



JAMES MADISON UNIVERSITY

HORIZONS

January 2016



This is a **6-week weight loss challenge** to promote healthy choices while adding in some friendly competition!

February 1- March 11, 2016

Email benefits@jmu.edu **by January 22** to participate or for more information

A JMU CommonHealth Campaign



2016 Benefits Series

- Jan 13 - Employee Leave 101
- Jan 20 - The Fundamentals of the Family Medical Leave Act (FMLA)
- Feb 18 - Is It Covered? Know Your Health Insurance and Flex Account
- Feb 24 - Retirement 101: Understanding Your VRS Retirement
- Mar 15 - Injured at Work - What Next? Understanding Workers Compensation
- Apr 6 - I Can't Work, Not What? Understanding the VSDP

- Apr 7 - Optional Retirement Participants (Non-VRS) - What to Expect When You Retire
- Apr 13 - Life Insurance: Your Family Might Depend Upon It Someday
- May 10 - Retirement 101: Understanding Your VRS Retirement
- Oct 13 - Retirement 101: Understanding Your VRS Retirement
- Nov 2 - How to Save for a Rainy Day

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

Payroll Dollars and Sense



2016 W-2's were mailed on Thursday, January 14th. If you do not receive your W-2 in a timely manner, please visit Payroll Services' web-page, under the Tax Information link, for instructions on what to do.

2015 1042S forms will be mailed by March 16th.

Time and Attendance Records for Non-exempt Classified Employees

2015 Time and Attendance Records for non-exempt classified employees must be submitted electronically to benefits@jmu.edu no later than Friday, January 22. The 2015 and 2016 Time and Attendance Records are located on the HR Forms website at <http://www.jmu.edu/humanresources/forms/index.shtml>.

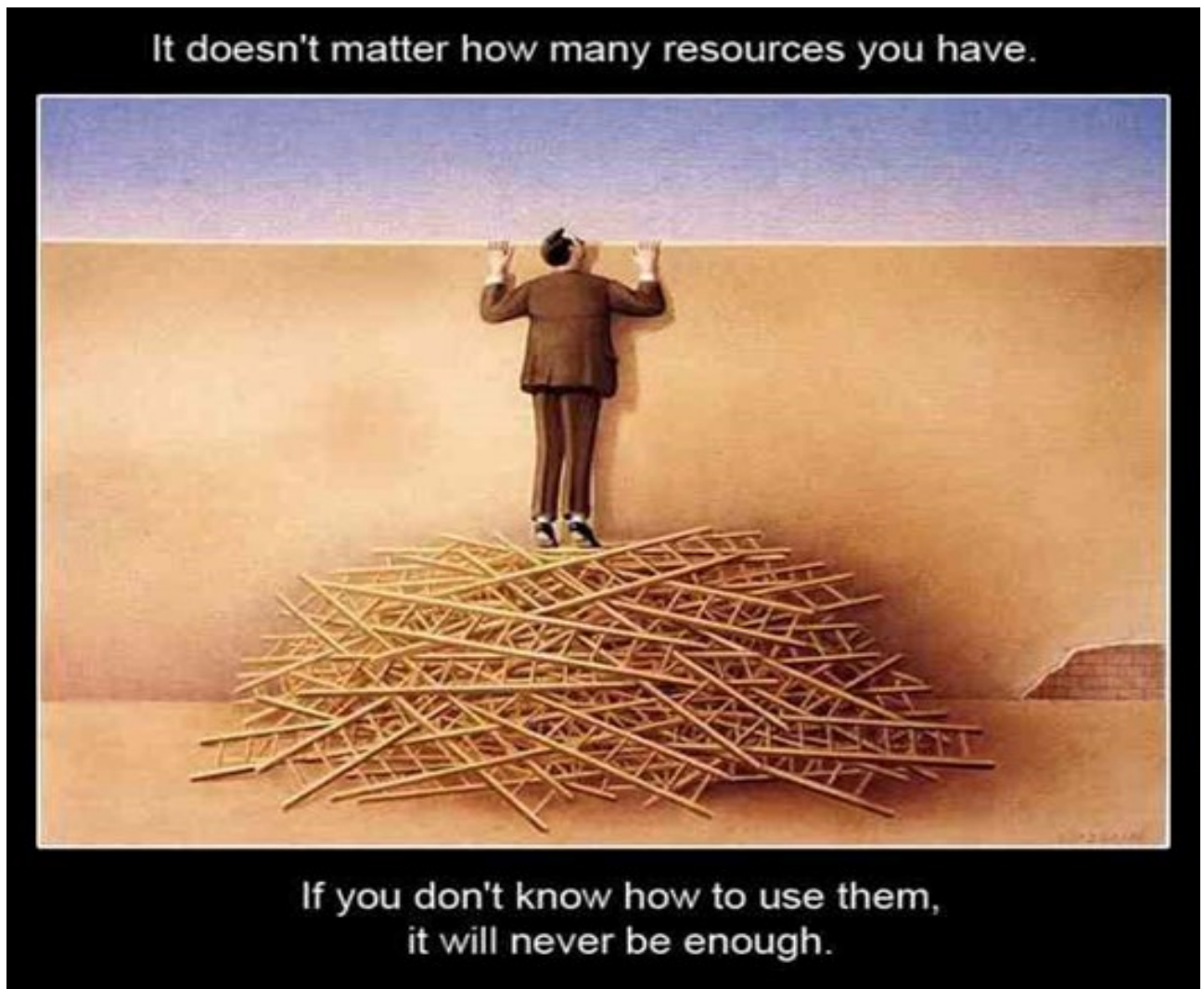
Classified and Full-time Faculty Leave Types

