

January 2020 HR Update



University Closings Due to Inclement Weather

With winter weather reaching the valley, please review [Policy 1309-University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies](#) to learn more regarding closing decisions, the cancellation of classes, the difference between designated and non-designated staff, and the eligibility for compensation for hours worked during inclement weather delays and closures.

Time and Attendance Records for Non-exempt Classified Employees

2019 Time and Attendance Records for non-exempt classified employees must be submitted electronically to benefits@jmu.edu no later than Friday, January 17.

The 2019 and 2020 Time and Attendance Records are located on the Time and Attendance Reporting website at <https://www.jmu.edu/humanresources/benefits/leave/time-attendance.shtml>.

Prescription Drug EOB Available

COVA Care, COVA HDHP and COVA HealthAware members may now review an Explanation of Benefits (EOB) for their IngenioRx outpatient prescription drug coverage online by logging into anthem.com or contacting IngenioRx or Anthem customer service.

Go to www.anthem.com and log into your account:

- Select **Pharmacy** and scroll to locate your **Pharmacy Claims**
- Select **View Claims**
- Click on each Rx claim to view details; then click on **Additional Details** for further information

No online access? Call 1-800-552-2682 to request a copy.

Benefits Broadcast

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

Anthem Wellbeing Coach

Aetna Lifestyle and Condition Coaching

The New Year often causes us to reflect on resolutions and goals for the year. Staying healthy can feel like a full-time job, especially when you have an ongoing health condition or a busy schedule.

What if you had a coach or even a whole coaching team to answer questions, keep you to track, motivated and successful? With Well-being Coach through the Commonwealth of Virginia's Anthem Blue Cross/Blue Shield health plan, you do—and at no extra cost to you!

Here are four simple steps to get you started on the right track:

1. You and your coach will identify habits you want to change, such as losing weight or quitting tobacco
2. You'll develop custom action plans to make those changes
3. You'll figure out what kind of resources and support you need to maintain your new, healthier habits
4. Connect with your coaches via click to chat or by phone

Ready to get started on a new, healthier you? Simply call 1-844-507-8472

If you are enrolled in the Commonwealth of Virginia's COVAHealth Aware Plan, Aetna also provides Lifestyle and Condition Coaching. This personalized program can help you eat better, get more active, or manage a health condition. There are three kinds of health coaching to fit your style:

- One-on-one phone coaching
- Group coaching webinars
- Self-directed digital coaching

Simply log in to your member website at aetna.com and click "Stay Healthy" or call Aetna at 1-866-533-1410.

Here's to a new, healthier New Year!

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? Here is a list of upcoming dates where you could talk with an expert:

