



April HR Update

Modified Summer Work Schedule 2022

The university's [Modified Summer Work Schedule](#) begins Monday, May 16 and ends Friday, August 12.

Administrative & Professional Faculty Leave Maximum Carryover Amount Increased

The A&P Faculty Leave maximum carryover amount has permanently increased from 80 to 120 hours effective immediately.

For questions concerning A&P Faculty Leave or the new maximum carryover amount please refer to the A&P Faculty Leave [frequently asked questions](#) or contact Reagan Neese, Leave Specialist, at neeserw@jmu.edu.

Public Health Emergency Leave (PHEL) Expires May 31, 2022

Public Health Emergency Leave ([DHRM Policy 4.52](#)), which provides up to 40 hours of paid leave per leave year to eligible employees to attend to their own medical needs (and/or those of their immediate family members) due to positive cases of COVID-19, will expire May 31, 2022 and will not be available for use after this date.

For questions concerning Public Health Emergency Leave please contact Reagan Neese, Leave Specialist, at neeserw@jmu.edu.

Benefits Broadcast

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

Flexible Spending Accounts (FSA)

A Flexible Spending Account (FSA) is an account that you contribute money into from your paycheck before taxes are taken out. You'll save money when you use it to pay for health and dependent care expenses.

The Health Care FSA allows you to contribute up to \$2,850 in pre-tax dollars from your paycheck. Your full contribution is available to use at the start of the plan year to pay for eligible health care expenses, such as:

- copays, coinsurance and deductibles
- dental and vision expenses
- prescription medicine and over-the-counter items

The Dependent FSA allows you to contribute up to \$5,000. Funds are for your dependent(s) age 12 or younger or a spouse or dependent incapable of self-care. This FSA pays for eligible child and adult care expenses, such as day care, preschool and nursery school, in-home aid, and more.

For more information regarding FSAs, refer to the [Sourcebook](#) or contact the Benefits Team benefits@jmu.edu or 540-568-3593

Open Enrollment Period for Health Insurance, Flexible Spending Accounts (FSAs), and Aflac

The [2022 Spotlight on Your Benefits](#) will be mailed to home addresses, along with a paper enrollment form. You may also access Open Enrollment information through the [Department of Human Resource Management](#) web page or the [JMU Benefits Team](#).

Enroll in Health Benefits Online with Cardinal Employee Self Service!

The Cardinal Human Capital Management System (HCM), replacing EDirect, has an Employee Self Service feature, allowing you to make changes to your health benefits and FSA online.

- Login to Cardinal at <https://my.cardinal.virginia.gov/>
- Click on Cardinal Human Capital Management (HCM)
- Select Benefit Details
- Select Benefits Enrollment and follow the [instructions](#)

In Cardinal Employee Self Service, you may review your current health benefits record, update your personal information, and enroll or make changes to your health plan and/or membership. You may also enroll in one or both FSAs. Enroll online beginning May 2 but no later than May 16 at 11:59 p.m. If you do not have online access, then complete the fillable [Enrollment Form for Employees](#), and return to the JMU Benefits Team, second floor of the Wine-Price Building, no later than the close of business on May 16. The [fillable health coverage form](#) may also be sent through campus mail to MSC 7009, by fax to 540-568-7916, or by email to benefits@jmu.edu.

Ask ALEX for Advice

Evaluate and compare health plan options with ALEX, your online benefits counselor! ALEX will use your input to let you know how the different health insurance plans work for you. Visit ALEX at <https://www.myalex.com/cova/2022> (available May 2).

Earn Premium Rewards to Reduce Your Monthly Premiums!*

Premium rewards are reductions in health plan premiums for participants in the COVA Care and COVA HealthAware plans who complete a health assessment. An employee or their enrolled spouse can reduce the premium by \$204 annually (\$17/month) or \$408 annually (\$34/month) for both employee and enrolled spouse if they fulfill the requirements to earn a premium reward. Visit your plan's website or mobile app to access your health assessment. A [step-by-step guide](#) is provided to assist in completing your health assessment. Complete or update your health assessment between May 2 and May 16. Health assessments submitted before May 2 will not count for the new plan year! Please keep a copy of your confirmation.

***The university reduces the amount of your health insurance premium by the premium reward amount.**

Flexible Spending Accounts

As a reminder you **must** re-enroll each year to continue participating in flexible spending accounts. **The maximum Health FSA contribution is increasing up to \$2,850/plan year.** The maximum Dependent Care FSA is up to \$5,000/plan year, depending on your tax filing status.

