

September 2016



Meet Peggy McHugh, JMU's Benefits Administrator

Peggy provides oversight for all campus benefits as the Administrator.

Her myriad of human resources experiences in manufacturing and former responsibilities in JMU's Office of Residence Life make her the outstanding choice for this position.

Providing customer service with compassion and a smile will continue to be the Benefits Team's mission with Peggy as their new team leader.

Peggy returns to her Harrisonburg home after most recently working in Richmond, VA. She is a big supporter of women's sports; especially women's basketball.

2016 Virginia Retirement System Member Benefit Profiles

The Virginia Retirement System Member Benefit Profile (MBP) is an annual benefit statement based on information reported to VRS as of June 30. It provides account balance information, retirement eligibility and eligibility for other benefits such as group life insurance and the health insurance credit.

To view your Member Benefit Profile, log in or create a secure [myVRS](#) account. To learn more about your annual benefit statement, visit [About Your Member Benefit Profile](#).

Note: The MBP is not available to employees covered under the Hybrid Retirement Plan. Hybrid employees may view their account balance in [myVRS](#).

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



Money matters are important to each of us, whether it's developing a budget for the first time or planning for retirement. On Monday, October 17, take advantage of the educational conference and vendor fair, **Money Matters**, being offered by JMU's Human Resources Benefits Team at the Festival Conference and Student Center from 9:00 a.m.–5:00 p.m. to learn about:

[Making A Usable Budget & Getting Out of Debt](#)
[457 Plans](#)
[Will I Outlive My Money?](#)
[Long-Term Care](#)
[VRS Hybrid Plan](#)
[Investments 101](#)
[How to Read Your Credit Score](#)
[Open Enrollment Session: Optional Retirement Plan for Higher Ed](#)
[Preserving Your Savings for Future Generations](#)
[Health Insurance: What to Expect With Retirement](#)
[Services and Resources for Veterans](#)
[Capital Markets Outlook/ Living Well for Tomorrow: Actionable Strategies for Your Portfolio](#)
[Identity Theft](#)
[Home Buyer Education: Preparing Your Finances](#)
[Virginia 529 College Savings Plan](#)
[Pre-taxed vs. Roth](#)
[Employee Assistance Program](#)
[She's Got It!](#)

These seminars are open to all full-time and part-time employees...it's never too early or too late to realize that **Money Matters!**

To register, simply visit [JMU Talent Development](#). **You must register for each session individually. Please feel free to attend as many sessions as you wish.** Morning and afternoon snacks will be provided. For those attending sessions, lunch is being provided by Fidelity, ICMA-RC, and TIAA.

In addition to the sessions, our benefit vendors will be available throughout the day to meet with you to answer any questions you may have concerning your benefits.

We look forward to seeing you on Monday, October 17!

HR Consulting Corner



2016 Classified Employee Performance Evaluations due September 30

The annual performance cycle for non-probationary, classified employees runs October 25 through October 24 of the following year. The completed **Annual Performance Evaluation Form** is due in Human Resources, MSC 7009, no later than Friday, September 30. Supervisors should also attach the employee's completed **Individual Professional Development Plan (IPDP)** to the evaluation.

Please note: If rating an employee as an overall Extraordinary Contributor or Below Contributor, the **Acknowledgment of Extraordinary Contribution** or **Notice of Improvement Needed** (unless a Written Notice is on file) must be attached to the completed performance evaluation to support these overall ratings.

Please refer to the Performance Evaluation Process on **HR's website** for links to applicable forms, policies and process details.

Contact your **HR Consultant** with questions you may have regarding performance management and JMU's evaluation process.

September is National Preparedness Month

This page explains what an emergency communication plan is and why you should make one. It also provides tips and templates on how to make a plan.

Why Make a Plan

Your family may not be together if a disaster strikes, so it is important to think about the following situations and plan just in case. Consider the following questions when making a plan:

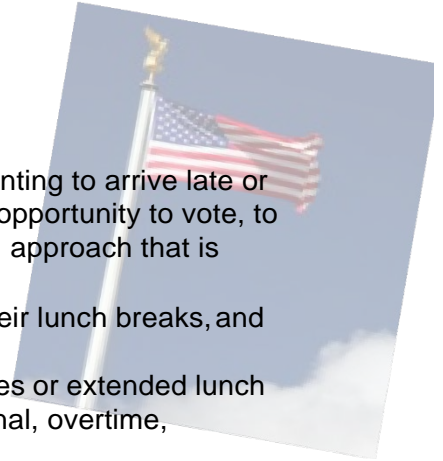
- How will my family/household get emergency alerts and warnings?
- How will my family/household get to safe locations for relevant emergencies?
- How will my family/household get in touch if cell phone, internet, or landline doesn't work?
- How will I let loved ones know I am safe?
- How will family/household get to a meeting place after the emergency?

