

HR HORIZONS

July 2008

Onboard @ JMU Launches Successfully

Jennifer Campfield

The university's new Onboard @ JMU process successfully launched July 1. All newly hired and rehired non-student employees began visiting the HR Service Center to participate in onboard sessions prior to beginning employment, and the response has been very positive from administrative assistants and new employees. The two-week temporary parking passes have been an especially big hit!

According to new employee Kevin Meaney, Associate Director of Residence Life, "I really appreciated the new process. It was nice to be able to go to one office and get all of my hiring paperwork done and leave with my temporary parking pass and an appointment for my employee orientation as well. It was definitely less stressful than being shuttled from office to office; especially for someone like me who is not yet familiar with the campus layout."

The Onboard @ JMU web form has been tweaked to increase accuracy in data collection. Departments submitted over 100 onboard requests in the first week. All HR staff members have been trained to act as onboard specialists and have been meeting with employees to complete all universally required hiring paperwork including the New Hire and Personal Information Changes Form, tax forms, direct deposit enrollment form, background check form and the I-9 form. Departments have continued to complete the PAR, PAW and contracts, and send them to HR.

Here are a few pointers about the new Onboard @ JMU process:

- There is no need to submit an onboard form when you are hiring a current, non-student JMU employee into another JMU position with no break in service (meaning there is no unpaid time between the end of one position and the start of the next position).
- Please remember to submit onboard forms for all rehires. Rehires may not need a full onboard session, but HR will assess which new hire forms need to be completed.
- An individualized onboard packet is created for each employee, so please be sure to provide thorough and accurate information when submitting the onboard web form.

If you or anyone in your department has questions about the Onboard @ JMU process, contact your HR Service Center Representative or call JMU-HIRE (568-4473).

Onboard @ JMU

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Non-Probationary Classified Employee Annual Performance Evaluation

Cathy Thomas, Employee Ombudsperson

Now is the time to begin the evaluation process. The overall rating may be determined and submitted to HR anytime between July 1 and September 30, 2008.

Some enhancements have been made to the 2007-2008 Non-Probationary Classified Employee Annual Performance Evaluation process. Let's start with the form itself. Supervisors and employees will note the form used for Annual Performance Evaluations and self-assessments no longer has numerical references for each section. Also, in 2007, JMU fully adopted the Individual Professional Development Plan (IPDP) to take the place of Personal Learning Goals. This shift to developmental goals resulted in removal of the Personal Learning Goals section from the evaluation form. Completion of the IPDP is a requirement; however, progress made towards obtaining these developmental goals does not influence the overall performance rating on the Annual Performance Evaluation. The IPDP is a stand-alone document.

Supervisors are reminded to complete and submit Notifications of Extraordinary Contributions or Notifications of Improvement Needed (or Written Notice) to the HR Service Center by the first workday in September (Monday, September 1, 2008) to support the overall rating of Extraordinary or Below Contributor on the employee's Annual Performance Evaluation. All performance evaluations are contingent on continued performance at the same level rated for the duration of the cycle, which officially ends October 24. If an employee is given a particular rating and the evaluation is sent to HR before the last work day in September (Tuesday, September 30, 2008), but that same employee's performance degrades before the end of the cycle, the supervisor may change the evaluation and rating before the evaluation is finalized.

All employees must be afforded the opportunity to provide their supervisor with a self-assessment. Schedule a block of time prior to completion of the Annual Performance Evaluation for supervisors and

employees to meet and discuss their findings.

Performance evaluation time is also an ideal time for supervisors to make any necessary adjustments to an employee's job description through PositionLink. Items that may need updating include: working title, supervisor information, core responsibilities, measures and special assignments. To update this information, supervisors will choose *Update or Reclassify Position*, then click *Start Action*. Updates may then be made and submitted for appropriate approvals.

HR has revised and updated performance evaluation web information in a user-friendly, comprehensive format. Visit www.jmu.edu/humanresources/hrsc/performance.shtml for the new, complete overview, where you'll find links to the forms, policies and reference materials for efficient completion of this year's evaluation process.

For **Evaluation Process** assistance, *supervisors* may contact:

- Christina Eaton, HR Service Center Rep., x88056
- Melinda Hardwick, HR Service Center Rep., x83968
- Jennifer Campfield, HR Assistant Director, x83982

For **Evaluation Process** assistance, *employees* may contact:
Cathy Thomas, Employee Ombudsperson, x83967

The HR Service Center offers these informational sessions as additional resources for supervisors and employees.

Performance Evaluation Info. Sessions for Supervisors

Presented by Melinda Hardwick in USB room 102

- Thursday, July 24 9:00 – 10:30 a.m.
- Wednesday, Aug 20 9:00 – 10:30 a.m.

