



December HR Update

End of the Year Leave Reminder for Classified Employees

The university's winter holiday break begins Tuesday, December 21. As we approach the holiday season, please keep in mind that in accordance with Department of Human Resource Management [Policy 4.25 - Holidays](#), classified employees must either work on, or be on approved paid leave, the workday before **and** the workday after the holiday in order to be paid for holiday time.

Classified employees should review their current vacation balance with their supervisor and plan to use vacation hours that will exceed their maximum carry-over limit. Excess vacation hours and the 2021 Personal Day (taken in its full eight-hour increment) must be used on or by January 9, 2022 with the exception of the vacation hours accrued on January 9 for the final pay period (12/25/21 through 1/9/22). These vacation hours will be counted in the new leave year's total vacation leave balance.

Please have all leave requests for the 2021 leave year entered in MyMadison by Monday, January 10 at 5:00 p.m. Supervisors will have until 5:00 p.m. on Wednesday, January 12 to approve all requests.

Reminder: Election Day Holiday is a Floating Holiday for the 2021 Leave Year

This is a reminder that as a result of Election Day occurring during the fall academic calendar, the university designated the Election Day holiday as a floating holiday.

The university granted 8.00 hours of recognition leave to all **full-time classified staff and A&P faculty** to use at their discretion in its full 8.00 hour increment on or before Friday, December 31, 2021 (date used must be on or before December 31, 2021). This 8.00 hours of additional recognition leave was effective and visible in MyMadison on January 10, 2021. Select the RL TAKEN option in MyMadison to use the leave with supervisor approval.

Time and Attendance Records for Non-exempt Classified Employees

2021 Time and Attendance Records for non-exempt classified employees must be submitted electronically to benefits@jmu.edu no later than Friday, January 14. The 2021 Time and Attendance Record is located on the Time and Attendance Reporting website at <https://www.jmu.edu/humanresources/benefits/leave/time-attendance.shtml>.

Questions may be directed to Reagan Neese, Leave Specialist, at neeserw@jmu.edu.

Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding member services available in myVRS, importance of naming beneficiaries, and an introduction to the VRS Member Guide. [Subscribe to Member News](#) directly for the latest updates.

December's Social Security Column Newsletter

<https://www.jmu.edu/humanresources/benefits/leave/deceember-2021-social-security.pdf>

Benefits Broadcast

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

Home and Auto Insurance with Liberty Mutual



There are many financial benefits to reviewing your home and auto insurance on a yearly basis to make sure you are getting the best rates and coverage. Human Resources has partnered with Liberty Mutual to provide additional discounts, including payroll deduction.

Contact JMU's Liberty Mutual representative, Isai Bradshaw, at Isai.Bradshaw@LibertyMutual.com to schedule a time to meet to review your current policies and get a quote with the various discounts offered through the university plan.

Changes to the Benefits Team

After a decade of serving as the Benefits Assistant, Raven King has transferred to the Libraries. Please join Human Resources as we welcome Angelina (Angie) Gett as the Benefits Assistant. Angie is no stranger to JMU. She worked for the university previously, completing the Administrative Professionals Certificate Program. We are so excited to have her back on campus as part of the Benefits Team!

It's Time to Check Your Mailing Address in MyMadison

Payroll Services would like to remind employees to check their mailing address in MyMadison (under the Employee Tab) by December 31st. Please verify the address on file is correct to ensure timely delivery of your W-2 document in January. Payroll Services will not mail W-2 documents to mail stop codes, JMU departments, JMU student PO boxes or to the JMU designated zip code of 22807 due to the confidential nature of the information contained in the document. It only takes a minute to verify your address in MyMadison, but it may take the mail up to two weeks to return a W-2 document with an incorrect or invalid address.

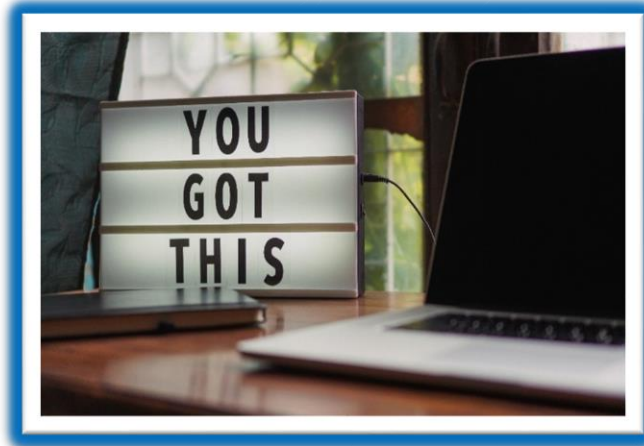
NOTE: Employees that consented to receive their W-2 electronically will not receive a mailed copy.

NOTE: Student employees may need to update their mailing address under the 'Employee Tab' for payroll purposes and under the 'Student Tab' for other student related year-end documents.

Talent Development

Discover | Grow | Succeed

“Very often a change of self is needed more than a change of scene.”
- Arthur Christopher Benson



Create A Better You the Sustainable Way

What do you want to get better at? Whether it's improving your dancing moves, learning to cook extravagant dishes, or becoming a more versatile employee, this workshop teaches simple ways to improve upon your existing skills.

[Create A Better You the Sustainable Way](#) January 12, 2022 1:30 PM – 3:00 PM

Register with course number in [MyMadison](#).

