

February's HR Update

BALANCED DUKES CONFERENCE

Monday, March 5

Festival Conference and Student Center

Brought to you by the Work-Life Balance and Wellness Council and JMU's Talent Development, featured topics will focus on Work, Family, Community and Self as they relate to four areas: mind, body, balance and relationships.

- **Keynote Presentation (TD2280):** Both sobering and inspiring, this performance empowers people to tackle the seemingly impossibly large tasks that confront our generation. Historical contexts create jump-off points for the future—a future as bright as our imagination and as sure as the past. **Facilitated by: Joel Salatin of Polyface Farms, Keynote Speaker**
- **Infusing [More] Life into Work (TD2281):** In this interactive facilitation, attendees will learn and dialogue about strategies they can adopt to feel better about their life and work. Our focus in this 60-minute session is on actions you - as an individual worker - can take to increase positivity and engagement. **Facilitated by: Robert (Bob) Kolodinsky, PhD (Professor, Management Department) and Corey Reed, PhD**
- **Panel: Shifting identities as working parents (TD2282):** As parents of young children and full-time employees at the JMU Counseling Center, presenters will share their own personal and professional journeys of striving for harmony and balancing workload. **Facilitated by: Ilene M. Magee, Ph.D., Associate Director for Training, Licensed Clinical Psychologist, Counseling Center; Wendy H. Gerlach, LPC, Licensed Professional Counselor, Group Coordinator, Counseling Center; Traci Ballou-Broadnax, Psy.M., Resident in Psychology, Coordinator of Multicultural Student Outreach, Counseling Center; and Colleen Slipka Tennyson, MD, FAPA, Associate Director of Psychiatry, Counseling Center**
- **PAWS Awhile for Love (TD2283):** Presenters will share how they got involved with TDI (Therapy Dogs International) and how volunteering enriches their lives and communities, both in and outside of work. The presenters will discuss balancing work time and volunteer time, and why volunteerism and community engagement are important to them. Attendees will learn more about both TDI and their colleagues in this cross-departmental, interdisciplinary presentation. **Facilitated by: Liana Bayne, LET Administrative Assistant, Libraries & Educational Technologies; Sumter Hazzard-Adolph, Ticket Office Assistant, Ticket Office; Cindi Sandridge, Metadata & Adaptive Manager, Libraries & Educational Technologies; and Jennifer Steele, Manager, Fixed Assets & Surplus Property**

- **Essentialism (TD2284):** Have you ever felt the urge to declutter your work life? Are you frequently busy but not productive? Do you find yourself stretched too thin? Do you feel like your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, Essentialism is an approach to work and life that's worth exploring. **Facilitated by: Jennifer Campfield, Director, Talent Development**
- **Balancing Life Roles: A Look at Wellness, Self Care and Motivation (TD2285):** In this practical and hands-on session, we will explore ways to enhance motivation in the pursuit of balancing life roles and sustaining careers. **Facilitated by: Darius Green, Ph.D. Student, Department of Graduate Psychology**
- **The Power of Saying No (TD2286):** Learning to say no allows you to identify your priorities, reduce busyness, become more engaged in the things you really want to do, and create more balance in your life. There is freedom in realizing that you have power over the busyness. **Facilitated by: Denise Miller, Graduate Assistant, Talent Development**
- **The Life Changing Magic of Tidying Your Workspace (TD2269):** Want your workspace to feel clear, uncluttered and as ready as you are for action? This workshop applies Marie Kondo's The Life-Changing Magic of Tidying Up proven method of decluttering to a JMU workspace. **Facilitated by: Courtney M. Pelfrey, M.Ed., Advisor, Career and Academic Planning and Bonnie R, Fisher, Career and Academic Planning**

Learn more about the Balanced Duke Conference [here](#). Register today by logging into [MyMadison](#). If you need any assistance registering or you have questions about the conference please call us at 540/568-6165.



Payroll's Dollars and Sense

2017 W-2s were mailed from James Madison University to the address on file in MyMadison under the Employee tab, as of January 15, 2018.

- [General Guide to Sections of your W-2](#)
- [Why is my reported W-2 earnings different than my paycheck gross earnings/salary?](#)
- [What to do if you do not receive your W-2 timely](#)

On December 22nd, President Trump signed the new Tax Cuts and Jobs Act into law. Effective with the February 16th pay date, JMU will implement the new 2018 tax withholding tables associated with these new tax changes. As a result, your net paycheck will change.

The new withholding tables are designed to work with the Form W-4 that you already have on file. This is intended to minimize the burden on both you and JMU. **You do not have to do anything at this time.**

The IRS' [Frequently Asked Questions](#) page provides additional information on withholding changes for 2018 and 2019. Additionally, to help you determine your withholding, the IRS is revising its withholding tax calculator. The IRS anticipates that the calculator will be available by the end of February. Form W-4 will be revised, as well. **Employees should consult their tax advisors with any questions regarding how the Federal Tax law changes may impact their personal income tax or withholding elections.**

Note: For 2019, the IRS anticipates making further changes involving withholding, which may necessitate employees to file new Forms W-4 next year. JMU will communicate these changes, as further information and guidance is provided by the IRS.

