

February 2017 HR Update

Duke 2 Duke

Are you looking for a unique way to say thank you to your hard-working team member, recognize someone who demonstrates our university values, or acknowledge the contributions of a colleague?

Introducing the Duke 2 Duke Program: The Duke 2 Duke program offers any faculty or staff member a mechanism to acknowledge behaviors and actions of their peers that align with the university's or an individual's departmental Mission, Vision and Values. To find out more visit the [Duke 2 Duke](#) website.

New faculty/staff locker rooms at UREC

<http://www.jmu.edu/news/recreation/2016/12/31-facstafflockers.shtml>

Temporary Wireless Accounts

Dale Hulvey, Information Technology

JMU faculty and staff can sponsor university visitors and create temporary wireless accounts. The site for creating guest wireless accounts is located here: <https://networkaccess.jmu.edu/guest>. The sponsor must log in with their e-ID and password to start the process. After the account is created, guest users will need to connect to the wireless network named "JMU-Visitors", open a web browser, and enter the username and password provided by their sponsor.

Guest wireless information can also be found here:

<http://www.jmu.edu/computing/network/guest-wireless.shtml>. Problems with connecting should be reported to the IT Help Desk at (540) 568-3555 or helpdesk@jmu.edu.

You're Invited! Learn more about the Stuart Hall School Tuition Discount

You are invited to join representatives from [Stuart Hall School](#) on campus on Tuesday, February 28 from 5:30-7:00 PM in Conference Room 2 of the Festival Conference & Student Center for a reception and presentation on the 25% tuition discount for the children of all JMU full-time faculty and staff in grades K - 12. In addition to the JMU tuition discount, financial aid is available in the form of need-based grants to qualifying families. Please [RSVP here](#) if you plan to attend. Visit <https://www.stuarthallschool.org/admissions/apply>, [download the flyer](#), or contact the SHS admissions office at (540) 213-3726 or admissions@stuart-hall.org to learn more!

Risk Management's Monthly Safety Tip – Pet Lovers Are Going to Love This One
<http://www.jmu.edu/riskmgmt/monthlysafetytips.shtml>

#JMUGivingDay 2017

#JMUGivingDay returns on March 14, and you can help make it another great moment. As a JMU employee, **you can command a special role in JMU Giving Day 2017**. Make an early gift and help establish an incentive pool to encourage community-wide giving on the big day.



Please [visit the website](#) and make your gift by March 10. Because of your VIP status, your #JMUGivingDay contribution may be designated to any of JMU's nearly 2,000 funds rather than the smaller number that will be available on March 14.

Registration is Now Open for the 11th Annual Diversity Conference on March 15

Make plans to attend ***ALL Included. ALL Engaged.***

Wednesday, March 15 8:00 a.m. to 4:00 p.m.

Festival Student & Conference Center and Rose Library

This year's conference features over 30 sessions to choose from. Lunch will be provided. Participants can attend for the entire day or pick and choose just what fits into their schedule.

For more details or to register now:

JMU's Talent Development website

<http://www.jmu.edu/talentdevelopment/workshops/DC%202017/dc-index.shtml>

OR

JMU's Office of Access and Inclusion website

<http://www.jmu.edu/diversity/programs-and-events/diversity-conference.shtml>

~ Sponsored by The President's Office

Payroll Services

1. *2016 W-2's were mailed on January 17th to the address on file in MyMadison under the Employee tab, as of 1/12/17.*
 - a. [General Guide to Sections of your W-2](#)
 - b. [Why is my reported W-2 earnings different than my paycheck gross earnings/salary?](#)
 - c. [What to do if you do not receive your W-2 timely.](#)

2. *Payroll Services would like to remind hiring departments that direct deposits are inactivated for anyone who has had a six-month or more break in service. Please keep this in mind, as you rehire employees from year to year. If you have any questions regarding direct deposits, you may contact Chris Jones @ x8-3401, our Direct Deposit Coordinator.*

Holiday Reminder

Friday, March 10 is a [university holiday](#).

State Employees Discounts

<http://www.dhrm.virginia.gov/employeeediscounts>

Disability Awareness Week 2017 - March 27 - March 31

SAVE THE DATE

 Office of Disability Services
Disability Awareness Week 2017
March 27th - March 31st

KEN RUTHERFORD
Keynote Speaker
Wilson Hall Auditorium
March 27th, 7 pm



JMU's own Professor of Political Science and
Director of the Center for International
Stabilization and Recovery

HR in the News!

Faculty and staff participate in JMU spinoff of reality TV show "The Biggest Loser"! A great article from the Breeze featuring Tara Roe and Raven King, both part of the HR

Benefits Team. Read more here: http://www.breezejmu.org/news/faculty-and-staff-participate-in-jmu-spinoff-of-reality-tv/article_666dfea0-ee6f-11e6-81e4-a300495aa613.html.

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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