“We need resilience and hope, and a spirit that can carry us through doubt and fear. We need to believe we can effect change if we want to live and love with our whole hearts” – Brené Brown

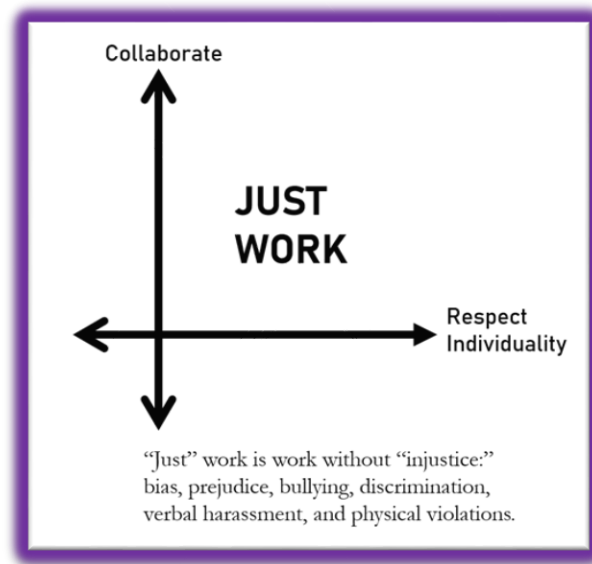


Reset to Resilient

Do you need to hit the reset button? If you have been feeling stressed, burnt out or have been going through some hard times, come to a reset to resilient opportunity. In this workshop from CommonHealth, you will learn how to build skills to help recover from these times, bringing to life trusted methods to overcome and better manage your self-wellbeing.

Reset to Resilient January 25, 2022, 1:30 PM – 3:30 PM
Register with course number in [MyMadison](#).

“He who blames others has a long way to go on his journey. He who blames himself is halfway there. He who blames no **one** has arrived.”
– Chinese proverb



What We’re Reading

Just Work: Get It Done, Fast & Fair by Kim Scott ©2021

“We Can’t Fix Problems We Refuse to Notice” is the opening of Kim Scott’s newest book. She boldly goes onward to increase awareness of behaviors that are the “norm,” that many don’t even notice, but that cause harm. With characteristic clarity, she guides us as individuals, teams and institutions in how to focus on “just” work and stop the bias, prejudice, and bullying that hamper all of our success.

Email td@jmu.edu to borrow this book.

Holiday Shopping-Themed Mobile Attacks

Information Technology would like you to be aware of an increasingly common attack or lure during the holidays. The lure is called smishing, a term that comes from a type of phishing that uses SMS or text message as a medium. Common examples of holiday smishing include text messages pretending to be from top retailers or shipping companies. The messages appear to contain a link to your order information or a special deal. In reality, the links in these messages direct you to malicious websites designed to steal account or personal information. Proofpoint, an email protection vendor, has recently published a very detailed article about this phenomenon. Please view the article to see more examples of holiday smishing, and please have a happy and safe holiday season.

Proofpoint’s article: <https://www.proofpoint.com/us/blog/corporate-news/holiday-shopping-themed-mobile-attacks-increase-dramatically>

Risk Management's State Vehicle Safety and Incident Reporting

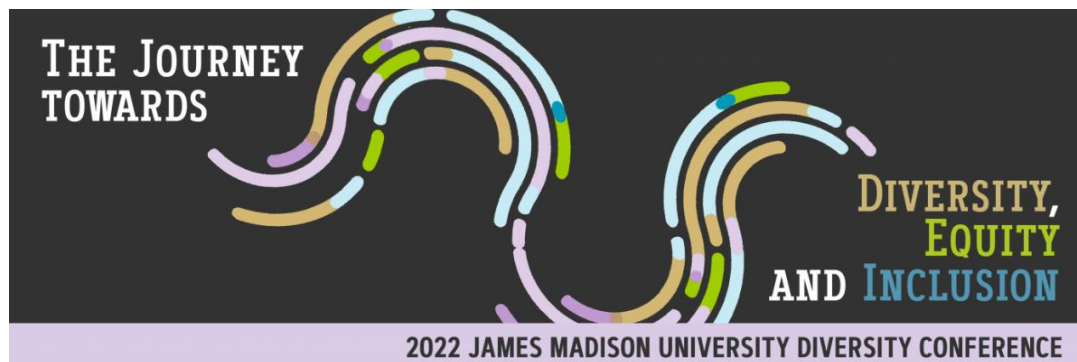
https://www.jmu.edu/riskmgmt/wm_library/safety_and_incidents.pdf

UREC Winter Break Hours

University Recreation and University Park will operate on Winter Break hours beginning Friday, December 17, 2021. Please visit [jmu.edu/urec](https://www.jmu.edu/urec) for our detailed hours. And remember, all Break Hours are **family hours**! During these times, family members can join you at UREC free of charge. Learn more about our [Family Hours policies](#).

Mentorship Through Exercise

UREC is excited to offer the [Mentorship Through Exercise program](#) this spring. This program matches students with faculty/staff members with the goal of improving student well-being and a sense of belonging at JMU. All faculty/staff members can sign up to be a mentor by filling out the [Mentor Form](#). The program will start in **Spring 2022** but mentors are being accepted on a rolling basis now. [Sign up today!](#) Visit UREC's [Mentorship Through Exercise website](#) or contact Erica Foltz at foltzea@jmu.edu for more information.



Now accepting proposals for the JMU Diversity Conference

Wednesday, March 23
Festival Student and Conference Center

Call for Proposals

The conference committee invites proposals that enhance understanding and skills, while also contributing to productive and positive change within higher education, our community, and beyond. Proposals may be submitted by individuals or groups of faculty, staff, and community members. This conference does not accept proposals from students.

For more information and to submit a proposal [visit](#)

Submission deadline is **Wednesday, January 19, 2022***.

**Notification of proposal status will be made via email to the primary contact no later than February 2, 2022. Questions? Please contact the Office of Access and Inclusion at diversity@jmu.edu*

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