Download and Print a Plan

<http://www.fema.gov/media-library/assets/documents/34330>



Election Day for the next general election is Tuesday, November 8, 2016. The polls open at 6:00 a.m. and close at 7:00 p.m. Voters will be required to show a photo ID at the polls. As employees exercise their right to vote, there are a few rules to keep in mind:



Election Day Attendance

Election Day can present staffing challenges resulting from employees wanting to arrive late or to leave early. It's important to ensure that employees have a reasonable opportunity to vote, to maintain sufficient staffing coverage throughout the day, and to employ an approach that is equitably applied to all staff.

- Encourage employees to vote before work, after work, or during their lunch breaks, and to coordinate their schedules with supervisors and co-workers.
- Advise employees that late arrivals and requests for early departures or extended lunch breaks will require the use of personal leave. Annual, family/personal, overtime, compensatory, or recognition leave may be used for this purpose.
- Consider adjusting the schedules of non-exempt employees as an alternative to using leave.

Election Day Volunteers

Employees are encouraged to volunteer to be Officers of Election. Those who serve as Officers of Election shall be allowed to use up to 8.0 hours of [Civil and Work-Related Leave](#) on Election Day. As with all leave, supervisory approval is required.

Employees who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification training *only when the employee's locality does not offer the training during non-work hours*. Training schedules are available from local registrars and are typically posted on the localities' websites.

If an employee uses Civil and Work-Related Leave to work as an Officer of Election and receives payment for duties and/or training, (s)he must submit the payment to the Commonwealth. Contact Payroll Services to arrange the return of payment.

- If the employee wishes to retain the payment, (s)he must use annual, family/personal, overtime, compensatory, or recognition leave.
- Employees who are reimbursed for *expenses only (travel, parking, etc.)* are permitted to keep such payments.
- Neither Civil and Work-Related Leave nor School Assistance & Volunteer Service Leave may be used by employees who wish to volunteer on Election Day in another capacity (e.g., poll workers not certified as Officers of Election, political workers, etc.) These activities are considered political activities, not community services as defined in the Virginia Department of Human Resource Management (DHRM) Policy [4.05-Civil and Work-Related Leave](#).

Virginia Department of Elections: <http://elections.virginia.gov/>

PAYROLL'S DOLLARS & SENSE

Congratulations to Robbie Campbell. Robbie is Payroll Service's new Lead Transaction Analyst. She can be reached at x8-4604.



Mailing Address in MyMadison (Employee Tab)

Payroll Services would like to remind employees to check their mailing address in MyMadison by December 31st, under the Employee Tab, to ensure timely delivery of their W-2 document in January. Payroll Services will not mail W-2 documents to mail stop codes, JMU departments, JMU student PO boxes or to the JMU designated zip code of 22807 due to the confidential nature of the information contained in the document. It only takes a minute to verify your address in MyMadison, but it may take the mail up to two weeks to return a W-2 document with an incorrect or invalid address. Reissue W-2 requests will be prepared on a weekly basis starting Monday, February 6th, 2017.

NOTE: Student employees may need to update their mailing address under the Employee Tab for payroll purposes and under the Student Tab for other student related year-end documents.

Payments to Non-Residents

Please keep in mind that having a social security number does NOT equal U.S. citizenship... just because a foreign individual has a U.S. Social Security Number does not automatically mean that JMU can pay them for services. Before making a formal commitment to bring a foreign national to campus, the sponsoring department must determine whether it is legal to pay them, is the payment subject to tax, and what policies and procedures must be followed.

Please reference [Payments to Short-Term Foreign National Visitors](#) for detailed instructions and information.

Questions may be directed to Sherry Willis, Payroll Operations Manager, 540/568-8034 or willissl@jmu.edu.

Free Flu Shots

Employees enrolled in the state health insurance plans may receive free flu shots this year at pharmacies participating in their health plan's network. COVA Care, COVA HDHP and COVA HealthAware members also may receive flu shots at no cost from network physicians' offices and other participating providers. Kaiser Permanente HMO members must go to a participating Kaiser medical center.

