

July HR Update

Review your Benefits

With recent salary increases affecting paychecks, it's the perfect time to review your current benefits to see if you should make any adjustments. [Schedule a time](#) to meet with your Benefits Specialist for a one-on-one review of your paycheck!

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 when you could schedule a time to talk with an expert:

- July 27 – FIRM, Philip Harris, phil@firmadvisor.com
- July 27 – TIAA, Jay Colligan, [TIAA Scheduling](#) (virtual appointment)
- August 4 – Aflac, Michael Glover, michael_glover@us.aflac.com
- August 5 – New York Life, Debbie Bolen, dbolen@ft.newyorklife.com

Benefits Broadcast

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

Faculty/Staff Computer Loan Program



The Madison CyberZone at the JMU Bookstore and JMU Business Services have partnered to offer an interest free payroll loan to qualifying JMU faculty and staff for the purchase of a computer from the JMU Bookstore.

All full-time, non-probationary JMU employees are eligible to participate in this program. This is an interest free loan available to purchase hardware, software, or other computer accessories. All merchandise must be purchased from the JMU Bookstore. The current limit on the loan is \$3,600.00,

and the repayment period cannot exceed 24 months. Repayment of the loan will be made in payments through payroll deduction on each paycheck.

The JMU Bookstore will consult with the employee on their purchase and when they have made a decision, a formal quote will be written. That quote will be forwarded to the AVP Business Services' office, and the employee will be instructed to contact that office. At that point, the employee will need to sign their computer loan agreement, which will be forwarded to the Bookstore for the order to be placed. If the item is in stock, the purchase can be picked up at that time.

Once the purchase is completed, the loan agreement will be forwarded to the payroll office to begin payroll deductions. Deductions will continue until the balance has been paid. Loans must be paid in full upon an employee's separation from JMU.

If you have any questions about this program, contact the Business Services Office at 540-568-5689.

Payroll Services Announcement

Tom Farrar, Payroll Transaction Analyst, is resigning from Payroll Services after many years of service at JMU. His last day working will be July 23. Please join us in wishing him well in his new adventures.

IT Training Returns to In-Person Classes

Effective July 1, 2021, all classes offered through IT Training have returned to an in-person (face-to-face) delivery method and are located at the IT Training Lab ([JMAC 4](#)). During summer, IT Training is following the [JMU Summer Operational Plan](#); classes are limited to 10 participants, and all participants will be seated 3' apart. The following courses will still be continue to be available as self-paced eLearning modules:

- HRMS Employee Info
- HRMS Time Entry
- ListServ

Questions? Email us at ittraining@jmu.edu or call 568-8046.

JMU Mac Users: Big Sur is Available

As of July 15, the Big Sur version of MacOS is available to employees with IT-managed Apple computers. You can initiate the upgrade through the JMU Self Service application on your Mac (see the left-side menu, click Browse, click Operating System, and look for the "macOS Big Sur Upgrade" icon that appears on the right). You should allow around two hours for the update to complete. IT recommends installing the latest versions of all of your installed software from Microsoft, Adobe, and others before running the Big Sur upgrade. If you have questions about the compatibility of Big Sur and any of your installed applications, please contact your Tech Coordinator or the IT Help Desk at helpdesk@jmu.edu or 540-568-3555.

Read the New York Times, Wall Street Journal, and more ~ Libraries & Educational Technologies

Did you know that JMU faculty, staff, and students have online access to the *New York Times*, *Wall Street Journal*, *Washington Post*, and other newspapers? [Learn how to access them here](#).

When your ***New York Times* account expires after one year**, follow the [same steps as when you signed up](#) to renew your JMU NYT account.

Performance Evaluations

Now is the time to start planning for non-probationary classified and Administrative and Professional (A&P) faculty performance evaluations.

Performance Cycle Timeline

Non-probationary classified employees: October 25 to October 24

A&P Faculty: July 1 to June 30

Performance evaluations are due in Human Resources by September 30

Classified Evaluations

Employees are encouraged to complete a self-evaluation. While the self-evaluation does not become part of the employee's personnel file, it does provide valuable information and serves as an excellent resource for the supervisor when completing the formal evaluation.

This is a great opportunity for an employee to review their position description and reflect upon accomplishments and opportunities for development. Employees can view their published position descriptions in [MyMadison](#).

Supervisors must attach the classified employee's [Individual Professional Development Plan \(IPDP\)](#) to the evaluation form. IPDPs are required and completed forms must have a minimum of one goal. The IPDP is a valuable resource in identifying and developing a plan for professional development and growth.

