

## December

### Mailing Address in MyMadison (Employee Tab)

#### *Payroll Services*

Payroll Services would like to remind employees to check their mailing address in MyMadison by December 31, under the Employee Tab, to ensure timely delivery of their W-2 document in January. Payroll Services will not mail W-2 documents to mail stop codes, JMU departments, JMU student PO boxes or to the JMU designated zip code of 22807 due to the confidential nature of the information contained in the document. It only takes a minute to verify your address in MyMadison, but it may take the mail up to two weeks to return a W-2 document with an incorrect or invalid address.

NOTE: Student employees may need to update their mailing address under the Employee Tab for payroll purposes and under the Student Tab for other student related year-end documents.

Alternatively, you may Go Green with your W-2! We encourage employees to support the university's mission of environmental sustainability, and to help us save paper and reduce processing costs, by logging in to MyMadison, navigating to the Employee tab, and clicking on W2/W2c Consent Form to opt out of receiving a paper form. By choosing to "Go Green", you eliminate the possibility that your W-2 might be lost, stolen or delayed by the postal service. For more information on Electronic W-2's or to view our W-2 Consent Disclosure Notice, please visit our [Tax Information](#) web page.

### Ready for the Holidays with Duo?

#### *Information Technology*

#### Do you Have a Duo Hardware Token?

Faculty and staff are eligible to receive one free Duo hardware token from the IT Help Desk in the Student Success Center. If you haven't picked up a token, we encourage you to do so before winter break! This is a great backup if issues arise with your cell phone or other primary Duo device over the holidays when the university and the IT Help Desk are closed.

#### Getting a New Cell Phone Over the Holidays?

If you plan to get a new cell phone, please visit the [Two Factor Authentication](#) web page for instructions on setting up your new phone to work with Duo. We recommend you review the instructions BEFORE you get your new phone.

## End of the Year Leave Reminder for Classified Employees

The university's winter holiday break begins on Wednesday, December 19. As we approach the holiday season, please keep in mind that in accordance with Department of Human Resource Management [Policy 4.25-Holidays](#), classified employees must either work on, or be on approved paid leave, the workday before **and** the workday after the holiday in order to be paid for holiday time.

Classified employees should review their current vacation balance with their supervisor and plan to use vacation hours that will exceed their maximum carry-over limit. Excess vacation hours and the 2018 Personal Day (taken in its full eight-hour increment) must be used on or by January 9, 2019 with the exception of the vacation hours accrued on January 9 for the final pay period (12/25/18 through 1/9/19). These vacation hours will be counted in the new leave year's total vacation leave balance.

Please have all leave requests for the 2018 leave year entered in MyMadison by Friday, January 11 at 5:00 p.m. Supervisors will have until Noon on Tuesday, January 15 to approve all requests.

## Time and Attendance Records for Non-exempt Classified Employees

2018 Time and Attendance Records for non-exempt classified employees must be submitted electronically to [benefits@jmu.edu](mailto:benefits@jmu.edu) no later than Friday, January 18. The 2018 and 2019 Time and Attendance Records are located on the Time and Attendance Reporting website at <https://www.jmu.edu/humanresources/benefits/leave/time-attendance.shtml>.

## Benefits Broadcast

Our goal with the Benefits Broadcast is to feature a specific benefit each month. This month's featured benefit is...

### Online Doctor's Visits

Have cold or flu symptoms? Suffering from a sinus infection or allergies? Sore throat? Talk to a doctor anytime, anywhere from the comfort of your home! The service is available to you and your covered family members.

For employees enrolled in COVA Care and COVA HDHP, Anthem offers [LiveHealth Online](#), which allows you to have a face-to-face doctor visit from your mobile device or computer with a webcam, anytime, anywhere, 24 hours a day. There is **no copayment** for the online visit. You will be connected with a board-certified doctor in minutes. The doctor can also call in a prescription to the pharmacy of your choice.

To get started, go to [www.livehealthonline.com](http://www.livehealthonline.com) or download the app. LiveHealth Online services include:

- LiveHealth Online Medical – get care for common medical conditions like the flu, colds, allergies, pink eye, sinus infections, and more. This includes LiveHealth

Online Kids for pediatric visits, and LiveHealth Online Allergy if you want to see a doctor who has training and education to treat allergies.

- LiveHealth Online Psychology – use your device to make an appointment to see a therapist or psychologist online.
- LiveHealth Online Psychiatry – use your device to set up an online visit with a psychiatrist, who can also provide medication management.
- LiveHealth Online EAP – access your free EAP counseling visits from your device. Call 855-223-9277 to get your coupon code and instructions on how to make your first appointment.

For employees enrolled in COVA Healthware, Aetna offers Teladoc, which gives you 24/7/265 access to board-certified doctors and pediatricians who can recommend treatment by phone or online video, and prescribe medications. You pay \$40 per consultation, which applies to your deductible and can be paid from your HRA. When the deductible has been met, you pay 20% coinsurance. Visit [www.teladoc.com/aetna](http://www.teladoc.com/aetna) or call 1-855-Teladoc to learn more, set up an account, or request a consultation.

