

Appendix B: Website Directory

Website Directory

The following Web sites will be helpful when preparing your department's financial procedures for the audit.

JMU Financial Procedures Manual

URL: <http://www.jmu.edu/finprocedures>

The financial procedures manual is a beneficial guide to the financial procedures of the University. The manual is a quick reference for either the experienced or new employee. Topics include Classification and Structure of the University, Financial Management, Cash Management, Payroll Services, Asset Control and Management, and Procurement Services. Specific details are provided regarding forms, receipts, revisions to the budget, and new financial policies.

JMU Human Resources

URL: <http://www.jmu.edu/humanresources>

The James Madison University Human Resources (HR) Web site provides essential information for employees. Specific resources include employee handbook, staff contact lists, benefit information, employment forms and instructions, and frequently asked questions. Contact information for HR representatives is also included. The HR Website helps to answer many questions new employees may have.

JMU Training and Development

URL: www.jmu.edu/training/development

The training and development site showcases all the training opportunities available to JMU employees. James Madison University offers a variety of professional development and training for their employees. Online training, classroom training, and staff training opportunities are available. Certification classes for advancement are also provided. The site provides specific descriptions of classes, schedules of classes, and contact lists.

JMU Student Work Employment Center (SWEC)

URL: www.jmu.edu/stuemploy

The SWEC site is an essential resource for anyone who hires, supervises, or trains student employees. The Student Work Employment Center provides contact information for their office, as well as specific information regarding student employment. The SWEC site offers job opportunities for both on-campus and off-campus employees; frequently asked questions for students, employers, and supervisors; application information; links to campus partner websites. Campus partners include Human Resources, Payroll Services, Community Service Learning, and Career and Academic Planning.