When rating a classified employee as an overall Extraordinary Contributor or Below Contributor, an [Acknowledgment of Extraordinary Contribution](#) or [Notice of Improvement Needed](#) (unless a Written Notice is on file) must be attached to the completed performance evaluation to support the overall rating. Supervisors considering an overall rating of Below Contributor must discuss this with their HR Consultant before completing the performance evaluation.

Refer to the [Performance Evaluation Process](#) on HR's website for links to applicable forms, policies and process details for classified employees, or contact your HR Consultant or the HRCS Team Assistant, Shakini Sachdev with questions.

Interested in learning more about the annual performance evaluation process for classified employees? Register through MyMadison for one of these training opportunities offered by HR Consulting Services:

Navigating the Classified Employee Performance Evaluation Process TD1181

Wednesday, August 18, 2021 2:00 – 3:30 p.m.

Thursday, September 2, 2021 10:00 – 11:30 a.m.

A&P Faculty Evaluations

Refer to the [Performance Evaluation Process for A&P Faculty](#) for links to applicable forms, policies, and process details for A&P faculty members.

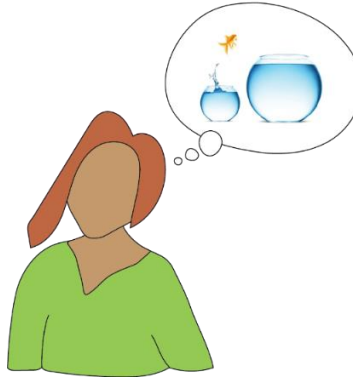
Please contact your [HR Consultant](#) with questions you may have regarding performance management and JMU's evaluation process.

Talent Development

Discover | Grow | Succeed

“Believe it can be done. When you believe something can be done, really believe, your mind will find ways to do it. Believing a solution paves the way to solution.”

– David J. Schwartz



Thinking Big for Success

What if your biggest, boldest dreams aren't “too big” or completely unattainable? It's time to silence that nagging voice in your head.

Based on *The Magic of Thinking Big*, the book that sold over six million copies, this workshop offers strategies to help you get the most out of every aspect of life. Learn the vital role your thoughts and beliefs play in turning dreams into reality, gain confidence in meeting people and making new friends, and use goals to help you turn those big dreams into actionable steps.

[Thinking Big for Success](#) is on August 10, 9–10:30 a.m. Register in [MyMadison](#).

“The expert in anything was once a beginner.” – Helen Hayes



Student Employment Essentials

Does your department hire student employees? Join us monthly for timely updates from the Student Employment Department. Each 90-minute workshop features a different topic—one that is relevant for the time of year—and the space for you to ask questions specific to your department's needs.

The next [Student Employment Essentials](#) session is August 10, 3–4:30 p.m. Search by Course Name for “Student Employment” in [MyMadison](#) to view all available sessions.

“The goal of knowing about personality type is to understand and appreciate differences between people. As all types are equal, there is no best type.”

– The Myers & Briggs Foundation



Using MBTI to Build a More Effective Team

Are you looking for a way to develop your team and become an even more effective unit?

Are there some frictions in your team that you would like to turn into productive work?

The Myers-Briggs Type Indicator (MBTI) is the most widely used personality instrument in the world. It is a powerful tool for team members to understand and appreciate each other and their differences, improve communication and ultimately improve overall team effectiveness. Using this framework in the workplace can help teams to:

Identify strengths, resources and potential weaknesses

Improve communication

Avoid, manage and resolve conflicts

Work together more effectively

This is a highly entertaining and interactive workshop that is ideal for a department that wants to increase team effectiveness. Contact Talent Development if you would like to know more about having this MBTI for your team (td@jmu.edu or 8-4104).

TEAM Challenge Course

Planning a retreat this fall? UREC's TEAM (Team Empowerment with Adventure for Madison) Challenge Course is a custom group adventure teambuilding program. Programs are designed to encourage learning related to communication, leadership, trust, community-building and other custom outcomes. Learn more about the [TEAM Challenge Course here](#).



Faculty/Staff Locker Rentals

UREC's Faculty/Staff locker rooms offer more privacy for Faculty and Staff members and are large enough to hang jackets and most work apparel.

Rental Prices: Semester: \$40, Academic Year: \$80 and Full Year: \$100. Learn more about UREC's

[Locker Rentals here](#).



Sun Safety 101

See [Risk Management's illuminating tips to keep in mind to keep your skin safe](#). "When it comes to spending time in the sun, it's all about balance."



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