

August HR Update



Hello and a heart welcome to all!

Reminder that Friday, August 16 was the last day of the university's modified summer work schedule for 2019. View [Holiday Schedule and University Closings](#) for scheduled closings.

National Payroll Week: September 2 – 6

Payroll Services

National Payroll Week is a great opportunity to thank your payroll department for their hard work. In addition to ensuring your paycheck is accurate and on time, they work diligently to maintain compliance with the ever-changing federal and state regulations.

Do you have a Duo hardware token?

Information Technology

Faculty and staff are eligible to receive one free Duo hardware token from the IT Help Desk on the 4th floor of the Student Success Center (bring a photo ID). If you haven't picked up a token, we encourage you to do so! This is a great backup if issues arise with your cell phone or other primary Duo device.

PERFORMANCE CYCLE TIMELINE

Non-probationary classified
employees: October 25 - October 24

A&P faculty: July 1 to June 30

Performance evaluations for
classified employees and A&P
faculty are due in Human Resources
by September 30

Performance evaluations and training

Now's the time to prepare non-probationary classified employee and A&P faculty performance evaluations.

Interested in learning more about the annual performance evaluation process for classified employees? Register through MyMadison for:

Performance Management Information Session TD1181

Monday, Aug 26 2:00 p.m. - 3:30 p.m.

Contact your [HR Consultant](#) with questions regarding performance management and JMU's evaluation process or visit the [HR website](#).

Consulting Services staff updates

Human Resources welcomes **Michelle Chase** as a Human Resources Specialist on the HR Consulting Services team. Michelle returns to JMU from Western State where she was an HR Analyst/Recruiter. She

worked in JMU's Human Resources for over 11 years, in various roles, and most recently as a Benefits Assistant.

Shakini Sachdev has been promoted to the HR Consulting Services Assistant position. She served as the HR Assistant supporting HR/Facilities Management since 2017. Shakini will continue to support HR/FM and will be transitioning into her new role in the coming weeks.

Benefits Broadcast

Our goal with the Benefits Broadcast is to feature a specific benefit each month. This month's featured benefit is...



TicketsatWork provides 20 – 70% off on movies, hotels, shows, concerts, sporting events and more. Here are just a few of the savings through TicketsatWork:

- Save up to 60% off on hotels worldwide (guaranteed price match within the first 24 hours of booking)
- Save up to 50% off on theme parks
- Save up to 30% off on movie tickets
- Save up to 40% off on shows and events worldwide
- Save up to 50% off on water parks
- Save up to 70% off on shopping deals
- Receive access to over 80,000 events worldwide (concerts, sporting events, shows and more)!
- Get great deals on gift cards with no convenience fees

Signing up with TicketsatWork is simple:

1. Go to <https://ticketsatwork.com/tickets/account.php?sub=enroll>
2. Fill out information to become a member (select sign up with company code)
3. For company code, use "DUKEDOG"
4. Complete the rest of the form, then select submit

Once you create an account, you will receive emails from TicketsatWork with special offers and top picks.

Open Enrollment for Voluntary Long-Term Care Insurance Begins September 16

Eligible state employees can enroll in the employee-paid Commonwealth of Virginia (COV) Group Voluntary Long Term Care Insurance Program, beginning September 16. Employees age 65 and under who apply by October 11 will have fewer medical underwriting requirements.

Employees over age 18 are eligible to apply for coverage in the COV Voluntary Long Term Care Insurance Program if they are a:

- State employee or faculty member who works at least 20 hours a week. The employee does not have to be a VRS member.
- Deferred VRS member under age 75 who is vested (you have at least five years of service credit).
- Retiree under age 75 receiving a VRS-administered benefit.
- Retiree of a Virginia public college or university under age 75.