January 21 – FIRM, Philip Harris, phil@firmadvisor.com

January 22 – TIAA Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

January 28 – ICMA-RC, Steven McGregor, JMU Online Scheduling

January 29 – TIAA, Jay Colligan, TIAA Scheduling

January 31 – Fidelity, Paul Vutiprichar, www.fidelity.com/reserve

February 5 – Aflac, Michael Glover, michael_glover@us.aflac.com

February 5 – TIAA Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

February 12 – TIAA, Jay Colligan, TIAA Scheduling

February 18 – New York Life, Debbie Bolen, dbolen@ft.newyorklife.com

February 19 – TIAA Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

February 20 – FIRM, Philip Harris, phil@firmadvisor.com

January's Social Security Column Newsletter

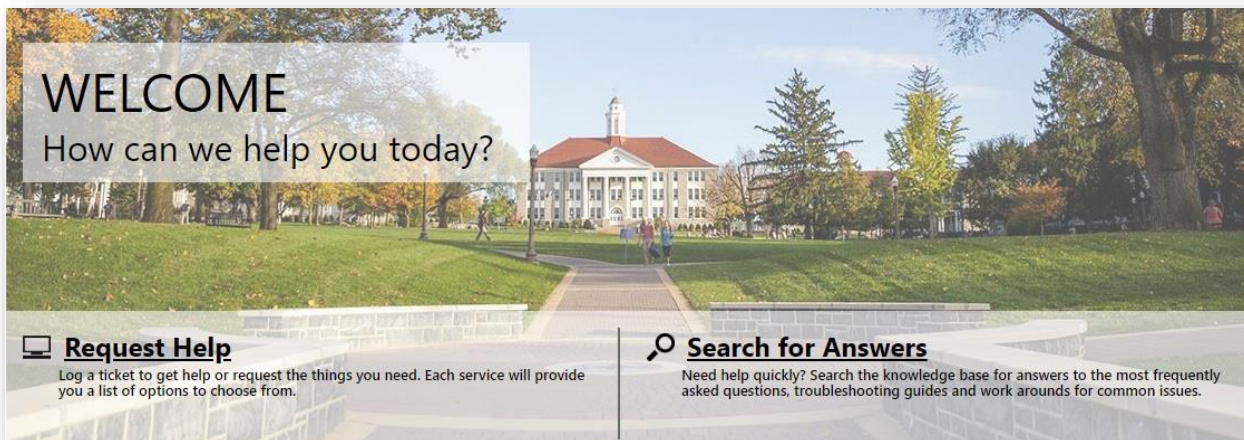
https://drive.google.com/file/d/1WhbURh-H_Z1StBkj82Y_T02_cPk7XC_M/view?usp=sharing

Welcome to the IT Service Portal

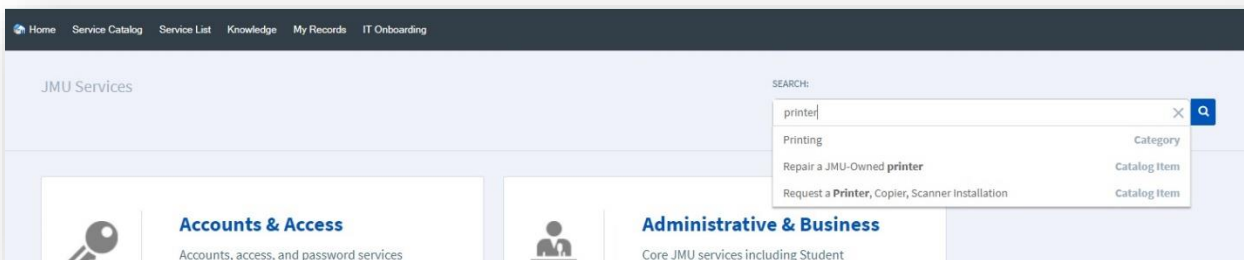
Information Technology

Need to report a technical issue or request services from Information Technology or one of our technology partners across campus? Check out the new **IT Service Portal** at its.jmu.edu!

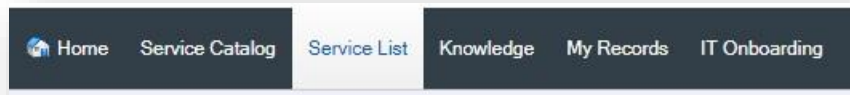
The IT Service Portal is divided into two sections: a **Knowledgebase** where you can “Search for Answers” in a large library of technology self-help articles, and a **Service Catalog** where you can “Request Help.”



The Service Catalog is a collection of the technology services provided to the JMU community, grouped into related services. You can browse the Service Catalog by service grouping, or use the Search field to quickly find the service you need:



In addition to the Service Catalog, we also offer a **Service List** view, which shows all the services, service groupings, and service categories on one page.



Check out this informative, instructional [video](#) for navigating the IT Service Portal!

Duo Login Requests – Did you know?

