

NOVEMBER

Recapping the 46th Annual Faculty & Staff Years of Service Recognition Programs

On October 11 and 12, JMU recognized 263 faculty and 265 staff members during Years of Service Recognition programs. Together, this group represents over 6,654 years of service to the university. Please visit the [Human Resources website](#) to view the complete list of faculty and staff recipients. Congratulations to all employees who received service milestones!



Thanksgiving and Winter Breaks

The university will be closed November 19 – 23 in observance of the Thanksgiving holiday. The university will be closed December 19, 2018 – January 1, 2019 for the Winter Break. Please review the [Holiday Schedule and University Closings website](#) for the 2018 and 2019 Holiday and Closing Schedules.

Go Green with Your W-2

Electronic W-2 forms will be available in MyMadison again this year and for the first time, you can consent to receive the form electronically and forego the paper copy! Additionally, the full SSN will be on this year's W-2 making it an official tax document that can be used if you mail your tax return or have someone prepare your tax return on your behalf.

Benefits to receiving Form W-2 electronically include:

- Earlier access to the Form W-2
- Support the university's mission of environmental sustainability.... Help us save paper and reduce processing costs
- No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee, once received
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her payslip
- Access to the form can be attained even if the employee is not presently at his/her residence, for example, if participating in a university foreign program

How do I consent to receive my W-2 electronically?

- Log into [MyMadison](#)
- Navigate to the Employee tab
- Under Employee Payroll and Banking, click 'W-2/W-2c Consent Form'

- Read the notice, check the box and click submit
- You will be prompted to verify your identify before your consent is final

Contact Payroll Services @ 568-6233 or payroll-operations@jmu.edu.

End of Support for Windows 7

JMU Information Technology (IT) will end support for Windows 7 on August 1, 2019. All JMU-owned Windows computers should be on Windows 10 prior to this date.

There are several reasons for this:

- Microsoft ended mainstream support for Windows 7 on January 13, 2015
- Microsoft will end extended support (including security patches) on January 14, 2020
- IT has been providing Windows 10 as part of our standard computer setup since July 1, 2016, and needs to complete the migration to a standard, consistent platform

IT is working with departmental and college technology contacts to identify and plan for upgrade or replacement of Windows 7 computers. Computers over 4 years old should be considered for replacement, however, computers with an ESN beginning with a "13" or above should be able to be upgraded to Windows 10.

If you have questions, please email Becky Helmick (helmicrp@jmu.edu).

University Closings Due to Inclement Weather

With winter weather on the horizon, the university is preparing for the possibility of inclement weather delays and closures. Decisions to close all non-essential university operations will be posted on the [JMU website](#) and broadcast via text and email alerts. Most university employees are considered "non-designated" employees and are not required to work when the university is closed. However, to continue to provide services to students, some positions are considered "designated" and these employees must report to work when the university is officially closed due to inclement weather or other emergency conditions. Designated employees earn compensatory leave for hours worked up to the maximum number of hours of their normal work shifts. Hours worked over the normally-scheduled shift will be compensated in accordance with the [Fair Labor Standards Act \(FLSA\)](#) for the excess time worked (i.e., overtime leave earned), provided employees are in a non-exempt classification. When inclement weather or other emergency conditions create transportation difficulties that result in an employee's late arrival, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave. Supervisors should decide each case on its own merits. Any hours worked by non-designated employees during an authorized closing will be paid and not credited with compensatory leave.

Please review JMU 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 compensation for hours worked during an inclement weather closure.

Exiting Employees Ask “Can I get back into my JMU email (Exchange) account after I leave the university?”

You cannot get back into your JMU email account once it has been disabled. Here’s what you should do on or before your last day of employment:

- Obtain a new email account through another Internet Service Provider (ISP), such as Microsoft, Google, or Yahoo
- Send your new email address to all of your contacts and friends
- Change any accounts that use your JMU email (@jmu.edu) address as a password reset option or login (e.g. banking, utilities, credit cards, etc.) to your new email address
- Change mailing list (Listserv) subscriptions to your new email address and unsubscribe from those you no longer wish to receive
- Forward any personal emails that you wish to retain from your JMU email account to your new email address
- Export any personal email contacts and phone numbers that you wish to retain
- Log in to MyMadison and print copies of pay slips, leave, etc. for your records

Access Timeline

Faculty and Staff:

- Will retain eID access to MyMadison, email, wireless, and computer login for a grace period of 30 days
- Lose access to core systems (HR, FIN and SA) and network file shares (N: drive) immediately

Adjunct Faculty:

- Will retain eID access to Active Directory-linked accounts (computer login, email client (Outlook), wireless, network file storage, and to other systems (MyMadison and Canvas) for a 130-day grace period

Affiliates:

- Lose eID access immediately upon termination or departure from affiliation

Abnormal or Extreme Circumstances:

- Employees may have their eID and other account(s) disabled immediately

Also see [Electronic ID](#).

2019 Pension Plan Limits

The IRS recently announced Pension Plan limits for 2019. Effective with the 2019 calendar year, elective contribution limits for 403(b) and 457 plans will increase to \$19,000/year, an increase from the current \$18,500/year limit. The catch-up limit for employees over the age of 50 remains an additional \$6,000/year. If you would like to make a change to your current contributions, please complete the [Salary Reduction Agreement](#) and return to benefits@jmu.edu. The change in contributions will become effective January 1, 2019. If you

contribute to the 457 plan and wish to make a change to your current contributions, please log into your account or contact ICMA-RC Investor Services at 1-877-327-5261, Option 1. The change will become effective the first of the next month after you make the change; therefore, for your change to be effective January 1, 2019, please make any contribution changes during the month of December. If you have questions regarding the plan limit changes, please contact benefits@jmu.edu or 540-568-3593.