Are you confused about what leave types you have available to use? Do you know which leave types require documentation prior to requesting time off? If so, please visit HR's [Leave](#) webpage in order to review the various leave types available to you.

University Closings Due to Inclement Weather

With winter temperatures finally reaching the valley, we are preparing for the possibility of inclement weather closures. Please review Policy [1309](#)-University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies to learn more regarding closing decisions, the cancellation of classes, the difference between designated and non-designated staff, and compensation for hours worked during an inclement weather closure.

Need help? Your **HR Consultant** is here to help!



Employee Relations

Position Link

ACA (Affordable Care Act)

Policy & Compliance

Employee Recognition & Rewards

Training

Performance Management

Classification & Compensation

Mediation Services

[Click here to find your HR Consultant by department](#)

Trouble Remembering Your Security Question Responses When Logging In To MyMadison?

Information Technology



Have you ever had difficulty using your Security Questions to log in to MyMadison or to reset an expired or forgotten e-ID password? If so, we encourage you to setup the One Time Password (OTP) as another option. Rather than having to remember answers to your Security Questions, OTP allows you to receive a one-time validation code via text message to a mobile phone or an email to a non-JMU email account.

Follow these steps to set up your OTP information:

- Log in to MyMadison.jmu.edu
- Click the *MyAccounts* tab
- Click *Password Management*
- Click *Update your One Time Password (OTP) Reset Registration*
- Select either the *Mobile Phone* option or the *Email Address* option
- Enter your information
- Click *Continue*
- Click *Sign out* to log out of MyMadison

Now try it out:

- Log in to MyMadison.jmu.edu with your e-ID and password
- On the *Challenge* page, select *One Time Password Challenge* and click *Continue*
- A 5-digit one-time password code will be sent to your phone or to your non-JMU email account, depending on the option you selected in step 5 above. Note: If you opted to have the code emailed, check your email from a different browser window or tab; **do not close** the MyMadison window
- Enter the 5-digit code into the *Password:* field and click *enter*

Questions? Contact the IT Help Desk at 540/568-3555 or www.jmu.edu/computing/helpdesk

JMU employees may now join a Policy ListServ to receive notification when:

- 1) policies are posted on the [JMU Manual of Policies and Procedures website](#) for public review
- 2) the semi-annual policy change notification report has been posted on the site
- 3) policies are updated

On the [JMU Manual of Policies and Procedures website](#), click 'subscribe to the Policy ListServ' which opens an e-mail using Outlook. Then simply click 'send' to subscribe.