Performance Evaluation Info. Sessions for Employees

Presented by Cathy Thomas in USB room 102

- Thursday, July 17 9:00 – 10:30 a.m.
- Thursday, Aug 21 9:00 – 10:30 a.m.

HR Welcomes Paula Love and Jennifer Meeks



Jennifer Meeks and Paula Love

The HR office is excited to have **Paula Love** join the Human Resources team as an administrative assistant. Paula will be working with the waiver of tuition program and employment verifications, as well as assisting the Benefits team with projects.

Paula moved to Harrisonburg from Syracuse, New York to join her mother, Wendy, Associate Registrar, at JMU. Paula plans to continue her education this fall in the field of Computer Science Information Systems.



The HR Service Center is happy to welcome **Jennifer Meeks** as our new Recruitment Specialist. Jennifer has a degree from Virginia Commonwealth University in Human Resource Management/Industrial Relations. She brings with her over seven years of HR work experience. In her most recent position, Jennifer was a recruiter for LandAmerica Financial Group. We are so pleased to have her on our team.

Classified Non-Exempt Employees Required to Record Hours Worked

Krystal Smith, Leave Coordinator

The Fair Labor Standards Act (FLSA), 29 USC 201, et seq., directs, among other things, that non-exempt employees be paid at a rate of one and one-half times their regular rate of pay for every hour worked in excess of 40 hours in a workweek.

In order to comply with FLSA all non-exempt employees must record hours worked and/or leave hours taken using the Time & Attendance Record. Non-exempt employees should have received the form by January 10, 2008 for the current leave year of January 10, 2008 through January 9, 2009. At least weekly, preferably daily, employees should record hours worked or the type and number of leave hours taken for each work day.

Both the supervisor and employee are required to verify the accuracy of the hours by initialing the form at the end of each pay period. Hours worked in excess of 40 during a work week must be submitted for either overtime pay or overtime leave hours.

If you are not certain about your FLSA status or you are Non-Exempt and do not have a Time & Attendance form for the current leave year, you can contact Krystal Smith at x83974 or smithkf@jmu.edu.

If you have questions related to the FLSA exemption (exempt or non-exempt) status of your position, you can direct those questions to Sandra Anderson at x83973 or anderssk@jmu.edu, or Steve Hedrick at x82997 or hedricsm@jmu.edu.





Driving Directions to Our Office

Directions: We are located in the University Services Building on Patterson Street, across from the Quad. If you have a JMU parking pass, you may park in the parking deck. Traveling north on Route 11/Main Street, make a left turn at the stop light located beside Buffalo Wild Wings on to Warsaw Street. When approaching the next light on Warsaw Street, travel forward and follow the road around to the entrance of the parking deck.

Your HR Teams



Administration

Michelle Chase, Yohna Chambers



Business Analysis

Debbie Glass, Amber Lam



Workforce Management

Steve Hedrick, Sandra Anderson, Andrea Kiser



Benefits

Seated: Julie Byers, Wanda Layman
Back: Kristi Moon, Paula Love, Becky Sanford, Krystal Smith, Diane Ricketson



HR Service Center

Front - Kristen Gregory, Christina Eaton, Cathy Thomas, Melinda Hardwick
Back - Jennifer Campfield, Jennifer Meeks, Jorge Matallana

Human Resources At-A-Glance

JMU's Human Resources is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

Administration

Michelle Chase	8.3825	chasepm
Yohna Chambers	8.3825	chambeyj
Fax	8.7916	

Benefits

Julie Byers	8.3976	byersje
Wanda Layman	8.3728	laymanwb
Paula Love	8.2808	lovepd
Kristi Moon	8.3970	moonkd
Diane Ricketson	8.5533	ricketdl
Becky Sanford	8.2358	sanforrj
Krystal Smith	8.3974	smithkf
Fax	8.7105	

Business Analysis

Amber Lam	8.2296	lamar
Debbie Glass	8.5534	glass2dl
Fax	8.7105	

HR Service Center

HR Service Center	8.6165	
Jennifer Campfield	8.3982	campfjif
Christina Eaton	8.8056	eatoncl
Kristen Gregory	8.7305	gregorks
Melinda Hardwick	8.3968	hardwimm
Jorge Matallana	8.4115	matallji
Jennifer Meeks	8.6728	meeksjm
Cathy Thomas	8.3967	thomasce
Fax	8.7916	

Workforce Management

Sandra Anderson	8.3973	anderssk
Steve Hedrick	8.2997	hedricsm
Andrea Kiser	8.3597	kiserar
Fax	8.7916	

The success of an organization depends on its people. People are the heart and soul of this university. Taking care of people is the objective of HR. This newsletter was prepared with this in mind and HR, like you, is committed to providing a high level of customer service.

HR Horizons Team:

Kristen Gregory, Cathy Thomas, Michelle Chase, Krystal Smith, and Andrea Kiser