



Old Dominion University Research Foundation

To: All ODU Research Foundation employees
From: Payroll & Human Resource Departments
Date: December 8, 2016
Re: Important year-end information

Address Changes and W-2 Reminder

To ensure proper delivery of this year's W-2 forms, address changes must be submitted to the Research Foundation by January 9, 2017. Please review the address information on your check for accuracy. If you would like your W-2 to be mailed to a different address, or if you have moved, you may obtain an address change form here: <http://researchfoundation.odu.edu/pdf/HR/Address-NameChangeForm.pdf>. Please drop the form off at the Research Foundation or scan and e-mail to vbruce@odu.edu by January 9, 2017. Employees may also make changes to their address via the Employee Web Services (EWS) at <https://hera.odurf.odu.edu/ews/>.

Leo Online: PLEASE NOTE that address changes made on Leo Online are **NOT** accessible to ODU Research Foundation. You MUST contact us directly to have your address changed in the Foundation's payroll system.

Federal/State Tax Exempt Status

If you claimed exempt status for federal or state income tax withholding in 2016, Internal Revenue Service and Commonwealth of Virginia tax regulations require submission of a new W-4 and VA-4 form to continue the exemption for 2017. (Exempt status means that no federal or state taxes are withheld from your pay.) In order to renew the status, you must submit the following forms to the Research Foundation no later than February 15, 2017.

--W-4 (Federal): <http://www.researchfoundation.odu.edu/pdf/vaw4.pdf>

-VA-4 (State): <http://www.researchfoundation.odu.edu/pdf/va4form2011.pdf>

If this information is not received by February 15, 2017, your federal/state withholding status will be changed, by law, to the single tax rate with zero deductions (Single/0) and you will be taxed accordingly. Refunds for excess tax withholdings during 2017 will only be available when you file your 2017 income tax return.

Other Federal/State Tax Status Changes

If your tax filing status or exemption allowances have changed since your last filing, you should submit a new W-4 and/or VA-4 reflecting those changes.

If you have any questions regarding the above information, please contact Vanessa Bruce at 683-7218 (email: vbruce@odu.edu).

ANNUAL VESTING NOTICE TO 403(b) TAX SHELTERED ANNUITY PARTICIPANTS

The Pension Protection Act (PPA) requires that vesting percentage information be made available to plan participants annually. If you elect to contribute funds on a pre-tax basis through a salary reduction agreement into a 403(b) Tax Sheltered Annuity program, 100% of those funds are fully vested immediately in your individual accounts. There are no vesting periods or schedules in the Old Dominion University Tax Sheltered Annuity Plan. You are the owner and custodian of the individual account(s) that you have opened with our approved vendor. You control how much you have deducted from your pay, up to the legal maximum established by the IRS, and how your funds are invested. The role of the Research Foundation is to make the program available to you, authorize the vendor, and to provide for payroll deduction services.

ERISA 404(c) RETIREMENT PLAN AND INVESTMENT INFORMATION

Our retirement plan provides you the opportunity to take an active role in your retirement planning. We seek to make available a plan that provides our employees a full array of investment options, a competitive fee structure, and excellent service. Disclosures providing general plan information, fee and expense information, and investment-related information are available. Several electronic delivery options are available to participants, including the following: E-Delivery by E-Mail, E-Delivery by Login to 403(b) Plan Website and on the ODU Research Foundation website. Paper copies are available upon request.

If you are eligible to participate in the ODU Research Foundation Tax-Sheltered Retirement Plan, but are not doing so, you may contact Human Resources for enrollment information.

As a reminder, a participant may start, stop, increase or decrease 403(b) deductions at any time during the year.

2017 Holiday Schedule

Monday	January 2	New Year's Day
Monday	January 16	Martin Luther King, Jr. Day
Monday	May 29	Memorial Day
Monday	July 3	Day before Independence Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Wednesday	November 22	Day before Thanksgiving
Thursday	November 23	Thanksgiving Day
Friday	November 24	Day after Thanksgiving
Friday	December 22	Friday before Christmas
Monday	December 25	Christmas Day
Tuesday	December 26	Day after Christmas
Wednesday – Friday	December 27-29	End of Year

Monday	January 1, 2018	New Year's Day
--------	-----------------	----------------

Please direct any questions concerning the holiday schedule to Human Resources.

2016-2017 ODU Research Foundation Academic Calendar Pay Schedule

The 2016-2017 Academic Calendar Pay Schedule may be found on our website at <http://researchfoundation.odu.edu/pdf/HR/2016-17StudentPaySchedule.pdf> . The payroll schedule indicates the bi-weekly payroll periods and the **due dates for 108 forms and time sheets.**