



## **April's HR Update**

### **Open Enrollment Period for Health Insurance, Flexible Spending Accounts, and Aflac**

**May 1 – May 15, 2018**

The 2018 Open Enrollment period will present monthly premium changes, as well as additional routine vision coverage, new limits on short-acting opioid analgesic drugs, and increased benefits for LiveHealth online services.

The [Spring 2018 Spotlight on Your Benefits](#) will be mailed to home addresses during the week of April 23. You may also access Open Enrollment information through the [Department of Human Resource Management](#) web page. Submit your **paper enrollment form** to the Benefits Team **no later than the close of business on May 15**. The [Enrollment Form for Employees](#) may be sent through campus mail to MSC 7009, by fax to 540-568-7916, or by email to [benefits@jmu.edu](mailto:benefits@jmu.edu).

#### **Completing an Enrollment Form**

EmployeeDirect for health benefits will not be available during this open enrollment period; therefore, all changes must be submitted on the [Enrollment Form for Employees](#).

For Health Coverage Changes, complete Sections 1,2,4, and 5 of the enrollment form. To enroll in Flexible Spending Accounts, check the appropriate box in Section 3 of the form and enter your "per pay" election amount, which must be an even dollar amount. If you do not want to make health care changes, simply mark "no change" block in Section 4A. Remember to also complete Section 1, 2, and 5 of the enrollment form.

#### **Ask ALEX for Advice**

Evaluate and compare health plan options with ALEX, your online benefits counselor! ALEX will use your input to let you know how the different health insurance plans work for you. Visit ALEX at <https://www.myalex.com/cova/2018> which will be available beginning May 1.

#### **Earn Premium Rewards to Reduce Your Monthly Premiums!**

How can you save \$17/month on your health insurance and up to a total of \$34/month if you and your spouse participate? Visit [www.myactivehealth.com/cova](http://www.myactivehealth.com/cova) to complete or

update an online health assessment. It's as simple as answering a few questions about your health and lifestyle, and in exchange you will receive a personalized report that can serve as your guide toward better health PLUS you'll save money on your monthly premium! To earn the premium reward beginning July 1, complete or update your online health assessment **between May 1-15**. Health assessments submitted **before May 1, 2018 will not count for the new plan year**. To earn a reward after July 1, complete or update your online health assessment by the 15<sup>th</sup> of the month, and you will receive a reward in about six to eight weeks.

### **Flexible Spending Accounts**

As a reminder you **must re-enroll** each year to continue participating in flexible spending accounts. Register online after July 1 at [www.benefitadminsolutions.com/anthem](http://www.benefitadminsolutions.com/anthem) to manage your account online and keep track of all your transactions, including those needing additional documentation. Once you have set up your unique login information, you can check your account balance, submit online reimbursement requests, keep up with card purchases, and more!

### **Aflac**

Michael Glover, JMU's Aflac representative, will be in the Wine-Price Building during open enrollment so you may add, change, or cancel coverage. You may also email him directly at [michael\\_glover@us.aflac.com](mailto:michael_glover@us.aflac.com).

Please be aware that Human Resources will be observing the modified summer schedule. Contact Human Resources at 540/568-3593 or email [benefits@jmu.edu](mailto:benefits@jmu.edu) with any questions concerning [Open Enrollment](#).

### **Additional Resources**

[COVA Care](#) | [COVA HDHP](#) | [COVA HealthAware](#) | [CHIP Annual Notice](#)  
[Important Health Care Notices](#)  
[FSA Sourcebook](#) | [FSA Worksheets](#)  
[Summary of Benefits and Coverage](#)

### **Schedule Changes**

#### **Friday, May 4 - University Closes at 1:00 p.m.**

The university will close at 1:00 p.m. on Friday, May 4 in preparation for Spring Commencement ceremonies. President Alger granted four hours of recognition leave for all full-time employees to be used on Friday, May 4. Review the [Holiday Schedule and University Closings website](#) for details.

