WORK PERIOD
Wage employees are limited to working 1,500 hours per agency per year, which is calculated as the 365-day period from May 1st through April 30th each year. It is the employee and supervisor’s responsibility to manage and maintain the work schedule to ensure the limited 1,500 hours are not exceeded within the May1-April 30 365-day period.

- If an employee has reached the maximum of 1,500 hours within the 365-day period, her or she will not be permitted to work again during the current 365-day period.
- The employee may resume working beginning May 1, which starts a new 365-day period
- NO exceptions to the 1,500-hour limit are permitted!

PAYLINE
Payline provides you with the access to view and print your pay stubs for each payday. You will be able to view current pay information at least 4 days prior to the payday. Sign up for Payline at https://payline.doa.virginia.gov/

TIMECARDS/TIMESHEETS
Online timesheets for wage employees must be completed accurately, approved by the supervisor, and submitted to Payroll by the appropriate deadlines. Check with your supervisor to determine if you are required to do timecards or electronic timesheets. The deadlines can be found on Payroll’s website at https://www.radford.edu/content/payroll/home/pay-schedule/wage.html

TAX DEFERRED ANNUITIES (403b)
The University will make payroll deductions for tax-deferred annuities to participating companies. Approved 403b providers are TIAA, AIG, Ameriprise, and Equitable. Fringe Benefits Management Company (FBMC), a third-party administrator, serves as compliance coordinator and routes contributions to the selected provider(s). The employee or the participating company pays an administrative fee.

DEFERRED COMPENSATION PLAN (457)
Newly hired and re-hired state employees are eligible to enroll in the Commonwealth of Virginia 457 Deferred Compensation Plan with a minimum contribution of $10 per pay period. Employees may enroll online at https://www.varetire.org/retirement-plans/defined-contribution-plans select Commonwealth of Virginia 457 Deferred Compensation Plan, or enroll by phone by calling 1-VRS-DC-PLAN (1-877-327-5621), Option 1. The employee pays an annual administrative fee.

WORKER’S COMPENSATION (WC)
Under the Workers Compensation Act, medical bills and compensation for loss of pay are paid if injuries were received on the job or while on official University business. Accidents must be reported immediately to your supervisor to ensure coverage.

TUITION WAIVER
Full and part-time eligible employees may request a waiver up to seven (7) credit hours (typically two (2) courses and one (1) laboratory per fall term and the spring term; as well as all intersession terms combined within a calendar year. Application and registration for course work is subject to conditions involving eligibility and other participation requirements as stated in the Employee Tuition Waiver Policy.
UNIVERSITY PRIVILEGES
All 1500 Hour Wage employees are eligible for free employee identification cards, ONE Card. ONE cards allow an employee and his/her dependents access to University recreational facilities during evenings and weekends when school is in session; full use and borrowing privileges from McConnell Library; and admission to athletic events and cultural activities either free of charge or at a reduced rate.

FAMILY AND MEDICAL LEAVE
Eligible employees are provided with up to 12 weeks of unpaid family and medical leave per leave year due to their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember. All part-time employees who have been employed by the Commonwealth for a total of at least 12 months in the last seven years and have worked for at least 1,250 hours in the previous 12 months are eligible. Eligibility determinations are made as of the date the leave is to begin. Family Medical Leave Policy