Family members may also apply for coverage if they are between the ages of 18 and 75 and undergo full medical underwriting. Eligible family members include:

- A spouse
- Adult children
- Parents, parents-in-law and step parents
- Siblings
- Grandparents, grandparents-in-law, step grandparents and step grandparents-in-law

Program features include:

- Reduced medical underwriting (proof of good health) for employees under age 65 who apply within 60 days of employment. Full medical underwriting will be required after 60 days or if the employee is over age 65.
- Full medical underwriting is required for any family members, deferred VRS members or retirees who apply.
- At group rates, premiums may be more affordable. Employees pay premiums directly to Genworth.
- Employees who leave or retire from their position may continue coverage under Genworth.
- Employees can choose one of three benefit increase options that will increase coverage over time to help protect against the rising cost of care.
- VRS members eligible for the VSDP Long-Term Care Plan or have other long-term care insurance may be able to coordinate with the voluntary program to obtain even more coverage.

For more information, call Genworth Life toll-free at 800-870-0877 or visit [Genworth's website](#) (available beginning September 16).

New online service for replacement Social Security cards in Virginia

The Social Security Administration introduced the expansion of online services for residents of Virginia available through the my Social Security portal at www.socialsecurity.gov/myaccount. Andrew Saul, Commissioner of Social Security, announced that residents of Virginia can use the portal for many replacement Social Security number (SSN) card requests. This will allow people to replace their SSN card from the comfort of their home or office, without the need to travel to a Social Security office.

U.S. citizens age 18 or older and who are residents of Virginia can request a replacement SSN card online by creating a my Social Security account. In addition, they must have a U.S. domestic mailing address, not require a change to their record (such as a name change), and have a valid driver's license, or state identification card in some participating states.

Social Security newsletter

Check out articles in the August 2019 issue of the [Social Security Column](#) for important reminders and information from the Social Security Administration.

Need to talk with an expert?

Did you know that every month, company representatives for your benefits are here on campus in the Wine-Price Building? Below is a list of upcoming dates where you could talk with an expert:

August 23 Fidelity, Paul Vutiprichar, www.fidelity.com/reserve

August 26 TIAA, Jay Colligan, [TIAA Scheduling](#)

August 27 TIAA, Jay Colligan, [TIAA Scheduling](#)

August 29 ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)

September 4 Aflac, Michael Glover, michael_glover@us.aflac.com

September 10 Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org

September 12 Valic, Corbin Hess, corbin.hess@valic.com

September 17 FIRM, American Funds 529 Plans, Phil Harrison, phil@firmadvisor.com

September 18 ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)

September 19 LegalShield, Ken Roebuck, roebucklegalshield@icloud.com

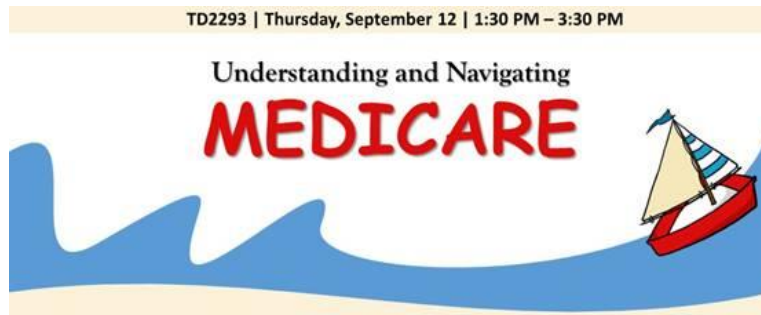
September 20 Fidelity, Paul Vutiprichar, www.fidelity.com/reserve

JMU Talent Development

Discover.Grow.Succeed.

- Performance Management Information Session ([TD1181](#))
- Remember Me? Meeting the Needs of the Customer ([TD2078](#))
- The Art of Asking Questions ([TD2080](#))

Visit Talent Development's webpage for a listing of all they have to offer!



The transition to retirement is a confusing process. You've likely researched and asked dozens of friends and family questions, only to be left with more uncertainty!

- What is Medicare, and why so many parts?
- Do I need Medicare if I keep working?
- Does the Medicare Modernization Act affect me?
- Do I need a Drug Plan?
- And - most importantly - what is my next step?

Come to this workshop for the answers to these questions while exploring the ins and outs of Medicare.