#### **Modified Summer Work Schedule 2018**

The university's [modified summer work schedule](#) begins Monday, May 7 and ends Friday, August 17.

### **Human Resources will open at 12:30 p.m. on Tuesday, May 8**

On Tuesday, May 8, the Office of Human Resources will be closed until 12:30 p.m. so that faculty and staff may attend the Administration and Finance divisional meeting.

### **DMV 2 Go coming next month**

Due to the overwhelming response, DMV Connect, a mobile customer service center through DMV, will be coming back to campus on **Tuesday, May 15, 2018, from 10:00 a.m. – 4:00 p.m.**, on the second floor of the Wine-Price Building!

Human Resources is excited to announce that DMV Connect is equipped to process all DMV transactions including:

- Applying for or renewing your ID card
- Applying for or renewing your driver's license
- Applying for a Veteran ID card
- Getting a copy of your driving record
- Obtaining vehicle titles, license plates, decals, and transcripts
- Ordering disabled parking placards or plates
- Getting fishing and hunting licenses
- Updating your mailing address, voter registration address, and organ donor status
- Requesting a Personal Identification Number (PIN) to set up an online myDMV account
- Purchasing an E-ZPass transponder
- And much more!

Save yourself the inconvenience and the time it takes to go to DMV to complete your transactions; simply visit DMV Connect! Please note there may be a wait based on individual transactions, but it's still a faster and convenient alternative!

### **Important Graduating Student Worker or FWS Student Worker Reminder**

Please be aware that if you have a student worker who is graduating in May or who is graduating in August and NOT taking at least 6 credit hours in the summer they must end their student employment on or before May 5 (the last day of spring semester). If you have a Federal Work Study (FWS) student who will be working over the summer you must either transition them to wage employment or institutional employment (IE) for the summer on or before May 5.

If you have a student worker that will need to transition to wage employment you must submit an ePar to Human Resources in order to hire them as a wage employee. Please note that the employee is not eligible to begin work as a wage employee until they have been cleared by Human Resources. It is the responsibility of the departments to prohibit

students from working after May 5 until you receive the confirmation email from Human Resources.

## Free Mumps Vaccination Clinic



# Bring home memories, not the *mumps*.

There have been cases of mumps at JMU.

You may have received the MMR vaccine as a child, but your immunity weakens over time.

Protect yourself by getting a ***third dose of the mumps vaccine.***

Free to all students, faculty and staff.  
Visit [jmu.edu](http://jmu.edu) for more information.

## FREE Vaccination Clinic

9 a.m. - 4:30 p.m.

***Bring your JACard!***

**Mon. April 16**

Madison Union Ballroom

**Mon. April 23**

Madison Union 256

**Thurs. April 19**

UREC

**Thurs. April 26**

UREC



## **Commencement Crew Volunteers Needed!**

Get all 'Duked' out in your purple and gold and help us make this year's Commencement AMAZING!

The Office of University Events (UE) needs "Commencement Crew" volunteers to assist graduates, family members and guests during May Commencement on Friday, May 4 and Saturday, May 5. There are many ways to help make a difference in the lives of our soon-to-be alumni. You are the best people for the job since you know JMU so well!

### **Friday, May 4 for the University ceremony at 3:00 p.m. and/or the three (3) College ceremonies at 6:00 p.m. across campus**

#### **Volunteers to assist from 1:00 – 5:00 p.m.**

- in the Stadium Club level as "courtesy ushers" and at locations around the Stadium
- as "greeters" at various locations
- as program distributors
- as Godwin Transit Center welcome attendants

#### **Volunteers to assist from 5:30 – 9:00 p.m.**

- in the Stadium Club level as "courtesy ushers" and at locations around the Stadium
- as "greeters" at various locations
- as program distributors

UE will provide training, parking near the stadium, a "Commencement Crew" t-shirt, info packet, and refreshments.