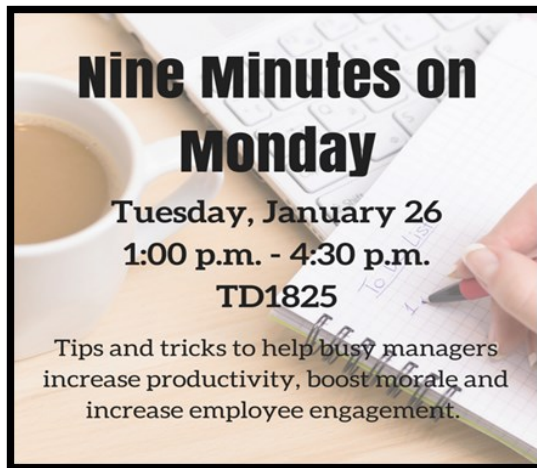


A Snapshot of Policies Revised in December 2015

1214	University Information Technology Security Program
1212	Information Technology Infrastructure, Architecture and Ongoing Operations
4201	Procurement of Goods, Supplies & Services
5001	Annual Planning Policy
1405	Faculty-Staff Waiver of Tuition Program for Degree-Seeking Course Work at JMU
1402	Faculty-Staff Waiver of Tuition Program for Non Degree-Seeking Course Work at JMU

Training and Development

Below are some featured workshops from Training and Development. For a complete list of our workshops, please visit our website at www.jmu.edu/training/development/index.shtml. To register for a course, please visit [MyMadison](#).



[Nine Minutes on Monday \(TD1825\)](#)

Tuesday, January 26, 2016, 1:00 p.m. – 4:30 p.m.

We all know that our employees are our most important resource, but our busy work days filled with tasks to complete, problems to solve and fires to put out can make it easy for our leadership priorities to slip off the radar. Come join this interactive session packed with tips and techniques for developing a simple system that can help busy managers increase productivity, boost morale and increase employee engagement.

[TIAA Traditional and Real Estate: What can TIAA do for you? \(TD2097\)](#)

Friday, January 29, 2016, 10:00 a.m. – 11:30 a.m.

Attend this informative workshop, facilitated by a Senior Director with TIAA-CREF Asset Management, where you can learn:

- The benefits of creating a lifetime income stream
- Specifics on how TIAA Traditional can amplify an income base in retirement and increase the longevity of an overall portfolio
- Comparisons to other asset classes (fixed income, bonds)
- How to protect against outliving income as people are having longer lifespans
- The make-up of the TIAA Traditional and Real Estate portfolios
- How to diversify risk with direct commercial real estate investment through TIAA Real Estate

[Creating a Lasting Legacy with Life Insurance \(TD2098\)](#)

Friday, February 26, 2016, 10:00 a.m. – 11:30 a.m.

Attend this informative workshop, facilitated by a TIAA-CREF representative, where you can learn:

- How to create a larger and more tax efficient inheritance for your heirs
- Strategies for efficient use of surplus savings and/or excess income (Required Minimum Distributions, pensions, Social Security, etc.)
- How to avoid the time and complexity of probate
- About maintaining control and access while growing cash value needed during your lifetime

LiveSafe Mobile Safety App

An easy way to stay safe on campus: Download the LiveSafe mobile safety app which enables you to: (1) Report tips anonymously to safety officials; (2) Share your location with safety officials in an emergency; (3) Start a SafeWalk with your friends or family (4) See crimes and safety info in your area. You can get the free mobile app from the iTunes Store or Google Play.

M2M Discount Cards for JMU Employees

[Member-2-Member Discount Cards](#) are available to all JMU employees, courtesy of the Harrisonburg/Rockingham Chamber of Commerce. M2M Discount Cards can be requested by emailing Lisa Hajdasz, JMU HR, hajdask@jmu.edu, or by calling HR's front desk staff at 540/568-6165.

Need an Employment / Income Verification?

