

June's HR Update

University Holiday - July 4

The university will be closed Wednesday, July 4, in observance of the Independence Day holiday. Full-time employees are expected to work 32 hours during the Independence Day holiday week. Any hours short of a 32-hour workweek should be charged to available leave. Please see the [Modified Summer Schedule website](#) for additional information.

Did You Know?

Did you know that with the updates to the campus directory you now have the ability to select what contact information you would like displayed to the out-of-network public?

Start by logging in to MyMadison and navigate to the Employee tab. Under Employee Personal Information you will find a link to JMU Office/Campus Directory...

The screenshot shows the MyMadison website interface. At the top, there is a purple header with "JAMES MADISON UNIVERSITY" and a navigation bar with tabs for "MyMadison", "Employee", "Student", "Applicant", "MyAccounts", "MyServices", and "MyApprovals". Below the navigation bar is a "Main Menu" section with several panels:

- Employee Communication Center**: No articles currently available.
- Position Description**: View My Position Description.
- Resources**: Tutorials/FAQs, Clear Cache/Browser Configuration Tutorial, Turn off Pop-up Blocker Instructions, JMU Computing, JMU Accounts, JMU Human Resources, Benefits Calculator.
- Employee Payroll and Banking**: View Payslip, View YTD Balances, View Compensation, Direct Deposit, Employee Reimbursements, W4_VA4_Tax Information, View W-2W-2c.
- Employee Personal Information**: Phone Numbers, Home Address, Personal Information, Emergency Contacts, JMU Office/Campus Directory (highlighted with a red arrow), Ethnic Groups, Disability, Veteran Status.

In the JMU Office Campus Directory Info you will have the option to enter a Preferred Name, update your Office Information and manage your Directory Display Options. Check the boxes you wish to display in the out-of-network public directory, uncheck those that you do not which to display in the out-of-network public directory. Name and Preferred Name will always be displayed.

JMU Office/Campus Directory Info

Hajdasz, Lisa Kim

Enter Your Information Below.

Preferred Name:

JMU Office Information

* Required field

Building: WINE PRICE BUILDING

Room Number:

*JMU Mail Stop Code:

Mail Delivery Location:

Street Address: 752 Ott St. MSC 7009
Harrisonburg, VA 22807

*Work Phone: Please include area code with phone number

Directory Display Options

Select the directory information below you would like to display for your primary position in the JMU Campus Directory. This information will display for searches conducted outside James Madison University official internet connections. If you choose not to display both phone and email, a "Contact Me" option will be shown on your listing so individuals can contact you without gaining access to your direct contact information.

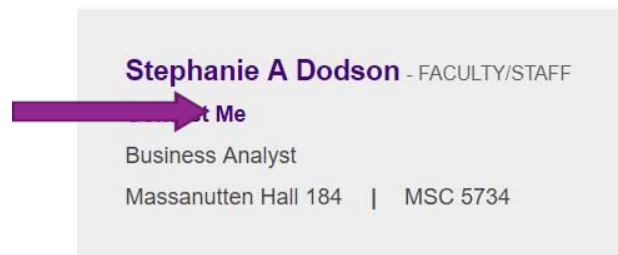
All information listed below, for your primary position, will display in the JMU Campus Directory for directory searches conducted from within JMU official internet connections.

*Self-reported data can be updated via MyMadison. Contact HR (HRSupportServices@jmu.edu) for information on updating other data fields. Updates will be visible in the Campus Directory several hours after the change has been saved.