Register in MyMadison for [Understanding and Navigating Medicare](#) (TD2293) – this class fills up fast, reserve your seat TODAY!



Mark your calendar to join us at the inaugural **JMU Faculty and Staff Retirement Fair** on Wednesday, October 30, 2019 from 9:00 a.m. – 4:30 p.m. at the Festival Conference and Student Center. The Retirement Fair is open to all JMU Faculty and Staff to attend, with an emphasis on those who are within five years of retirement.

Visit the [Retirement Fair website](#) for additional information, vendor listings and the workshop listing!

Wellness Fair - October 1 - University Recreation Center

This year not only comes with a new location (UREC), but also new vendors and workshops! The Wellness Fair boasts a different day-of schedule as well:

9:00 a.m. - 4:00 p.m.	Virginia Blood Services Mobile Mammography Bus Flu Shots Health Screenings Various Wellness Workshops (to be announced soon!)
9:00 a.m. - 12:00 p.m.	VENDOR FAIR

Representatives from on and off campus organizations will be present with demonstrations, information, and personal interactions to give you the opportunity to see how they can be of service to you and your family.

A continuously updated list of vendors is available on our [website](#) and a list of workshops will be available soon. If you have questions, please contact Tara Roe at roetb@jmu.edu.



Faculty Staff fitness

UREC

A new session of UREC's Faculty Staff Yoga will begin August 27th and we hope you can join us! UREC will be offering Hatha style yoga every Tuesday and Thursday night in Memorial Hall Auxiliary Gym from 5:30-6:30pm and there is plenty of time to register for either Tuesdays or Thursdays (\$28), or both (\$50). All equipment is provided for you, just come dressed in athletic clothing.

There are two sessions this Fall:

- Session 1: August 27 - October 17
- Session 2: October 21 - December 12

[Learn more and register for Faculty Staff Fitness here.](#)

Small group training

UREC

Are you looking for a fulfilling workout, but in a smaller setting? Small Group Training might be the program for you. UREC will be offering free demo classes of all Small Group Training sessions between August 26 and September 5 and regular sessions begin the week of September 9. The first fall session of Small Group Training includes the following offerings:

- Women on Weights: M/W 6:30-7:30 a.m.
- Indoor Bootcamp: T/TH 6:30-7:30 a.m.
- Cultivate Your Yoga Practice: T/TH 5:30-6:30 p.m.

- Total Body Shred: T/TH 6:30-7:30 p.m.

[Learn more and register for Small Group Training here.](#)

OnTheSquareVA-Anywhere

Thank you to everyone who helped JMU bring the OnTheSquareVA – Anywhere initiative to campus! We enjoyed a summer of fun activities including a picnic with President Alger, a scavenger hunt at the beautiful arboretum and an outdoor yoga session with our friends from UREC. We enjoyed the collaboration from all over campus and the opportunities to engage with our colleagues!





2nd annual faculty staff 5K

Registration is now open for our 2nd Annual Faculty/Staff 5K! This is a free race for the JMU community to run, walk, or push a stroller for 3.1 miles! We will hold the event on Saturday, September 14, 2019 at UPARK. Many faculty/staff are currently working towards completing the Couch to 5K program in preparation for this race – if you see them out on campus running, please join us in cheering them on as they train! (The couch to 5K program is **not** required to participate in the Faculty/Staff 5K.)

Click here to register yourself and your family for this fun September event

<https://runsignup.com/Race/VA/Harrisonburg/JMUFacultyStaff5k2019>

			
9 A.M. - 4 P.M.		<small>SENTARA RMH MAMMOGRAPHY VAN</small>	
FRIDAY, SEPTEMBER 13		TUESDAY, OCTOBER 1, 2019	
<small>WINE PRICE, SECOND FLOOR // FIRST COME, FIRST SERVE</small>		<small>Registration required: call 540/689-6800 or 800/277-1021 to schedule University Recreation Center (UREC)</small>	
FUTURE DATES:			
<small>NOVEMBER 6, 2019 FEBRUARY 20, 2020</small>			

Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.