Available 24/7! Here's how ...

www.theworknumber.com/employees



Join the UHC for a Professional Development Offering: Stepping Towards a Trans-Inclusive Campus

As part of February's Eating Disorders Awareness Month, Ryan Sallans will be speaking to JMU students and providing a professional development for faculty and staff. Ryan Sallans is a public speaker, diversity trainer, author and consultant who specializes in health care, campus inclusion and workplace issues impacting the transgender community, as well as the Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning, Intersex and Asexual (LGBTQIA) community. Ryan will be facilitating a professional development, *Stepping Towards a Trans-Inclusive Campus*, on Monday, February 29 from 1-3pm for JMU faculty and staff in Madison Union 405. To reserve a spot, please RSVP to Kim Johnson, Health Educator, at johnsokj@jmu.edu by Monday, February 22. His keynote presentation, *Sexing Ed: Eating Disorders, Body Image and My Trans Identity* will be on Monday, February 29 at 7pm in Grafton-Stovall (open to all).



CAMPUS ENVIRONMENTAL STEWARDSHIP HIGHLIGHTS

By Amanda Bodle, Office of Environmental Stewardship and Sustainability, and Abe Kaufman, Facilities Management

The Student Success Center (SSC) demonstrates innovation not only in JMU's approach to student health and support, but also in to the university's commitment to environmental stewardship. Serving as a hub of student programs and services and home to 20 departments with offices for nearly 300 faculty and staff, this recently renovated 250,000 square foot building boasts sustainability features as well as superior occupant health and well-being. In August 2015, the Student Success Center building received the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Gold-level Certification.



SSC Achieves LEED Gold-level Certification

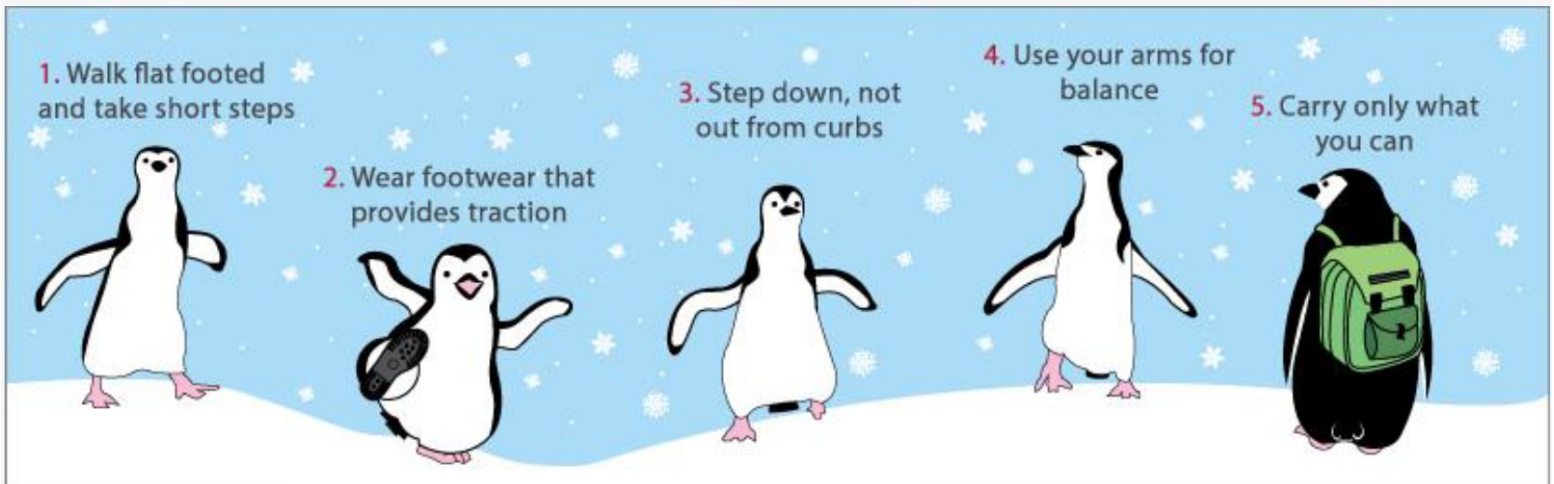
The site of the building includes exterior lighting designed to reduce light pollution, covered parking to reduce heat island effect and secured bicycle storage at multiple locations nearby. Inside the building, energy saving features include high efficiency fluorescent and LED lighting, demand-controlled ventilation, occupancy sensors (to reduce energy for unused spaces) and a highly reflective roof membrane (to reduce heat absorbed). Additionally, products with

low VOCs (volatile organic compounds) such as sealants, paints and adhesives, were selected for better indoor environmental air quality.

