

Human Resources Information Update August 2008

Classified Employee Performance Evaluation Update

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.

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.

Quick Tip: Make Sure You've Saved Your Data in JobLink!

If you have ever entered data in JobLink and clicked the *Save and Stay on this Page* button only to enter the system again and find out that you have lost all your information, you are not alone! When entering information in JobLink it is important to click the *Preview Posting* button and then confirm your changes twice. Once you have confirmed your changes, the data will then be saved. Unfortunately, many users click on the *Save and Stay on this Page* button only to find out later that their data was lost. Therefore, please remember anytime you need to save data in JobLink click *Preview Posting* and then confirm your changes to ensure you will not lose data. If you have any questions regarding JobLink or recruiting please contact Jennifer Meeks, Recruitment Specialist, at x86728 or meeksjm@jmu.edu.

Vacation Reminder for Classified Employees & Their Supervisors

All classified employees should review their current vacation balance with their supervisor and plan to use hours that will exceed their maximum carry-over limit. Excess vacation hours must to be used before January 10, 2009.

The chart below reflects the number of hours accrued each pay period and the maximum carry-over limits based on months of service.

If you have any questions or need assistance calculating the vacation hours, please contact Krystal Smith at x83974 or smithkf@jmu.edu.

Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Max. Carry-over Limits	Max. Payment Limits
0-5 years	4 hours	96 hours (12 days)	192 hours (24 days)	192 hours (24 days)
5-10 years	5 hours	120 hours (15 days)	240 hours (30 days)	240 hours (30 days)
10-15 years	6 hours	144 hours (18 days)	288 hours (36 days)	288 hours (36 days)
15-20 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)
20-25 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)
25+ years	9 hours	216 hours (27 days)	432 hours (54 days)	336 hours (42 days)

Benefits Fair 2008

Please join us October 23 for the HR Benefits Fair! This year's Halloween-themed event begins at 10:00 a.m. in the Festival Conference and Student Center Ballroom. Employees will have the opportunity to meet with a variety of businesses that provide JMU faculty and staff with exceptional service. There will be door prizes given away every 15 minutes, a costume contest at noon, and a candy corn counting contest! See you there!

Upcoming JMU Holidays

November 27 & 28

December 22-31

Please visit our [Holiday Schedule webpage](#) for the University Holiday Schedule.

Question of the Month

Dr. Bump turns in an expense receipt for a trip to Chicago for a conference. The receipt is from Bass Pro Shops for a kayak. You suspect that he is attempting to use university resources to purchase a personal item, because the conference was on a topic that had nothing to do with water sports. What should you do?

- A. Allow the expense and assume there is a reasonable explanation
- B. Call him and ask him the reason for his purchase
- C. Disallow the expense
- D. Contact the Director of Audit and Management Services

Answer: Depending on the circumstances, the answer could be B, C, or D. If you call him and he can explain a legitimate university-related and pre-approved need for the kayak, it may be an allowable expense. Otherwise you will need to disallow the expense. If you suspect that there is an attempt to defraud the university, the answer is **D, Contact the Director of Audit and Management Services**. It is against JMU policy to charge personal purchases to the university.

JMU Policy 1603, Reporting of Suspected Fraudulent Transactions, states: "The intentional deception perpetrated by an individual or individuals, which could result in a tangible or intangible benefit to themselves and/or could cause detriment to others, the university, or the Commonwealth. Fraud includes a false representation of a matter of fact (whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed) that deceives and is intended to deceive. Fraudulent transactions can include but are not limited to the following prohibited acts:

- o misappropriation of cash or funds with falsification of documents;
- o falsification of documents;
- o unauthorized use of university property and resources;
- o unauthorized access to (or misuse of) computer systems or equipment;
- o falsifying entries to payroll and travel records;
- o **charging personal purchases to the university; and**
- o unauthorized use of university employees."

"Upon the discovery of circumstances which suggest that a fraudulent transaction may have occurred, it is the responsibility of university employees and students to immediately notify the Director of Audit and Management Services. Upon such notification, the Director of Audit and Management Services will ensure that the appropriate Vice President and the President are informed of the questionable transaction or specific event."

Upcoming Training Sessions

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please go to the [training website](#) for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training and Development Department at x84101.