

March's HR Update

Connections Day, Wednesday March 28

The next Connections Day will be held on Wednesday, March 28 from 8:15 a.m. to 1:00 p.m. in the Montpelier Room, E-Dining Hall. New JMU employees hired between January 2018 and March 2018 are invited to attend the event. *We ask your assistance in encouraging your new employees to attend this event designed specifically for them.* Please share this information with those in your department who are involved with recruitment and selection of new employees.

Pre-registration is required to attend. Additional details and the links for employees to register can be found at www.jmu.edu/humanresources/connections.

If you have any questions, please feel free to contact Jennifer Dodson, Onboard Specialist at dodsonjl@jmu.edu or 540-568-4473.

Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding the myVRS Financial Wellness Program, words of wisdom from retirees, and many other topics. [Subscribe to Member News](#) directly for the latest updates.



Are you saving enough to live comfortably in retirement?

Do you feel prepared for when that day comes?

If your answer is no, this training is for you!

[Little Red Corvette](#) and [Little Red Corvette 2.0](#) will shift you into retirement planning gear and boost your retirement knowledge.

Gain a better understanding of how to prepare for a secure retirement and take advantage of all the university offers.

Please do not hesitate to contact the JMU Benefits Team with questions at benefits@jmu.edu.



...More information on your Benefit's Open Enrollment to come!

Benefits Broadcast

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



Since 1986, the Commonwealth of Virginia has offered CommonHealth to promote wellness at work. Programs present a variety of health and wellness subjects in various formats to make participation easy. CommonHealth programming is available to all state employees and retirees. Many programs are even available for family and household members. More than 500 state agency locations have active CommonHealth programs. In 2016, James Madison University received the CommonHealth Worksite Certification. Secretary Rodrigues was on campus to present this prestigious recognition to JMU. Currently, less than 20 state agencies have met the criteria to be CommonHealth Worksite Certified.

CommonHealth at JMU, with the distinction of being CommonHealth Worksite Certified, fully supports and promotes the programs offered by the state. In addition, JMU CommonHealth offers additional health and wellness campaigns and challenges to keep our campus healthy!

CommonHealth at JMU has been offering quarterly wellness challenges for faculty & staff for the last few years. Challenges include walking challenges, mindfulness initiatives, and whole health challenges. We even have a summer challenge that is simply encouraging you to have fun! Participants can win prizes and learn new methods to keep them healthy and happy.

In 2018, CommonHealth at JMU launched a new initiative: The 12 Months of Wellness. Each month focuses on a different area of wellness. We invite guest speakers to give presentations and provide information for each topic on our website for those that are not able to make it to a session. Check out this fun video that promotes [The 12 Months of Wellness](#).

For more information on CommonHealth at JMU, please visit our website or contact us at commonhealth@jmu.edu.

Payroll's Dollars and Sense

Payroll Transaction Analyst

We are pleased to announce Kristi McDonnell as Payroll's newest analyst. Kristi comes to us from JMU's Cross Disciplinary Studies and we're happy to have her on board.

IRS Suggests a "Paycheck Checkup"

With the 2/16/18 payday, your federal tax withholding was adjusted to reflect the new tables the IRS created based on the tax reform law that was signed in December. This law impacted not only your federal withholding, but also many other factors that go into the calculation of your federal income tax.

On February 28, the IRS released the 2018 Form W-4, Employee's Withholding Allowance Certificate, and the updated IRS Withholding Calculator. Both the form and the calculator have been updated to reflect changes in the tax law. Now that these tools are available, the IRS is suggesting that employees do a "Paycheck Checkup", to check that they are having the correct amount of tax withheld from their paychecks.

You are encouraged to speak with your tax advisor, or use the IRS Withholding Calculator, to ensure you are claiming the proper allowances on your Form W-4. The 2018 Form W-4 and IRS W-4 Allowance Calculator can be accessed directly from the IRS.gov web-site, or from our Payroll Services website.

If you have questions or concerns about whether you should make a tax withholding change, please consult your tax advisor.

Important Duo Changes Coming in April

What you need to know:

- On Wednesday, April 11 the Duo enrollment period will end. Users not enrolled in Duo will no longer be able to log in to many JMU systems.
- In addition to MyMadison and the JMU SSL VPN, the list of services protected by Duo will expand to include those that use a JMU e-ID and password with IT's federation service. These include heavily-used systems such as Canvas, WebEx, JobLink, PositionLink, Chrome River, eVA, and others. For a complete list of the systems that will require Duo as part of their login, see <http://www.jmu.edu/computing/accountspasswords/services-protected-by-duo.shtml>

What you may need to do:

- If you have not yet enrolled in Duo – DO IT NOW! Otherwise, on April 11 you will have to visit the IT Help Desk, show identification, reset your e-ID account and enroll in Duo before you can log in to any of the systems mentioned above. For additional information about Duo and how to enroll, see: <http://www.jmu.edu/computing/accountspasswords/two-factor-authentication.shtml>
- Make it a habit to keep your Duo-enrolled device with you. It will now be used more often than before.
- Spread the word. If you know JMU colleagues, students or affiliates who have not yet enrolled, share this message and encourage them to do so.
- For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu.

Campus Accessibility Information New to Building Webpages and Parking Map

The ADA Coordinator, James Robinson, and the Office of Equal Opportunity are spearheading a campus wide effort to improve the web presence of campus accessibility information. New to [building webpages](#) is current accessibility info that includes:

- ✓ Nearest Accessible Parking
- ✓ Description of Accessible Entrance
- ✓ Family/Gender Neutral Restrooms
- ✓ Lactation and Baby Changing Stations
- ✓ ADA Technology availability

Find this valuable information under the building's accessibility tab. Also, check out the new [Accessible Parking Map](#).