*The university will be closing at 1:00 p.m. on Friday, May 4<sup>th</sup>. Full-time classified staff and A&P Faculty who volunteer to work commencement between 1:00 p.m. – 5:00 p.m. on that day are eligible to earn up to 4 hours of compensatory leave. Compensatory leave is earned hour for hour and employees have 12 months from the date earned to use the compensatory leave.*

### **Saturday, May 6 for the four (4) College ceremonies at 9:00 a.m. across campus**

#### **Volunteers needed to assist from 7:00 – 12:00 a.m.**

- in the Stadium Club level as "courtesy ushers" and at locations around the Stadium
- as "greeters" at various locations
- as program distributors
- to distribute complimentary water bottles to guests at various locations around campus

UE will provide training, parking near the stadium or college ceremony site, a “Commencement Crew” t-shirt, information packet, and refreshments.

UE will provide training, parking near the stadium, a “Commencement Crew” t-shirt, information packet, and refreshments. You will also be eligible to win one of several prizes such as JMU Bookstore gift cards and more!

In addition, those who volunteer on Friday and/or Saturday are entered into a raffle to win an Apple mini iPad!

To register, please complete the survey: [Commencement Crew Members Needed!](#) Questions? Call Sarah Ciccone in University Events at 540-568-5180.

## **Save the Dates!**

The Benefits Team is busy planning two events for our employees:

- The *JMU Wellness Fair* will be held on **Thursday, September 20** at the Festival Conference and Student Center
- Money Matters, a financial wellness conference, will be held on Thursday, October 4 at the Festival Conference and Student Center



More details will be coming but mark your calendars now!

## **Benefits Live Chat**

Have a quick question and would like to get an immediate answer? Then visit the Benefits Team homepage for the new Live Chat feature!

### Benefits Live Chat

If you have questions, a Benefits Team member will be happy to assist you via chat!

[Ask Us](#)

Please note: confidential information will not be provided via chat; however, you may call or come into our office.

Throughout the business day, a member of the Benefits Team will be available to respond to your question quickly. As we are always looking for new ways to communicate with our employees, we hope that you will find the Live Chat feature helpful.

## **Benefits Broadcast**

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



### **Voluntary Benefits: Guaranteed Whole Life Insurance Policy through New York Life Insurance Company**

Full-time employees who have been employed by the State for at least six months and work at least 30 hours/week are eligible for this guaranteed whole life insurance policy through New York Life. Employees may elect coverage on their spouse, domestic partner, children, and grandchildren with no medical questions if the employee participates.

Some features of the plan include:

- ✓ Premiums are guaranteed never to increase in cost
- ✓ Death benefit is guaranteed never to decrease in value
- ✓ Policy will earn guaranteed cash value
- ✓ Eligible to earn dividends paid by New York Life
- ✓ Eligible for after-tax payroll deductions

For more information, watch this informational video:

[www.newyorklife.com/new-york-life-at-work-GI/](http://www.newyorklife.com/new-york-life-at-work-GI/)

A New York Life representative will be available to answer any questions or to enroll you the guaranteed issue employee whole life policy on Thursday, April 26 from 9:30 a.m. – 4:00 p.m. on the second floor of the Wine-Price Building.

## **New Role, Familiar Face**

Human Resources is pleased to announce that Tara Roe has accepted the position of Work Life & Engagement Specialist effective April 10. In this new position, Tara will be developing and planning events that strive to provide a satisfactory work/life balance for employees.

## **The Latest About Using JMU's New Duo Service**

The Duo self-enrollment period has ended. If you have not already enrolled in Duo you will NOT be able to access MyMadison or other applications now protected by Duo.

Based on recent feedback, use of Duo for additional systems has been **delayed until May 9**. On that date, in addition to MyMadison and the JMU SSL VPN, Duo will be necessary to log in to other systems that use a JMU e-ID and password. These include heavily-used systems such as Canvas, WebEx, digital library resources, JobLink, PositionLink, Chrome River, eVA, and others. For a complete list, see <http://www.jmu.edu/computing/accountspasswords/services-protected-by-duo.shtml>.