Bring your Lunch and Join the [WeCare](#) Employee Resource Group Discussion!

Kathy Guisewite of the Caregivers Community Network will discuss the services and resources offered by this program. The Caregivers Community Network offers unique services for persons with Alzheimer's disease, frail elders, and their family caregivers. CCN can help to give caregivers a break and provide valuable time to themselves.

When: Tuesday, February 27 12:00 p.m. – 1:00 p.m.

Where: Wine-Price Building, Pathways Training Center (Room G006)

The [WeCare Employee Resource Group](#) is for working caregivers and those who support them in parenting, guardianship, grandparenting; and those assisting elders or individuals that are sick or living with a disability. All JMU employees are welcome to attend WeCare activities and events. Join the group listserv and find out more details at jmu.edu/humanresources/recruitment/employee-resource-groups/wecare.

Questions? Contact Jennifer Kester, Assistant HR Director for Recruitment and Employment Services, at kesterjm@jmu.edu or 540-568-6728.

Benefits Broadcast

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



The Commonwealth of Virginia offers [Weight Watchers](#) at special pricing to state employees, spouses, and adult dependents. In addition to the special pricing, the state provides reimbursement for half of the cost of *Weight Watchers* services before tax to employees eligible to enroll in state health plans. There is no reimbursement provided to retirees, spouses or dependents. *Weight Watchers* offers two options: Monthly Pass Meetings offered right here on campus and an online subscription. The *Weight Watchers-At-Work* meets each Thursday at the University Service Building, Room 102. The meetings are 11:30 a.m. until noon, and weigh-ins begin at 11:15 a.m. *Weight Watchers-At-Work* meetings allow you to experience *Weight Watchers* with the added convenience and support of meetings on campus. An additional plus is you do not have to use leave to attend *Weight Watchers-At-Work* meetings.

Think you might be interested? Plan to attend a Special Information Session on Friday, February 16 from 11:00 a.m. – 12 noon in Pathways, located in the Wine-Price Building. If you have any questions regarding the *Weight Watchers-At-Work* program, contact Ester Nizer at 540-568-2842 or nizerem@jmu.edu.

What's New at UREC?



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! [Purchase a printable gift certificate online](#). Or learn more about massage therapy services [here](#).

Want to Improve Your Nutrition?

Do you have a goal to improve your nutrition in the New Year? The UREC Nutrition Analysis service provides an opportunity to learn more about your current nutritional status. It includes a computer analysis of your current diet, two meetings with a nutrition analyst, and helpful information designed to help you meet your individual nutritional needs. For more information, visit the [UREC website](#).

JMU Talent Development

Discover.Grow.Succeed.

- Generation Z is Here! ([TD2061](#))
- Your Life, Your Legacy ([TD2275](#))
- Crafting Culture to Create Happy and Productive Teams ([TD2172](#))
- Reading the Red Flags: Help Students and Colleagues in Need ([TD2101](#))
- Pre-Retirement Planning ([1372](#))
- Little Red Corvette ([TD2288](#)) for VRS Plan 1 and 2 Members and Little Red Corvette 2.0 ([TD2289](#)) for VRS Hybrid Plan Members
- Manager to Leader: Have You Made the Move? ([TD2173](#))
- The No Complaining Rule ([TD1344](#))
- Team Communication Certificate Series [Starting March 13](#)
- Reflect, Recreate and Rock Your Retirement ([TD2266](#))
- Extreme Couponing ([TD2045](#))

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

JMU Talent Development

Office of Risk Management's Monthly Safety Tip – [Gate Safety](#)

To improve safety and reduce traffic volumes, the Bluestone Campus is gated during the weekdays when classes are in session. This month's Safety Tips focus on Gate Safety to reduce the risk of injury...just because a gate is up doesn't mean that it will stay up.

UNIVERSITY HEALTH CENTER

Please Help Us Stop the Spread of Flu at JMU

JMU is now experiencing very high levels of influenza. According to the Virginia Department of Health, Virginia will continue to experience high levels of influenza this winter.

If showing flu-like symptoms (rapid onset of fever, cough and possible sore throat, runny nose, headache, muscle aches, and difficulty breathing):

- Stay at home and rest
- Treat fever and cough with medicines you can buy at the store or in the JMU pharmacy located on the first floor of the Student Success Center
- Do not go out until your fever has been gone for 24 hours without medication
- Avoid close contact with well people so you won't make them sick
- Drink plenty of water and other clear liquids to prevent fluid loss (dehydration)
- Cover your mouth and nose with a tissue or the crook of your arm when coughing or sneezing

If not showing symptoms and you want to stay healthy:

- Wash your hands
- Avoid touching your eyes, nose or mouth
- Clean and disinfect frequently touched surfaces
- Get plenty of sleep
- Be physically active
- Manage your stress
- Drink plenty of non-alcoholic fluids
- Eat nutritious food

We in the health center support public health goals that suggest that persons with the flu should not be going to work or class. The health of our campus community is at stake.

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

Join the conversation on [Facebook](#) and [Twitter @JMUJobs](#)