Visit www.dhrm.virginia.gov to find participating providers, questions and answers on each plan. Since an appointment may be required, it is advised to call ahead to the participating pharmacy to verify that the flu shots are available.

MyMadison

Has your office moved? Do you have *new* emergency phone contacts? It's important to make sure that your employee personal information is up-to-date in MyMadison.

Trouble Remembering Your Security Question Responses When Logging Into MyMadison?

Have you ever had difficulty using your Security Questions to log in to MyMadison or to reset an expired or forgotten e-ID password? If so, we encourage you to setup the One Time Password (OTP) as another option. Rather than having to remember answers to your Security Questions, OTP allows you to receive a one-time validation code via text message to a mobile phone or an email to a non-JMU email account.

Follow these steps to set up your OTP information:

1. Log in to MyMadison.jmu.edu
2. Click the MyAccounts tab
3. Click Password Management
4. Click Update your One Time Password (OTP) ResetRegistration
5. Select either the Mobile Phone option or the Email Address option
6. Enter your information
7. Click Continue
8. Click Sign out to log out of MyMadison



Now try it out:

1. Log in to MyMadison.jmu.edu with your e-ID and password
2. On the Challenge page, select One Time Password Challenge and click Continue
3. A 5-digit one-time password code will be sent to your phone or to your non-JMU email account, depending on the option you selected in step 5 above. Note: If you opted to have the code emailed, check your email from a different browser window or tab; do not close the MyMadison window
4. Enter the 5-digit code into the Password: field and click enter

Questions? Contact the IT Help Desk at 540-568-3555 or www.jmu.edu/computing/helpdesk.

Want to Host an Online Meeting?

WebEx is now available for JMU Faculty and Staff to host online meetings! WebEx is an online conferencing tool that allows you to meet with colleagues on campus or anywhere in the world using your internet connection and web browser. With WebEx, you can host virtual meetings (including classes) using audio and video, share presentations and files, chat (IM) with others and conduct online presentations using screen sharing. This fall, Libraries & Educational Technologies will be exploring WebEx as a possible alternative to Blackboard Collaborate for use in classes.

Please visit www.jmu.edu/computing/webex for additional information including training opportunities

Our New Team Member

WHAT'S NEW IN TALENT DEVELOPMENT?

Please welcome **Gail Napora** to the Talent Development team!

Gail serves as the Professional Development Specialist. Her duties include analyzing professional development needs, developing workshop content, delivering and evaluating professional development workshops, and overseeing technology for learning. An avid butterfly enthusiast, Gail volunteers at the JMU EJC Arboretum, in the community, for Gus Bus, and at local schools to educate on the Monarch and other pollinators. She lives on the Daphne ridge with her spouse and 4 children.



Upcoming Workshops

September 27 – Managing for Employee Engagement – We all know what engaged employees look like. They are enthusiastic about their work. They care about the organization and its goals. They're willing to go the extra mile to get the job done. Is that what you see when you look around? Employees who feel rewarded and fulfilled experience greater job satisfaction which leads to improved performance. That's a real win/win! Participants will develop strategies for improving job satisfaction by eliminating the three underlying factors that make a job miserable.

October 3 – LGBTQ 101: Understanding Gender and Sexual Diversity – Have you heard acronyms like "LGBT," "LGBTQ" or "LGBTQIQA" and wondered what those letters stand for? Do you work alongside coworkers or serve customers who identify as LGBTQ? Do you want to learn more about the basics of LGBTQ identities and have the chance to ask questions in a safe and non-judgmental space? Participants in this workshop will have the chance to learn and ask questions about LGBTQ identities and gain insight into the experience of LGBTQ individuals at JMU.

October 4 – Go Put Your Strengths to Work – Fewer than a quarter of us play to our strengths. We spend a lot of time and effort on trying to improve our weak areas when, in reality, we should be leveraging our strengths. You have two options, continue working on your weaknesses or learn how to make the most of your strengths. Come to this workshop to learn how to make the most of what you're already good at!

October 5 – Mentoring for Growth – Did you know that both mentors and mentees report greater satisfaction levels in the workplace? Being a workplace mentor can be an effective way to develop your own leadership and communication skills while helping a less experienced employee grow professionally too. We know you're busy, so we've put together this workshop to provide you with a simple framework for figuring out who you should mentor, how to get started, and what the basics of good mentorship are!



www.jmu.edu/talentdevelopment