.edu

Main Human Resources Office
3926 Pender Drive, Suite 150
Fairfax, VA 22030
703-323-3110

HR Business Partner on Each Campus
Thank You