- First Name, Middle Initial, Last Name: Lisa K Hajdasz
- *Preferred Name:
- Organizational Department: Human Resources
- Job Title: Assistant to the HR Director
- *Building: Wine Price Building
- *Room Number: 2033
- *MSC: 7009
- *Office Phone: [540/568-3825](tel:5405683825)
- Email: hrttest@jmu.edu

Save

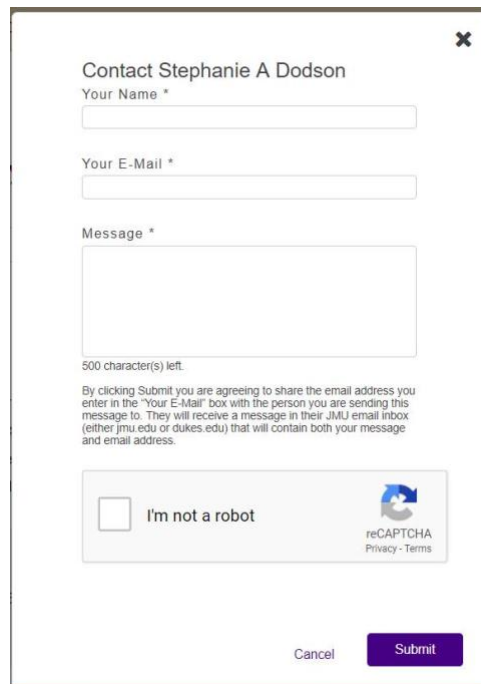
If you choose not to display both phone and email, a "Contact Me" option will be shown on you listing so individuals outside of the JMU network can contact you with gaining access to you direct contact information.



When someone attempts to reach you via the 'Contact Me' button, a pop-up window will display. Using this form, the individual can share their name, email and a brief message that will be sent to your email.

You will receive the message via email from campusdirectory@jmu.edu. This is an unmonitored email box. Please be sure that if you choose to reply, you do so directly to

the message originator by copying the email address from the body of the message received from campusdirectory@jmu.edu. Any messages sent to campusdirectory@jmu.edu will not be responded to.



Contact Stephanie A Dodson

Your Name *

Your E-Mail *

Message *

500 character(s) left.

By clicking Submit you are agreeing to share the email address you enter in the "Your E-Mail" box with the person you are sending this message to. They will receive a message in their JMU email inbox (either jmu.edu or dukes.edu) that will contain both your message and email address.

I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Submit

Have questions or need additional assistance? Contact us at HRSupportServices@jmu.edu

A&P Faculty Leave Year End

The 2017-2018 A&P Faculty Leave Year will end on June 30, 2018. All outstanding A&P Faculty Leave requests for the period between July 1, 2017-June 30, 2018 must be entered into [MyMadison](#) and approved by a supervisor by 5:00 p.m. on July 3, 2018. Though the 2018-2019 A&P Faculty Leave balance is effective July 1, 2018 and is available for use on that date, A&P faculty will not be able to view the new leave balance or enter leave requests for the new year to MyMadison until Saturday, July 7 due to year-end processing. Please hold on entering leave requests for the new year until after the 7th. For additional information on A&P Faculty Leave, please visit the [A&P Faculty Leave Frequently Asked Questions webpage](#).

Mid-Year Leave Liability Reporting

In order for the university's leave records to be as accurate as possible for the Commonwealth Leave Liability Report, it is important that all full-time employees enter all outstanding leave requests for the January 10 through June 30 time frame into [MyMadison](#) prior to June 30 for supervisor approval. Supervisors must act on their requests by July 4. This will provide a snapshot of all leave balances as of the end of the fiscal year.

Open Enrollment Changes

Health Insurance, Aflac, and flexible spending account changes that occurred during open enrollment are reflected on your July 16 pay advice. Review your pay check in MyMadison for accuracy. See a discrepancy? Contact benefits@jmu.edu immediately.

Premium Rewards

Did you know it's not too late to start receiving your Premium Reward? If you would like to begin saving an additional \$17/month on our health insurance premium, or a combined discount of \$34/month for both you and your enrolled spouse, take the following steps:

- ✓ Complete or update your online health assessment
 - Go to www.myactivehealth.com/cova
 - You must answer all questions in each category
 - Once completed, click "Submit Now"
 - Keep a copy of the completion screen for your records

If you do not have internet access, you may call ActiveHealth at 1-866- 938-0349 to complete your health assessment over the phone with a customer service representative.