Since you will be using Duo more often, make it a habit to keep your Duo-enrolled device with you.

For assistance, contact the IT Help Desk at 540-568-3555, or email [helpdesk@jmu.edu](mailto:helpdesk@jmu.edu).

## **Payroll's Dollars & Sense**

### **Technology Manager**

We are pleased to announce Faith Meadows as Payroll's Technology Manager. Faith comes to us from JMU's Accounts Payable office and we're happy to have her on board.

### **Summer School Is Quickly Approaching...**

For faculty wishing to make tax withholding adjustments for their summer pay, please reference Payroll Service's summer school calendars under the "**Calendars and Deadlines**" link on the left sidebar of their web-page @ [www.jmu.edu/payroll](http://www.jmu.edu/payroll).

There are two calendars available... a "guaranteed" course calendar and a "contingency" course calendar. **Note: A contingency course that "makes" is still considered a contingency course for the purpose of determining your scheduled pay dates.**

In order for Payroll Services to assist with the calculations, **faculty must provide the following information...**

1. The session(s) being taught (i.e. 1<sup>st</sup> 4 wks, 2<sup>nd</sup> 6 wks, etc...)
2. The actual pay dates the payments are schedule to pay out
3. The exact amount expected
4. Your PeopleSoft Employee ID Number, or the last four digits of your SSN.

For payroll assistance, please contact Chris Jones (jones5cm), Jessica Hensley (henslejg), or Sherry Willis (willissl).

In an effort to "**Go Green**", all adjustments must be made electronically via MyMadison. There is a "DD and W-4/VA-4 Effective Date Table" calendar located under their "**Calendars and Deadlines**" link as well. This calendar will identify when changes must be made via MyMadison in order for the change to be effective for a particular pay date.



## Who Needs a Paycheck Checkup?

The IRS always recommends employees check their withholding at the beginning of each year or when their personal circumstances change to make sure they're having the right amount of tax withheld from their paychecks. With the new tax law changes, it's especially important for people to use the Withholding Calculator on IRS.gov, or speak with their tax advisor, to make sure they have the right amount of withholding. Having too little tax withheld can mean an unexpected tax bill or penalty at tax time next year. Payroll Services encourages all employees to speak with their tax advisor, or use the [IRS W-4 Calculator](#), to ensure they are claiming the proper allowances on their [Form W-4](#).

## JMU Telecommunications Rolls Out "Stutter Dial Tone" feature, Beginning May 8-July 31, 2018



*Dennis Little, Director of Telecommunications*

## No longer will you have to wonder if your Single Line Phone has a Voicemail Message!

Stutter Dial Tone, for analog **Single Line** telephones, is a rapidly interrupted dial tone used to serve as a voicemail message-waiting indicator for analog single line telephones.

If you have an analog line (single line phone) and you receive a stutter dial tone when lifting up your handset, please dial 8-4411 to access voicemail and retrieve your message. The stutter dial tone will only sound off for the first three seconds after lifting your handset.

*This feature only applies to analog single line telephone users. Digital Telephone (D-Term) users are not affected. D-Term telephones will continue to receive the message waiting light indication for Voicemail and will not receive stutter dial tone.*

## **UREC**

### **University Park Now Open**

Spring is here and that means University Park is open! Visit “JMU’s Backyard” to play tennis, sand volleyball, disc golf, basketball, soccer, and more! University Park is located at 1090 Devon Ln, on the corner of Port Republic and Neff Avenue, only minutes from campus. Learn more about what University Park has to offer [here](#).

### **Adventure Equipment Rentals**

Going on an adventure? Get the proper gear by visiting the UREC Adventure Center! Available equipment includes: tents, shelters, sleeping bags, cooking equipment, backpacks, climbing shoes, bicycles and equipment, fly fishing kits, kayaks, canoes, stand up paddle boards, car top kits, and so much more! Questions? Visit our [Equipment Rentals](#) page for more info.