Aflac

Michael Glover, JMU's Aflac representative, will provide in-person meetings and individual phone conferences during open enrollment. You may also email him directly at michael_glover@us.aflac.com.

Michael will be on campus in the Wine-Price Building on the second floor Wednesday, May 4 and Wednesday, May 11, from 9:00 a.m. – 3:00 p.m.

Additional Resources

[Cardinal Instructions for Open Enrollment](#)

[COVA Care](#) | [COVA HDHP](#) | [COVA HealthAware](#) | [Optima Health](#) | [Kaiser](#)

[CHIP Annual Notice](#)

[Important Health Care Notices](#)

[Language Assistance Statement](#)

[FSA Sourcebook](#)

[Summary of Benefits and Coverage](#)

Contact Human Resources at 540-568-3593 or email benefits@jmu.edu with any questions concerning [Open Enrollment](#).

See April's Social Security Column Newsletter

<https://www.jmu.edu/humanresources/benefits/retirement/ssn-april-2022-articles.pdf>

Summer School Adjustments

Summer School is quick approaching... faculty wishing to make tax withholding adjustments for their summer pay should reference Payroll Service's summer school calendars under the "Calendars and Deadlines" link on the left sidebar of their web page @ www.jmu.edu/payroll.

There are two calendars available... a "guaranteed" course calendar and a "contingency" course calendar. Note: A contingency course that "makes" is still considered a contingency course for the purpose of determining your scheduled pay dates. **In order for Payroll Services to assist with the calculations, faculty must have filed a 2020 or later W4 and have at least 1 paycheck confirmed on the new selections before they can advise on adjustments for future payrolls.** Additionally, faculty must provide the following information...

1. The session(s) being taught (i.e. 1st 4 wks, 2nd 6 wks, etc...)
2. The actual pay dates the payments are schedule to pay out
3. The exact amount expected
4. Your PeopleSoft Employee ID Number, or the last four digits of your SSN.

For payroll assistance, please contact payroll-operations@jmu.edu.

In an effort to "Go Green", all adjustments must be made electronically via MyMadison. There is a "DD and W-4/VA-4 Effective Date Table" calendar located under their "Calendars and Deadlines" link as

well. This calendar will identify when changes must be made via MyMadison in order for the change to be effective for a particular pay date.

Full time employees receiving summer school pay can also use the **Paycheck Modeler** to see how summer school pay will impact their normal paycheck. The Paycheck Modeler is a self-service tool that employees can use to make changes in their earnings, deductions and/or taxes to get an estimate on how those changes will impact their paycheck. The Paycheck Modeler is available under the Employee tab in MyMadison.

Have a Backup Plan for Authenticating Your Logins This Summer

Don't be caught without a way to authenticate your identity when you try to access your JMU information this summer! Every time you log in to access a JMU system, you must authenticate your identity using Duo. This can be especially challenging if you're traveling abroad where cell coverage can be spotty & unreliable, making it much more difficult to complete the second factor of the authentication process. Even if you're staying closer to home, remember that life happens; you never know when you'll get caught in a situation where you don't have access to your mobile device to authenticate your identity.

To avoid these unfortunate situations, IT recommends that everyone secures their very own Duo device token. Faculty and staff receive one Duo token free of charge from the Help Desk – get yours today!



Find out more information at <https://www.jmu.edu/news/computing/2022/04-05-summer-authentication.shtml>



JMU's Information Technology has gone SOCIAL! Stay up-to-date with all of the latest tech news and information, including Tuesday Tech Tips, important updates, and fun commentary. Give us a follow today on Twitter @JMU_IT.

JMU IT Telecommunications would like to make you aware of some upcoming telephone dialing changes.

Required Ten-Digit Dialing Effective Saturday, May 14, 2022

Beginning Saturday, May 14, 2022, you must dial the area code and seven-digit number on all calls, including local calls in the same area code. If you forget and dial just a seven-digit number, your call will not be completed and a recording will direct you to hang up and dial again, including the area code.

Why must I dial the area code and seven-digit number beginning Saturday, May 14?

Current estimates predict that available telephone numbers in the (540) area code will be exhausted in 2022. In anticipation, The Virginia State Corporation Commission and North American Numbering Plan Administrator have designated area code (826) to overlay the existing (540) calling area. Since the same local telephone exchange numbers (i.e. 568) can now exist in two area codes that cover the same geographic area, callers will be required to dial the full 10-digit number when placing local calls.