Your premium reward will become effective approximately 6-8 weeks after completion of the online health assessment. Please contact benefits@jmu.edu if you have any questions concerning Premium Rewards.

Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding tips for saving, getting ready to retire, 2018 legislative summary, and many other topics. [Subscribe to Member News](#) directly for the latest updates.

DMV 2 Go Coming Next Month

DMV Connect, a mobile customer service center through DMV, will be on campus on Thursday, July 12, 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!

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:

July 11 – Aflac, Michael Glover, Michael_glover@us.aflac.com

July 12 – DMV 2 Go

July 12 – New York Life, Debbie Bolen, dbolen@ft.newyorklife.com

July 17 – TIAA-Wealth Management, Lisa Dieter, Lisa.dieter@tiaa-cref.org

July 18 – ICMA-RC, Steven McGregor, SMcGregor@icmarc.org

July 19 – Valic, Rob Lankard, Rob.lankard@valic.com

Benefits Broadcast

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

Legal Protection and Identity Theft Plans through LegalShield

Every year, millions of people are affected by legal or identify theft issues. Legal Shield provides coverage for both of these serious situations.

As a LegalShield member, you will have 24/7 direct access to dedicated law firms to protect your legal rights. Services covered under LegalShield include will preparation, speeding tickets, review of rental agreements, legal guidance regarding a dispute with a neighbor or creditor, etc. All employees, both full-time and part-time, are eligible for the

plan. The family legal plan covers spouse or domestic partner, never-married dependent children under age 26 living at home or who are full-time college students, dependent children under age 18 for whom the member is legal guardian, and physically/mentally disabled children living at home.

Identity theft protection is provided through IDShield. Your personal information will be monitored across the internet, including black market websites and government databases. Child, credit and social media monitoring is also covered under this benefit. If your identity is stolen, a team of licensed professional investigators are available 24/7 to restore your identity. The family IDShield plan covers spouses or domestic partners and minor children.

You may purchase identity theft or legal plans as a stand-alone benefit, or you may purchase both at a discounted bundled rate. Both legalShield and IDShield reduced rates are also available for individuals who are not married and have no dependent children. For more information, watch this informational video:

<https://vimeo.com/251344012>

Contact Ken Roebuck via phone (757) 334-1294, or email Ken at roebucklegalshield@icloud.com for additional information.

PDF Pay Advices Are Here

Effective with the new fiscal year, PDF pay advices will be available in MyMadison for all 2018 pay. This new functionality will make viewing and printing your pay much more convenient!

As a reminder, pay for the latter half of June pays on Monday, 7/2/18 (not 6/29).

Tax Cut and Job Act – W-4 Changes

As reported previously, the IRS recommends a “paycheck checkup” be done as early in the year as possible so the correct amount of tax is withheld.

When employees are figuring their 2018 taxes, they need to remember that the standard deduction for all filing statuses has increased substantially and many itemized deductions have been eliminated or reduced due to recent changes in tax law.

If an employee itemizes, they may be affected by recent changes from the Tax Cut and Jobs Act. Employees are encouraged to consult their tax advisor and/or use the [IRS W-4 Calculator](#) to make sure they are withholding the appropriate amount of tax.

Classified Employee Performance Evaluations

Now's the time to start planning for ***non-probationary classified performance evaluations***. Completed evaluations and IPDP's (individual professional development plan) can be submitted to Human Resources anytime beginning July 1 through September 30, 2018. To ensure thorough and thoughtful evaluations of employee performance, this is an ideal time for:

- employees and supervisors to receive and provide open and honest feedback on the past year's performance;
- employees to communicate their perspectives on performance through a self-evaluation;
- supervisors to make any necessary adjustments to the position description through PositionLink

As outlined in the [Salary Administration Plan](#) and [Policy 1305-Performance Evaluation for Classified Employees](#), the following five performance-rating levels are available to choose from, Below Contributor, Moderate Contributor, Contributor, High Contributor and Extraordinary Contributor. Performance ratings are contingent on continued performance for the duration of the performance cycle that officially ends October 24, 2018.