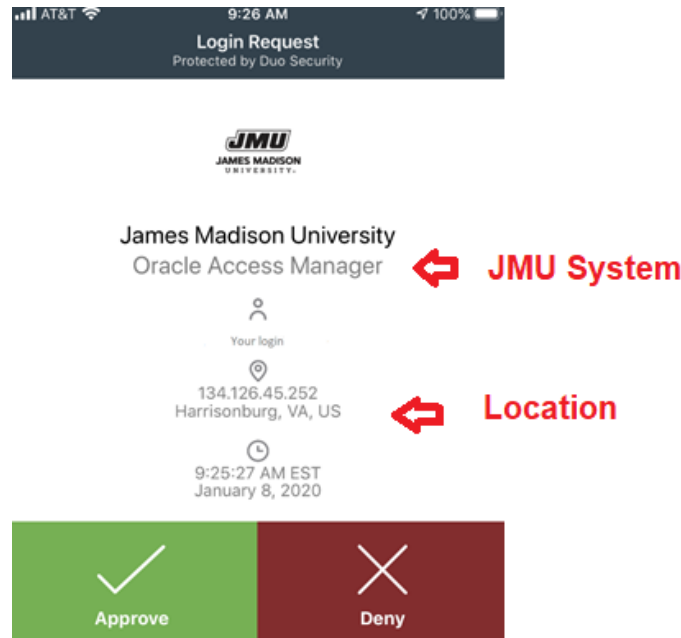
Information Technology

Before you approve a Duo login request sent to your mobile device, review the request and verify that it is from:

1. a login you initiated

2. a system you recognize. Most Duo login requests for JMU systems will reference “Oracle Access Manager”, “Shibboleth”, or “Microsoft Azure Active Directory JMU Tenant”
3. a location that is reasonably near where you physically are (e.g. Harrisonburg, VA)

CAUTION: If you receive a Duo login request that you did not initiate, your login and password may have been compromised. Deny the request and contact the Information Technology Help Desk immediately at 540-568-3555, or email helpdesk@jmu.edu.



JMU Talent Development

Discover.Grow.Succeed.

- JMU JobLink ([TD2510](#))
- Ouch! That Hurts: Speaking Up or Staying Silent, The Choice is Yours ([TD1399](#))
- How to Prepare for an Active Shooter Event ([TD2100](#))
- Grants: Post-Award Practices & Procedures ([TD1502](#))
- Event Planning at JMU: Everyone Can Benefit ([TD1006](#))
- Retirement 101: Understanding Your VRS Retirement ([TD1212](#))

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

Whole Health Challenge

[Balanced Dukes](#) invites you to participate in our annual [Whole Health Challenge](#), *Make your Health a Habit!*

During this challenge, participants will earn daily points for completing healthy activities. We will focus on eating well, moving more, sleeping better and stressing less. Participants will receive weekly emails with tips, recipes, and encouragement throughout the challenge.

The Whole Health Challenge begins Monday, January 20 and ends on Friday, March 13, 2020. The participant with the most points will win the challenge and will receive a \$100 Target gift card.

We look forward to challenging you **to *Make your Health a Habit!*** Click [here](#) to register.

Balanced Dukes Conference

Save Monday, March 9 for our annual Work-life balance and wellness conference!

Registration for these and other sessions opens soon:

Exploring Joy

The Glorification of Busy

Zen Meditation

Maintaining Wellness in Difficult Environments

Passion and Work-Life Balance

Building a Self-Care Action Plan

Achieving Financial Peace of Mind

Cultivating Empowered Productivity & mindfulness

How Gratitude Can Require Your Brain

Creative Distractions

<https://www.jmu.edu/humanresources/balanced-dukes/+2annual-conference/index.shtml>

University Recreation (UREC)



Reach Your Fitness Goals

Are you ready to change your health and wellness habits but aren't sure where to start? Here are a few UREC services to help you get started:

1) **Faculty Staff Fitness (FAST)**

Faculty Staff Fitness is weekly **Hatha Yoga Classes** held in the Memorial Hall Aux Gym, led by certified and licensed instructors from the community. These classes are for **JMU Faculty and Staff only!** All fitness levels are welcome. Classes are held Tuesdays and/or Thursdays from 5:30-6:30pm. The first session this semester is from January 14 - March 5, 2020. [Learn more about Faculty Staff Fitness and register here.](#)