What is an area code overlay?

An overlay is the addition of another area code to the same geographic region as an existing area code. An overlay does not require customers to change their existing area code or telephone number, but does require using a new 10-digit dialing procedure to complete calls.

Beginning Tuesday, June 14, 2022, new telephone lines or services may be assigned numbers with the new (826) area code. The same 10-digit dialing rules apply to the (826) area code.

Who will be affected?

Anyone with a (540) area code telephone number will be affected. The (540) area code currently serves the northwestern and southwestern portions of Virginia. Some of the larger cities include Blacksburg, Christiansburg, Culpeper, Fredericksburg, Front Royal, Harrisonburg, Radford, Roanoke, Salem, Staunton, Waynesboro and Winchester. The new (826) area code will serve the same geographic area currently served by the existing (540) area code.

On-Campus Dialing Instructions	
ON-CAMPUS	86471 - Last five digits only
LOCAL	9-Area Code - 7 Digit Number
LONG DISTANCE	9-1-Area Code - 7 Digit Number

New three digit number for Mental Health Active Saturday, July 16, 2022

The FCC has designated (988) as a three-digit, nation-wide calling code, suicide hotline number that will reach the National Suicide Prevention and Mental Health Crisis Lifeline.

The new (988) number will become **active on Saturday, July 16, 2022**. During the transition to (988), those who need help should continue to contact the National Suicide Prevention Lifeline by calling 1-800-273-8255 (1-800-273-TALK) and through online chats. Veterans and Service members may reach the Veteran's Crisis Line by pressing 1 after dialing, chatting online at www.veteranscrisisline.net, or texting 838255.

Please direct inquiries to JMU IT Telecommunications at telecom@jmu.edu.

Spread the word!

Temporary Summer Positions available with JMU Facilities Management Department.

Summer Employment to start on Monday, May 16 and continue through Friday, August 19. Flexible schedules Monday through Friday, working up to 40 hours per week.

Temporary Summer Landscape Workers (\$2577)

Temporary Summer Painters (\$2579)

Temporary Summer Housekeeping Workers (\$2578)

Temporary Summer Maintenance Workers (\$2580)

Temporary Summer HVAC Helpers (\$2581)

Temporary Summer Carpet Cleaning Workers (\$2582)

For more information on each position please see details on [JMU JobLink](#).



Camp UREC

If you're looking for a weekly summer camp that teaches your child healthy lifestyle habits, encourages play, helps your child build new skills, and is most of all fun, friendly, and full of new experiences, then UREC at JMU has the camp for you! UREC Reserve your spot, Camp UREC fills quickly! [Learn more about Camp UREC here.](#)

Institute for Stewardship of the Natural World Update

Thank You for Helping JMU Earn a STARS Silver Sustainability Rating



JMU earned a [STARS Silver rating](#) in March 2022 in recognition of its sustainability achievements from the Association for the Advancement of Sustainability in Higher Education (AASHE). STARS, the Sustainability Tracking, Assessment & Rating System, measures and encourages sustainability in all aspects of higher education across the environmental, economic, and social dimensions of sustainability. See the ISNW website for [facts and figures](#) that highlight JMU's environmental sustainability performance in the areas of education, engagement, and research.

JMU has a long history of sustainability efforts across the university. The recent performance that is documented in the STARS report reflects the continued work of JMU's faculty, staff, and students. Thank you to the JMU community for contributing to campus sustainability!

Join us April 22, 2022 to Celebrate Earth Day

On April 22, 2022, you are invited to be inspired by examples of our students' environmental and sustainability work at the [School of Integrated Sciences Senior Symposium](#). Student slide and poster presentations will take place from 8:45am-3:10pm in King and EnGeo Halls. This year, the SIS Senior Symposium is recognized by the ISNW as a Greening Your Event Partner. Some of the actions taken by SIS to achieve this rating include eliminating meat from their menus, choosing unwrapped grab-and-go catering options, and only printing symposium books upon request.



Earth Day or not, we hope you too will make sustainable choices when planning your next event. Go to JMU's [Greening Your Event Program](#), and complete a brief and simple planning checklist that considers transportation, energy, catering, and more. The program encourages and recognizes the voluntary efforts that many JMU event organizers already make. Participants receive a Greening Your Event Partner logo to use as part of their event and communications.