We recommend including a link to the [building page](#) when promoting events: **“for venue accessibility please click here.”**

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

- Make Your Non-Verbal Match Your Words ([TD2186](#))
- The New Rules of Work: The Modern Playbook for Navigating Your Career ([TD2249](#))
- Connecting With Others Results in Networking ([TD2242](#))
- Student Employment Essentials ([TD1462](#))
- Discover Your Inner Champion ([TD2291](#)) – Special Disability Awareness Week Event with the Office of Disability Services
- Be Healthy without Breaking the Bank ([TD2292](#))
- Benefits Bootcamp ([TD2196](#))
- Get Beyond Bias and Bullying to Have a Good Day ([TD2239](#))
- Communication During Organizational Stress ([TD2230](#))
- How to Prepare for an Active Shooter Event ([TD2100](#))
- Money and Millennials ([TD2279](#))
- Executive Presence: The Missing Link Between Merit and Success ([TD2250](#))
- Give ‘em the Pickle ([TD1616](#))

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

JMU Talent Development

The President's Purple Star Awards



2017 Recipients of the President's Purple Star Awards

JMU asks you to provide nominations for the President's Purple Star Awards. Nominations will be accepted in the areas of customer service, innovation, teamwork, community service, and career achievement. The President's Purple Star Awards will mirror the state public service awards.

Each year the Governor's Office solicits nominations for state agency public service awards to outstanding state employees in corresponding categories.

Employees who receive a President's Purple Star Award will automatically be nominated for a Governor's Award for Public Service in the corresponding category. These awards are an opportunity to demonstrate the outstanding contributions that our JMU employees add to the state workforce.

We are now accepting nominations for the following awards:

- Agency "Star"
- Career Achievement Award
- Community Service and Volunteerism Award
- Customer Service Award
- Innovation Award
- Teamwork Award
- Workplace Health, Wellness and Safety Award

Nominations should be submitted through the [President's Purple Star Award website](#). Please direct any questions regarding the nomination process to [Jenny Toth](#) in Human Resources.

Thank you for taking time to recognize the outstanding contributions of the stars that we call our colleagues!

UREC



Cycle Central

Located in the UREC Adventure Center, Cycle Central, operated by Shenandoah Bicycle Company, offers full-service bike repair and products. They also provide pointers about riding on and off campus, getting fitted and comfortable on your bike, and how to interact with vehicles on the roadway. Cycle Central is open Monday-Thursday 2:00-7:00pm and Friday 11am-5pm this spring. Learn more about [Cycle Central!](#)

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](#).

Mentorship Through Exercise

Mentorship Through Exercise is a UREC program that provides JMU students the opportunity to have a positive mentor-mentee relationship with faculty/staff outside of the classroom setting. We have many pairs already participating, and several students are now waiting to be paired with a faculty/staff mentor, so please consider volunteering! Please see our [website for more information](#).

JMU Office of Risk Management

[March's safety tip](#) *Electrical Equipment Requirements for Purchase and Use on JMU Campus*

Temporary Summer Positions with JMU Facilities Management Department

Positions work 40 hours per week and start as early as Monday, May 7 and go through Friday, August 24.

Temporary Summer Landscape Workers (S1209)

Duties may include weed-eating, watering, weeding, planting, mulching, trimming and possibly turf maintenance. Work schedule is Monday – Thursday, 6 a.m. – 3:30 p.m. and Friday, 6 a.m. – 10 a.m. Applicants must be at least 16 years old. Hourly rate is \$8.50.

Temporary Summer Maintenance Room Workers (S1214)

Duties include the reorganizing, clearance and cleaning of maintenance storage spaces across campus. Shift is daylight, Monday – Friday. Applicants must be at least 19 years old and hold a valid driver's license. Hourly rate is \$8.50.

Temporary Summer Painters (S1212)

Duties include painting interior and exterior surfaces, refinishing drywall and patching plaster. Qualified applicants must be at least 18 years old and willing and able to climb an eight-foot extension ladder. Hourly rate is \$9.00 - \$12.00, dependent on applicant experience.

Temporary Summer Boiler Maintenance Workers (S1211)

Duties include assisting with the disassembly, inspection, cleaning and reassembly of boilers, convectors, hot water heaters, and heat exchangers, as well as taking care of miscellaneous pipe work, insulation, valve replacements, etc. Shift is Monday – Friday, 6:30 a.m. – 3:00 p.m. Qualified applicants must be at least 18 years old. Hourly rate is \$10.00.

Temporary Summer HVAC Helpers (S1210)

Assist skilled HVAC Technicians with performing preventive maintenance and repairs to include changing air filters, cleaning and servicing HVAC equipment and performing other work as assigned. The shift is four, 10-hour days or five, 8-hour days, dependent on the crew to which the position is assigned. Qualified applicants must be at least 18 years old. Hourly rate is \$10.00.

To apply to these positions, go to JobLink.jmu.edu and reference the posting numbers noted above. Please contact Deanna Glass, glassdl@jmu.edu, 540/568-6422 for additional information about these temporary, non-benefited summer positions in FM.

#JMUGivingDay Thank You



Thank you, JMU Nation, for showing up for #JMUGivingDay, setting new records and making a difference. 5085 gifts made and \$649,102 raised in just 24 hours.

Disability Awareness Week

Mark your calendars for Disability Awareness Week: March 26-30, 2018.

Come celebrate JMU's 9th annual Disability Awareness Week! This year's theme, **"Dukes Got Grit"**, focuses on the importance of "discover[ing] your inner champion", resiliency, and grit. It also aims to engage members of our community in conversations about disability, diversity, inclusion, and accessibility. For more information on events and activities planned for the week, click [here](#).

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 @JMUGJobs](#)