

Human Resources Information Update November 2008

New Functionality to Support JMU Managers

Beginning November 10, 2008, JMU Managers will have a new tool called Manager Access to help manage direct reports. Managers will gain access to functionality in the Human Resources PeopleSoft application. Supervisors and managers of classified, AP faculty, and instructional faculty can view job and personal data such as home address, email address, emergency contacts, leave balances, training information, and compensation. Manager Access also has a hierarchy feature that allows the manager's supervisor to view data for all direct reports in the corresponding hierarchy.

Information Systems and Human Resources staff demonstrated the new functionality to university administration, technology coordinators, facilities management and other groups, with plans for additional demonstrations across campus prior to and after roll-out. The response has been positive and managers are excited to have access to data that will support them in their day-to-day personnel management and during performance review time. In addition to demonstrations, we will have Frequently Asked Questions and a tutorial to help new users navigate within Manager Access. IT and the Training & Development Department are also supplementing existing classroom trainings with information.

Human Resources plans to send a bulk email to all JMU managers of full-time employees in early November to communicate the availability of Manager Access. If you have any questions, please contact Debbie Glass in Human Resources at glass2dl@jmu.edu.

Question of the Month

Question: Larry, who works as a file clerk in your office, is getting ready to buy a house and he needs to send the closing documents to his attorney. How many pages can he fax on the office machine without violating policy?

- A. 1 to 3
- B. under 10
- C. as many as he wants
- D. none

Answer: C. As many as he wants for local calls, as long as he is not monopolizing the machine. If an expense is incurred, such as long distance, the answer is "D" or none. Policy 1505, Use of University Owned Telephones & Services by University Employees, states:

"Personal local calls during business hours are to be kept to a minimum. Personal long-distance calls are discouraged but can be made under extenuating circumstances, in which case the caller is required to reimburse the university for the cost of the call. Employees making personal, non-emergency phone calls are to use a personal credit card or should bill the call to their home telephone."

Upcoming Training Sessions

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please visit www.jmu.edu/training/development for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training and Development Department at 84101.