Materials for the renovation were also sourced with sustainability objectives — 10% of all materials contained recycled content, 20% were sourced regionally, including locally sourced bluestone, and wood used was certified by the Forest Stewardship Council. Additionally, 76% of the construction waste was diverted from the landfill.

You can learn more about the Student Success Center project by taking JMU's new self-guided Environmental Stewardship Tour, which highlights some of the sites on campus where facilities, environmental stewardship and learning are interconnected. Start at www.jmu.edu/environmentalstewardshiptour.

January Safety Tip from the Office of Risk Management



As you race through the door seconds before the shift begins, your foot slips in the puddle of slush melting inside the entrance. Flat on your back, you wonder how this happened. A small patch of ice on the stairs, a puddle on the floor, or snow on the sidewalk can put you down. Use extra caution to keep on your feet this winter.

- Don't hurry when conditions are likely to be slippery. Give yourself plenty of time to get to your destination.
- Wear slip-resistant footwear, appropriate for the weather. Leather-soled shoes for men and high-heeled shoes for women are especially hazardous in winter.
- Practice good housekeeping habits. Clean up small spills immediately. Mark bigger ones with a warning sign while you advise the maintenance department of the problem.
- Keep skid-resistant door mats near entrances to dry your footwear. Check the bottom of your feet every time you enter a building, and clean off the accumulated ice and snow.
- Anticipate hazards as you are walking. When you come to a corner, slow down. If you think a surface might be slippery, take short sure steps instead of longer strides.
- Make sure you can see over the top of parcels you are carrying while you walk. Try to keep one hand free to use handrails on stairways.
- When getting in and out of vehicles, always keep at least one hand on the handle or grab bar so you can catch yourself if you start to slip.
- Try to avoid climbing ladders in cold weather. The rungs could be covered with clear ice. If you must climb a ladder, examine it carefully and proceed with caution.
- Keep pathways at work and home clear of snow and ice. If possible, turn on extra lights at night to illuminate the area.
- Pay particular attention when you are walking after dark. Remember that drivers will have a difficult time seeing you, so be sure to wear light colored clothing and watch out for vehicles.

Sometimes, even though you have tried to be careful, you will fall. Don't move until you are certain you haven't broken any bones.

From the kitchen of... **JAMES MADISON UNIVERSITY DINING**
Creamy Roasted Pepper and Artichoke Soup

Prep Time: 20

Cook Time: 8

Servings: 6

Ingredients:

- 1.5 c. low sodium chicken or vegetable stock
- 1 c. lowfat buttermilk
- 1/2 cup chopped onions, sauteed in Pam spray
- 3 roasted garlic cloves
- 15 oz. can garbanzos, drained and rinsed (reserve 1/2)
- 15 oz. can artichoke hearts, drained and rinsed (reserve 1/2)
- 1 c. chopped roasted red peppers (reserved)
- 1/4 c. parsley leaves (reserved)
- 1/4 c. extra virgin olive oil
- Salt and freshly ground black pepper, to taste

Instructions:

1. To roast red peppers, place them on a baking sheet under the broiler. Add garlic cloves (without paper covering) to the baking sheet, spraying them with a quick shot of Pam. The red peppers will begin to char, and when they are 75% black, remove them from the oven and place in a paper bag, roll down the top to close, and set it aside. Garlic is ready to be placed in blender in step 2.
2. Place all ingredients, except for the reserved vegetables in the VitaMix container in the order listed and secure lid.
3. Select Variable 1. Turn machine on and quickly increase speed to Variable 10, then to High.
4. Blend for 7 minutes. While this is occurring, carefully remove the peppers from the paper bag, and peel off the charred skin, and chop the peppers.
5. Shut off blender and add reserved artichoke, garbanzos, red peppers, and parsley. Blend on Variable 4 for an additional 10 seconds.
6. Season to taste with salt and pepper. Serve immediately.

Note: This recipe was designed for use in VitaMix blenders. VitaMix blenders are so powerful that they beat the soup up as it is blended. If you don't have a VitaMix, we recommend making it in a blender, then heating it in a microwave once it is done.

