

New Hire Paperwork Information Sheet Adjunct

Welcome to James Madison University! We are excited to have you as part of the JMU community. Here is some important information for you to “take away” from your New Hire Paperwork session today:

Information Technology (www.jmu.edu/computing):

Activating your JMU e-ID: Once you are active in the system, your supervisor will receive an email that contains information you will need to activate your JMU e-ID (electronic ID).

This email will contain:

- Your last name as it is entered into the HR system
- Your JMU employee ID number (not to be confused with your e-ID)
- An activation PIN number

Upon receipt of this information from your supervisor, open a web browser to <https://login.jmu.edu/employeeactivation> and follow the steps to activate your e-ID. You will then have access to various university applications (e-mail, MyMadison, Canvas). Within MyMadison, please be sure to update your emergency contact information under the Employee tab as well as verify that all contact information is correct. *Early account activation is available up to 60 days before your start date if applicable. See your supervisor for more information.*

Computing Quick Start: Faculty and staff can get a “quick start” with JMU computing technology by visiting www.jmu.edu/computing/quick.

Computing @ JMU: This workshop is designed specifically for new employees. Visit www.jmu.edu/computing/itraining/courselisting.shtml for this workshop and many more.

Invitation to Self-Identify:

James Madison University is a federal contractor and subject to the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and to section 503 of the Rehabilitation Act of 1973. In accordance with the university’s Affirmative Action Program and federal obligations under VEVRAA, and the Rehabilitation Act, we invite employees to self-identify their protected veteran status and/or disability by logging into MyMadison. Once logged into MyMadison, click on the Employee tab and you will see the options under the Employee Personal Information section to self-identify veteran status and disability.

Identification of protected veteran status is strictly voluntary. Identification of disability is strictly voluntary. This voluntary process provides employees who wish to benefit under JMU’s Affirmative Action Program to self-identify for that purpose. No adverse consequences will result from providing this information, or from refusing to provide it. Any information provided will be used only in a manner consistent with the Acts.

If you are a person with a disability or a disabled veteran and you wish to request an accommodation(s) for your disability, this is a separate process from Self-Identification and you may do so by contacting JMU’s Employee Accommodations Coordinator or by completing the Employee Request for Accommodation Form on HR’s ADA website, <http://www.jmu.edu/humanresources/benefits/ada/index.shtml>.

Policies, Practices and Compliance:

In addition to completing your new hire paperwork all newly hired employees must visit the Policies, Practices and Compliance webpage (www.jmu.edu/humanresources/recruitment/dukesatwork/instructional-faculty/instructionalfacultyppc.shtml) and complete the following:

- The Policy Summary Acknowledgement
- Online compliance training modules (e-ID and password needed)
- Review the employee handbook for your employment type

Transcripts:

If you have not already done so, please submit all required, official transcripts to the Office of Human Resources. You may mail your official transcripts to: **James Madison University, Office of Human Resources, MSC 7009, 752 Ott St., Harrisonburg, VA 22807**. Password protected, electronic transcripts submitted directly from the University to HR are also acceptable. Please use the email address: proctoan@jmu.edu.

Parking:

Faculty and staff who park on university-owned or leased property are required to display a valid JMU parking permit. Your temporary parking permit will allow you to park on campus in designated color-coded lots, until the expiration date listed on the permit. Your permanent permit will arrive by campus mail to your departmental mail stop code (MSC). When your permit arrives, please shred your temporary permit. You may contact Parking Services at 540-568-3300 with any additional questions. If you will be teaching only one section of one course, you will need to visit Parking Services in the lower level of the Champions Drive Parking Deck. Please take this Part-Time Faculty & Staff Vehicle Registration Form (blue form) and the Adjunct Faculty Semester Permit form, which will need to be signed by your supervisor, to Parking Services once you are active in the system to receive your permanent parking permit.

JACard:

The James Madison University Access Card (JACard) is your official JMU identification card. With this card, you will have access to university recreational facilities, computer labs, libraries and cultural events. You can also use your JACard as a debit card to make payments at various locations on and off campus. To obtain a JACard, ***once active in the system***, you will need to take a picture ID to Card Services. Card Services is located on the 2nd floor of the Student Success Center. Their office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Please check Card Services' website for any office hour changes.

Workweek Limits for Part-time Employees:

The Affordable Care Act influences the hiring of part-time employees at JMU. Part-time employees are individuals hired into adjunct faculty, wage and part-time non-teaching positions.

All part-time employees are limited to working no more than 29 hours per week on average over the university's standard measurement period, which is May 1 through April 30.

- Work schedules may vary from week to week, provided that the average number of hours worked over the course of 12 months does not exceed 29 hours per week.
- Part-time employees may also work multiple part-time jobs at the university; however, all hours worked are to be combined for calculating the average number of hours worked per week.
- Employees hired into positions designated as part-time non-teaching will be required to complete a Memo of Understanding (MOU) related to work hours and assignments.

If you have any questions, do not hesitate to contact us at 540-568-4473 or onboard@jmu.edu.