A key component of the Greening Your Event Partnership is reducing wasted food. Food waste is the single largest substance by volume sent to solid waste sites across Virginia and the United States. "Stopping food waste" is one of the targeted actions "to address our ideals of environmental stewardship" in Executive Order Seventeen for the Commonwealth of Virginia, signed by Governor Glenn Youngkin on April 7, 2022. Find information about waste and other sustainability-related aspect of operations at JMU on the [Facilities Management Sustainability Dashboard](#). For many of the categories, such as waste and transportation, individual actions can add up to make a significant difference. For Earth Day 2022, please consider how environmental stewardship is and can be integrated in your life.

Intro to Zoom

Learn the basics of Zoom in this virtual workshop offered in collaboration with JMU IT. [Sign up](#) for May 4, 10-11:30am on Zoom

Freely Available Photos and Music for the JMU Community

If you need access to freely available images, music, or other multimedia files for a personal, academic, or work-related project, start with the [Free Media for Creative Use](#) guide from JMU Libraries. If you have any questions about copyright, visit the [Copyright at JMU](#) guide.

Create and Share with JMU Pressbooks

If you've always wanted to publish your own ebook, open textbook, or online white paper, try [JMU Libraries Pressbooks](#) – a publishing platform for teaching, learning, and scholarship. The final publication might even be print-on-demand or openly licensed. Questions? Contact Liz Thompson, our Open Education Librarian, at thomp3ea@jmu.edu.

Borrow Multimedia Equipment from the Libraries



Did you know you can borrow cameras, GoPros, laptops, tripods, portrait light kits, and more for your professional and personal projects? [Request equipment](#) online three weekdays before you need it, then pick it up at The Makery in Carrier Library. Just check out the [hours](#) for The Makery in Carrier before stopping by. **Questions?** Please contact equipmentloans@jmu.edu.

Get Libraries Items Delivered to Your Department



Did you know you can have books and other items from JMU Libraries delivered right to your office? This service is available to JMU faculty, staff, and doctoral students—and it includes items from Interlibrary Loan (ILL)! Just [follow the steps for “Library Delivery and Requesting Items Online”](#) and select “Work Address” as the Pickup Location. Note: For doctoral students to receive Interlibrary Loan items, they must enter their departmental mailbox as their local address on MyMadison. [Learn more.](#)

Garden Tool Swap Hosted by the Community Seed Library



Celebrate Earth Day with JMU’s [Community Seed Library](#) and the Massanutten Regional Library! Stop by the MRL Central Library Meeting Rooms to swap hand tools, meet fellow garden enthusiasts, and pick up seeds! All items are intended to be given and taken freely. **Friday, April 22, 12pm-2pm** at 174 S. Main St. [Learn more.](#)

Celebrate Asian/Pacific American Heritage Month

JMU Libraries has compiled a [list](#) of ways to celebrate the contributions of Asian American & Pacific Islander communities around the world and learn more about Asian/Pacific American history and identity, including:

- [free streaming movies](#)
- [JMU events](#)
- [book displays](#)
- [an art exhibit](#) from the founder of the Suzuki method
- [oral histories](#) of Filipino Americans living in the Shenandoah Valley

Check out the full list here: [Celebrate Asian/Pacific American Heritage Month with Us.](#)