### Need to Talk with an Expert?

Did you know that every month, company representatives for your benefits are here on campus in the Wine-Price Building? Below is a list of upcoming dates where you could talk with an expert:

December 12 – TIAA-Wealth Management, Lisa Dieter, [Lisa.dieter@tiaa-cref.org](mailto:Lisa.dieter@tiaa-cref.org)

December 13 – Valic, Rob Lankard, [Rob.lankard@valic.com](mailto:Rob.lankard@valic.com)

December 14 – Fidelity, Paul Vutiprichar, [Punchai.vutiprichar@fmr.com](mailto:Punchai.vutiprichar@fmr.com)

Be sure to look for the 2019 company rep visitation schedule in the January 2019 HR Update.

### Virginia Retirement System Members News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding choosing a beneficiary, avoiding overspending through the holidays, and tips for a healthier financial future. [Subscribe to Member News](#) directly for the latest updates.

## JMU Talent Development

Discover.Grow.Succeed.

- Do You Hear What I Hear? ([TD2170](#))
- 12 Tips for Retooling Your Time Management ([TD2236](#))
- Mistakes I Made at Work: 25 Influential Women Reflect on What They Got Out of Getting It Wrong ([TD2257](#)) – *Wishful Reading Workshop*
- Myers-Briggs Type Indicator (MBTI) Temperaments ([TD1259](#))
- Ouch! That Hurts: Speaking Up or Staying Silent, The Choice is Yours ([TD1399](#))
- Successful Communication Via Devices ([TD2152](#))

- Putting Your Best Foot Forward ([TD2232](#))
- **NEW!** 8 Dimensions of Leadership ([TD2238](#))
- Benefits Basic Training ([TD2274](#))
- Basic Finance & Budgeting: Getting Your Financial Ducks in a Row ([TD1373](#))

Visit Talent Development's webpage for a listing of all they have to offer!

## Have you Participated in a Balanced Dukes Event Yet?

Here's a glimpse of what we have offered over the last few months:

September: [Comm\\_nity: Where do U Fit?](#)

This session brought faculty and staff together to learn more about volunteer opportunities within our Harrisonburg/Rockingham County community.

October: [Money Matters Conference](#)

A jam-packed, one-day conference filled with high-quality workshops focusing on a variety of financial topics such as budgeting, holiday spending, purchasing a home, buying a vehicle, investing your hard-earned money, saving for retirement and much more!

November: [Employee Assistance Program: More than Just Counseling](#)

We filled the room with faculty and staff who learned about the services provided through our Employee Assistance Program. Most are familiar with the 4 free counseling sessions per year that faculty/staff are able to utilize; however, we also learned about legal services, financial services and many more useful services that can be found by tapping into the Employee Assistance Program.

December: [Stress Relief & Relaxation for the Holidays](#)

Many of us gathered together to discuss what causes potential stress during this busy time of year and strategies to best deal with those stressors. We ended the afternoon with some wonderful guided meditation from Marsha Mays Bernard; everyone left feeling relaxed and very zen!

[Mindfulness Campaign](#)

During the final quarter of the year, faculty and staff were invited to participate in a Mindfulness Campaign in an effort to find daily activities that could help them live "in the moment" more intentionally. The winner of this challenge will win a \$100 gift card to a local spa.

[Balanced Dukes](#) is excited about the events planned for 2019! Keep an eye on our website for workshops, events, blogs, and more to help you stay happy and healthy in all areas of your life!

If you would like to stay up to date on Wellness events and initiatives on campus, join the Balanced Dukes listserv! Email Tara Roe, Work Life & Engagement Specialist, to be added to the list ([roetb@jmu.edu](mailto:roetb@jmu.edu))

## Office of Risk Management's Holiday Safety Tips

- Remember those less fortunate
- Give thanks for your health
- Enjoy the Holiday safely - see [December's Safety Tips](#)

## Give the Gift of Massage

Looking for a gift for a loved one? Look no further! UREC has partnered with Cedar Stone Spa to offer the JMU community a wide variety of massage therapy services at UREC! [Start here](#) and click on the "Printable Gift Certificates" tab. Learn more about massage therapy services [here](#).

## UREC Winter Break Hours

University Recreation and University Park will operate on Winter Break hours beginning Friday, December 14, 2018. Please visit [jmu.edu/urec](http://jmu.edu/urec) for our detailed hours. And remember, all Break Hours are [family hours](#)! During these times, family members can join you at UREC free of charge. Learn more about our [Family Hours policies](#).

## DMV on campus in Wine-Price on Thursday, January 10

## Annual Diversity Conference

*Equity and Opportunity through Inclusive Education and Awareness*

Wednesday, March 13, 2019

Festival Conference and Student Center

---

*Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.*