Spring 2019 Tuition Waiver Request Deadline Reminder

Tuition Waivers must be received in Human Resources by 5:00 p.m. of the add/drop date. With Thanksgiving and Winter Breaks approaching, this is your reminder to get your waiver requests in early so you're not rushing around when we return in January.

Spring 2019 deadlines are:

- Semester / 1st Block 1/7/19
- 2nd Block 3/11/19

Waivers received after their respective deadline will not be accepted and you will be responsible for paying your full tuition. The Request for Waiver of Tuition form may be found [here](#).

Benefits Broadcast

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



The Employee Assistance Program (EAP)

The EAP is a confidential information, support, and referral service offering tools and resources designed to help maximize productivity and meet the challenges of modern life. EAP services are available to employees and their household members enrolled in the state health plans. The EAP includes up to four sessions at no charge for services such as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling, legal services, and financial services. Areas frequently addressed by the EAP include:

- Child care and parenting
- Helping aging parents
- Financial issues
- Legal concerns
- Work and career
- Emotional well-being
- Addiction and recovery

- Wellness and prevention
- Concierge and convenience services
- Life events

Interested in learning more about the resources available through the EAP? If so, contact your health insurance plan's Member Services Department.

Anthem Blue Cross and Blue Shield (COVA Care & COVA HDHP Plans)

Member Services: 1-855-223-9277
www.anthemepap.com

Aetna (COVA HealthAware Plan)

Member Services: 1-888-238-6232
www.covahealthaware.com

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? Upcoming dates where you could talk with an expert:

November 27 – Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org

November 29 – LegalShield, Ken Roebuck, roebucklegalshield@icloud.com

November 30 – LegalShield, Ken Roebuck, roebucklegalshield@icloud.com

December 3 – TIAA-Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

December 4 – FIRM, American Funds 529 Plans, Phil Harris, phil@firmadvisor.com

December 5 – Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org

December 5 – Aflac, Boyd Glover, boyd_gloverjr@us.aflac.com

December 6 – ICMA-RC 457 Accounts and DCP, Steven McGregor,
<https://icmarc.secure.force.com/events?SiteId=a0lf1000006PZtzAAG>

December 11 – TIAA, Christian Pechuekonis, Christian.pechuekonis@tiaa-cref.org

December 12 – TIAA-Wealth Management, Lisa Dieter, Lisa.dieter@tiaa-cref.org

December 13 – Valic, Rob Lankard, Rob.lankard@valic.com

December 14 – Fidelity, Paul Vutiprichar, Punchai.vutiprichar@fmr.com

Personal Training at UREC



UREC personal training services provide you with the opportunity to work individually with a personal trainer to attain your personal fitness goals. To get started, register for a 'Total Package' that includes a health screening, consultation, fitness assessment, and two one-on-one training sessions.

After completing a Total Package, you can sign up for 1 to 12 one-on-one training sessions with your personal trainer. Interested? [Learn more about the programs and pricing.](#)

Pickleball Tournament

Do you love pickleball? Register for UREC's annual Pickleball tournament between November 5th and November 18th on urecregister.jmu.edu under Intramural Sports. Pool play will begin the week of November 26th and tournament play will begin the week of December 3rd. All skill levels are welcome!



Call for Proposals



The Office of the President is pleased to announce the Annual Diversity Conference Equity and Opportunity through Inclusive Education and Awareness to be held on Wednesday, March 13, 2019 at the Festival Conference and Student Center.

The conference committee invites proposals that enhance understanding and skills, while also contributing to productive and positive change within higher education, our community, and beyond. Proposals may be submitted by individuals or groups of faculty, staff, and community members. This conference does not accept proposals from students.

Proposal submissions should include:

- Title of Session
- What type of session (interactive, panel, presentation, or other)
- At least three learning objectives
- Session description

- Goal of session
- How the session directly relates to the theme of the conference
- Short bio of the presenter(s)

The deadline for submitting proposals is Wednesday, December 5, 2018. For more details or to submit your proposal, visit the Diversity conference webpage [Call for Proposals](#). Notifications will be made by email to the primary contact no later than January 23, 2019.

Questions? Please contact James Robinson, co-chair, Diversity Conference Committee at robinsjr@jmu.edu or (540) 568-6991.

JMU Talent Development

Discover.Grow.Succeed.



- Presentation in Your Pocket ([TD2181](#))
- The Value of Play in Your Personal and Professional Life ([TD1934](#))
- The Art of Influencing Others ([TD2071](#))
- Nine Minutes on Monday ([TD1825](#))
- Game of 25 Things a Presenter Needs to Know ([TD2243](#))
- **NEW!** Stretch: Unlock the Power of Less and Achieve More Than You Ever Imagined ([TD2256](#)) – *Wishful Reading Workshop*

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

Congo Masks: Masterpieces from Central Africa

The Virginia Museum of Fine Arts is pleased to announce that State employees, preschool and K-12 teachers (public and private) and active duty military members in Virginia can receive free admission to Congo Masks: Masterpieces from Central Africa, a special exhibition at the VMFA

on display from November 10, 2018, to February 24, 2019. Admission to VMFA's permanent collection is free 365 days of the year, but some special exhibitions, such as Congo Masks, are ticketed.

To claim your free ticket, please present your military, state, or teacher identification card at VMFA's Visitor Services desk. You can also purchase an individual membership to the museum for \$50. Regular ticket prices for Congo Masks: Masterpieces from Central Africa are \$16 for adults, \$12 for seniors 65 and older, and \$10 for college students and children ages 7–17. You can reserve tickets by phone at 804.340.1405. Whether you are near or far from Richmond, we hope you will visit the VMFA soon. The museum is open 365 days a year and is a wonderful place to visit on your own, with friends or family.

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