Talent Development Discover | Grow | Succeed

“I am not a has-been, I am a will-be.” – Lauren Bacall

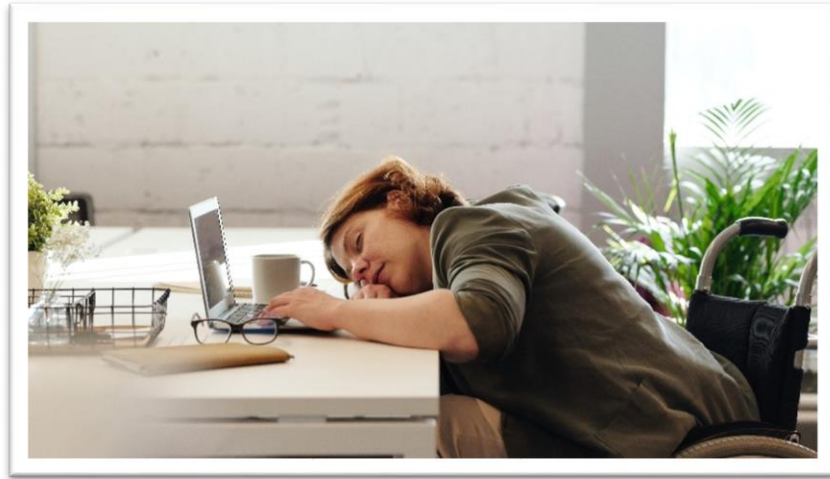


Leader Practices Series

In this [series](#) we will be reviewing microbehaviors that leaders share, hearing directly from JMU leaders and actively practicing habits that great leaders have. These sessions will focus on the 22 Leader Practices and their respective micro-behaviors as outlined in the book *The Leader Habit* by Martin Lanik. Come to just one or all 22 workshops.

A 15 minute eLearning prerequisite ([TD2581](#)) is required to be able to enroll.
All sessions are scheduled from 8:30 a.m. – 10:30 a.m. on Wednesday or Thursday

“Sleep is the best meditation.” – Dalai Lama



Better Nights Ahead – Understanding Sleep

Lots of us look at sleep as a luxury. It’s something that other people get to do. But us? We are far too busy and who’s got time to be unproductive like that!?! WE ALL DO! Rest is greatly beneficial and absolutely productive, so it is up to us to make it a priority.

Join CommonHealth to learn more about the benefits of healthy sleep and how to achieve it.

Better Nights Ahead – Understanding Sleep ([TD7012](#)) May 17, 2022 10:00 a.m. - noon

Register with course number in MyMadison.

“All great achievements require time.” – Maya Angelou



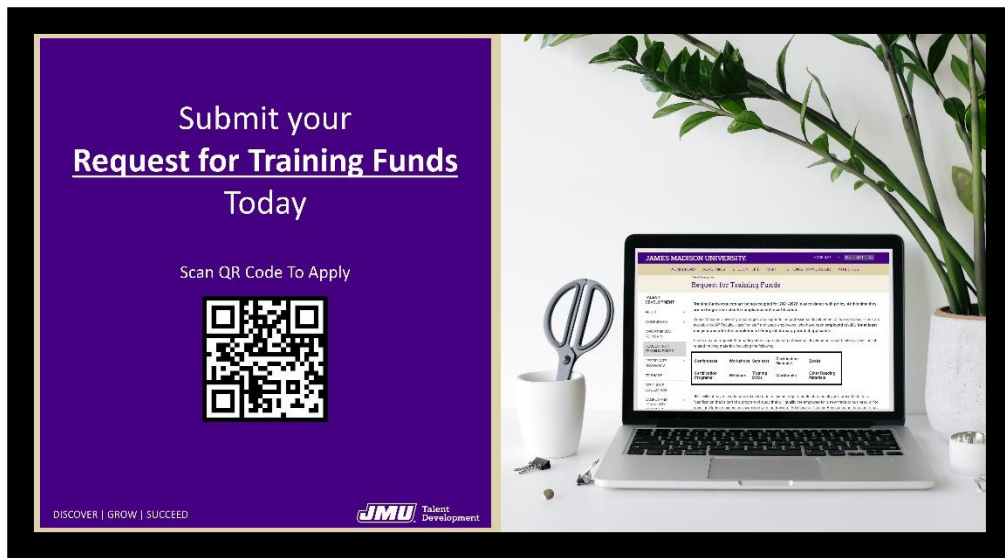
Advanced AACP Overview

This workshop is designed to give participants an overview of the Advanced AACP. During this short session, participants will have an opportunity to learn about the development and history of the program, gain insight into the expectations and requirements, review the curriculum list for the program, begin networking with other participants and ask questions about the Advanced AACP.

Advanced AACP Overview ([TD2144](#)) May 10, 2022 11:00 a.m. - noon

Register with course number in MyMadison.

“Action is the foundational key to all success” – Pablo Picasso



James Madison University encourages and supports the professional development of its employees. Funds are available for AP Faculty, classified staff and wage employees, who have been employed at JMU for at least one year and after the completion of their probationary period, if applicable.

Training funds are available by fiscal year, which ends June 30.

**We will accept Requests for Training Funds until May 18
for training that occurs by June 30, 2022.**

Proof of payment and learning summary are due by June 1 so Talent Development can process reimbursements in time to meet end-of-year deadlines.

For more information and to apply, please go to [Request for Training Funds](#).

Save the Date **Employee Appreciation Day 2022** **Thursday, May 19**

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