## **JMU’s Office of Risk Management**

Employees who feel safe at work are more productive. See [Workplace Safety](#).

## **Employee Appreciation Event**

JMU’s annual Employee Appreciation event will be held on Thursday, May 10 from 9:00 a.m. - 3:30 p.m. All JMU faculty and staff are invited to participate in the fun!

Activities for Employee Appreciation include:

- Lunch served at the Festival Ballroom from 11:00 a.m. - 1:00 p.m.
- Community Service Fair outside the Festival Ballroom
- Three Bingo Sessions
- Blood Drive in Alleghany Room
- Karaoke at Festival Drum
- Two Movies (Jumanji: Welcome to the Jungle 2017 Version) and Wonder
- Workshops & Tours

Register for Workshops/Tours/Bingo/Blood Drive in [MyMadison](#). Lunch, Community Fair, Movies and Karaoke do not require registration

Visit the Employee Appreciation website at <http://www.jmu.edu/ead/index.shtml> for more details on the day’s activities and lunch menu. If you have any questions you can email [jmuad@jmu.edu](mailto:jmuad@jmu.edu).

**JMU Talent Development  
Discover.Grow.Succeed.**

- Breathe Well ([TD2297](#))
- Forest Bathing ([TD2298](#))
- The Ideal Team Player ([TD2235](#))
- Advanced AACP Overview ([TD2144](#))
- Courage at Work ([TD2074](#))
- Retirement 101: Understanding Your VRS Retirement ([TD1212](#))

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

**JMU Talent Development**

**Take Our Daughters And Sons To Work Day 4/26/2018**



The Take Our Daughters and Sons To Work Foundation has designated Thursday, April 26, 2018 as Take Our Daughters and Sons To Work© Day; an opportunity to create an enriching educational experience for our daughters and sons, nephews, nieces, grandchildren, and even our neighbors' and friends' children.

“Designed to be more than a career day, the Take Our Daughters and Sons To Work© Day program goes beyond the average practice of "shadowing" an adult. For over 17 years, individuals, families, organizations, and workplaces have joined the Day. Exposing girls and boys...to what a parent or mentor in their lives does during the work day is important, but showing them the value of their education, helping them discover the power and possibilities associated with a balanced work and family life, and providing them an opportunity to share how they envision the future and begin steps toward their end goals in a hands-on and interactive environment is key to their achieving success.”

Carolyn McKecuen, *Program Administrator*  
<http://www.daughtersandsonstowork.org/>

### **A bit of history:**

1992-The Ms. Foundation for Women in New York City and its president, Marie C. Wilson and its founder Gloria Steinem began discussion over research finding that young women's loss of self-esteem was one of the reasons they were not doing well in schools and were making poor life choices. Carolyn McKecuen, a business consultant at the time, played an integral role in the development of the program.

2002-10th Anniversary! It was decided that young men could benefit as well, so they were added to the program and the focus was broadened to work, life, family and community.

JMU encourages you to create your own personal agenda to embrace the day, or a portion of it, in a way that is meaningful to you and a child.

A few necessary details to take into consideration before planning your day:

- Children 8-15 years of age may participate provided there is parental or mentor supervision.
- Seek your supervisor's approval before planning the child's visit.
- Activities must comply with departmental policies.
- Check-in with your co-workers to see if they are okay with possible distractions.
- Don't forget to plan the visit around important meetings, tasks, events that are occurring.
- Some areas of your work environment may contain hazards for children and should be avoided.
- Does your child's school consider this an excused absence?

Questions may be directed to JMU's new Work Life & Engagement Specialist in Human Resources, Tara Roe, [roetb@jmu.edu](mailto:roetb@jmu.edu), 540/568-5533.

See what other universities are doing:

[Carnegie Mellon University](#)

[U C Davis](#)

[PACE University](#)



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

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