Please refer to the [Performance Evaluation Process](#) on HR's website for links to applicable forms, policies and process details.

Additionally, Human Resources will provide the following training opportunities available for employees to register for through [MyMadison](#):

Performance Management Information Session [TD1181](#)

July 26, 2018: 9:00 a.m. – 10:30 a.m.

August 27, 2018: 2:00 p.m. – 3:30 p.m.

Individual Professional Development Plan Workshop [TD1152](#)

July 18, 2018: 9:00 a.m. – 10:30 a.m.

August 16, 2018: 1:30 p.m. – 3:00 p.m.

Please contact your [HR Consultant](#) with questions you may have regarding performance management and JMU's evaluation process.

Do You Supervise Administrative & Professional Faculty Members?

New for 2018! Send the completed A&P faculty performance evaluation to Human Resources by the last workday in September. Be sure to include the most recent position description. Questions? Contact your [HR Consultant](#).

JMU Talent Development
Discover.Grow.Succeed.

- **New!** Getting Your ZZZZZ's - CommonHealth ([TD2260](#))
- HR Document Retention ([TD2273](#))
- **New!** How to Have Good Interactions at Work ([TD2239](#))
- **New!** Take Your Best Self to Virtual Meetings ([TD2244](#))
- Understanding and Navigating Medicare ([TD2293](#))
- Stop the Crickets: Engaging Your Audience ([TD1967](#))
- Engage Appropriately Online ([TD2259](#))
- **New!** Get to Know Your Colleagues ([TD2242](#))
- Individual Professional Development Plan Workshop ([TD1152](#))
- **New!** Great Teams: 16 Things High Performing Organizations Do Differently ([TD2252](#)) – Wishful Reading Workshop
- Within the Team Communication ([TD2228](#))

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

TOP 10 WORKPLACE SAFETY TIPS EVERY EMPLOYEE SHOULD KNOW

Office of Risk Management [Monthly Safety Tip for June](#)

JMU Wellness Fair

We're only three months away from our second annual Wellness Fair! Have you reserved September 20 and made plans to come by Festival? We are excited for you to see the growth a year has made with more vendors, activities, and some new surprises. Make sure this event is on your calendar!

Money Matters Financial Seminar

The Benefits Team is gearing up for their bi-annual Money Matters: Financial Seminar and Vendor Fair. Plan to join us on October 4 in the Festival Student and Conference Center as we make sense out of our financial opportunities.

UREC

TEAM Challenge Course

Planning a retreat this summer? UREC's TEAM (Team Empowerment with Adventure for Madison) Challenge Course is a custom group adventure teambuilding program. Programs are designed to encourage learning related to communication, leadership, trust, community-building and other custom outcomes. Learn more about the [TEAM Challenge Course here](#).

Faculty/Staff Locker Rentals

UREC's Faculty/Staff locker rooms offer more privacy for Faculty and Staff members and are large enough to hang jackets and most work apparel. **Rental Prices:** Semester:

\$40, Academic Year: \$80 and Full Year: \$100. Learn more about UREC's [Locker Rentals here](#).

State employees can receive **free admission to *Napoleon: Power and Splendor***, an international loan exhibition on display at the Virginia Museum of Fine Arts (VMFA) through Sept. 3, 2018. To claim your free ticket (one per employee), you must present your employee identification cards at VMFA's Visitor Services desk. Regular ticket prices for *Napoleon* are \$16 for adults, \$12 for seniors, and \$10 for college students and children ages 7–17. Tickets are free for VMFA members and children ages 6 and younger. Visitors can reserve tickets by phone at (804) 340-1405. For additional information, visit the VMFA website at www.vmfa.museum.

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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