2) **Small Group Training**

Faculty and staff are also welcome to join our Small Group Training sessions. Here you will find Personal

Training in a group setting. This spring, UREC will offer Small Group Training sessions for: Total Body Shred, Women on Weights, Indoor Bootcamp, and Couch to 5K. All Small Group Training sessions are offered for \$50 per 6-week session. Demo classes will take place January 13 - 24, 2020 for free. Learn more about [Small Group Training here.](#)

3) Personal Training

UREC Personal Training services provide you with the opportunity to work individually with a Personal Trainer to attain your personal fitness goals. Get started with a Personal Training Total Package that includes a health screening, consultation, fitness assessment, and two 1-on-1 personal training sessions for \$50 to get started. Learn more about [Personal Training here.](#)



Youth Swim Lessons Registration

Register your child now for UREC's "Learn to Swim" series. Each 5-class session is \$50 for JMU Fac/Staff and \$65 for community members.

Classes

- Parent & Child: 6 months to 3 years
- Preschool: 4 to 5 years
- Youth: 6 to 9 years

Sessions:

- Session 1: Sundays, January 26 - February 23, 2020
- Session 2: Sundays, March 22 - April 26, 2020

Visit URECregister.jmu.edu for class descriptions and to register using a credit card. You can also register at UREC with flex.



9 A.M. - 3 P.M.

THURSDAY, FEB. 20, 2020

WINE PRICE, SECOND FLOOR // FIRST COME, FIRST SERVE

FUTURE DATES:

APRIL 16, 2020
JUNE 18, 2020



Nominate someone today!

The Compass Award recognizes an individual or groups' demonstrated outstanding contributions to diversity and inclusion at JMU.

The Compass Award may be given to any member of the JMU community. Students, faculty, staff, or groups may be nominated for changing the course of diversity and inclusion at JMU in any of these four award categories:

Visionary – forward thinking, innovative, creates new programming or progressive initiatives

Leader – mentoring, guiding, facilitating, influencing

Advocate – providing a voice for an underrepresented person or group – site examples

Catalyst – causing transformative activity or understanding between 2 or more persons, precipitating change

Nomination Deadline: February 18th



Get Ahead of the Winter Freeze

It's not too early to begin preparing for the heating season. Check these **10 tips** off your list and get ahead of the winter freeze.

- ☐ Our **furnace has been inspected and serviced** by a qualified professional during the last 12 months. *(A furnace should be serviced at least once a year.)*
- ☐ Our **chimneys and vents have been cleaned and inspected** by a qualified professional. I have checked for creosote built-up. *(Not cleaning your chimney is the leading cause of chimney fires from built up creosote. This service needs to be done at least once a year.)*
- ☐ Our wood for our fireplace or wood stove is **dry, seasoned wood**.
- ☐ Our **fireplace screen is metal or heat-tempered glass**, in good condition and secure in its position in front of the fireplace.
- ☐ We have a **covered metal container** ready to use to dispose cooled ashes. *(The ash container should be kept at least 10 feet from the home and any nearby buildings.)*
- ☐ Our children know to stay at least **3 feet away** from the fireplace, wood/pellet stove, oil stove or other space heaters.
- ☐ Our portable space heaters have an **automatic shut-off**.
- ☐ Our portable space heaters will be **plugged directly into an outlet** (not an extension cord) and placed at least three feet from anything that can burn; like bedding, paper, walls, and even people. *(Place notes throughout your home to remind you to turn off portable heaters when you leave a room or go to bed.)*
- ☐ We have **tested our smoke alarms** and made sure they are working. *(You need smoke alarms on every level of the home, inside each sleeping room and outside each separate sleeping area. For the best protection, the smoke alarms should be interconnected so when one sounds, they all sound.)*
- ☐ We have **tested our carbon monoxide alarms** and made sure they are working. *(Carbon monoxide alarms should be located outside each sleeping area and on every level of the home.)*

