



April 2017 HR Update

Summer Schedule

The university's [modified summer work schedule](#) begins Monday, May 8 and ends Friday, August 18, 2017.

May 5 - University Closing at 1:00 p.m.

The university will close at 1:00 p.m. on Friday, May 5 in preparation for Spring Commencement ceremonies. President Alger has granted four hours of recognition leave for all full-time employees to be used on Friday, May 5.

New Time and Attendance Reporting Website

If you would like to learn more about the Time and Attendance Record that full-time non-exempt employees are required to submit each year, please visit the new [Time and Attendance Reporting webpage](#) on the Human Resources website. This website provides information regarding the record, instructions for submission, and resources to learn more about this Department of Labor requirement.

Open Enrollment Period is May 1-15

Open Enrollment for health benefits and flexible spending accounts will be between May 1 - 15 this year. The online enrollment, EDirect, is under construction and will not be available for use during this open enrollment period. Therefore, all changes will require a **paper enrollment form**.

Additional information will be coming out in the next couple of weeks regarding Open Enrollment, so be sure to watch for this important benefit information.

New Benefits Representatives

Tiffany French joined the Benefits Team in March as the new **Retirement Specialist**. She comes to JMU with prior HR experience in administering employee benefit and wellness programs and retirement plans. Tiffany graduated from JMU with a BBA in Management. As Retirement Specialist, Tiffany provides guidance and advice to JMU faculty and staff regarding their retirement benefit programs, purchase of prior service

options and assists in the transition into retirement from the university. She enjoys vacationing at the beach, being outdoors with her husband and their sheltie, scrapbooking, and spending time with family.

Gina Holloway joined the Benefits Team in March as a **Benefits Specialist**. Gina grew up in the suburbs of Washington, DC. She received her undergraduate degree from Liberty University in Business Administration with a concentration in Project Management. She currently lives in Penn Laird with her husband, David, son, Jackson, and two stepchildren, Jake and Ella. Outside of work, Gina and her family enjoy watching hockey and football and are HUGE Washington Capitals and Redskins fans! She also enjoys yoga, roller skating, cooking, Sudoku and going to the beach. Gina is really excited about joining Human Resources and the Benefits Team.

CONGRATULATIONS TO THE WINNERS OF BIGGEST LOSER 2017

The individual winner is **Michael Renfroe** who lost **8.54%**

The winning team is **Sherry Reed & Steve Croy** who collectively lost **9.28%**

The winners will receive a CommonHealth tote bag filled with goodies to keep them on track, as well as a \$50 gift card to Dick's Sporting Goods.

This year, our group of 73 participants lost a total of **329.3 pounds** during the 6-week competition.

Way to go everyone! Thank you for making this such a fun event.

New Challenge! STEP IT UP!

JMU CommonHealth invites all faculty and staff to participate in our 2nd Annual Spring Walking Challenge – [STEP IT UP!](#) This competition will challenge everyone to take 10,000 steps every day.

Guidelines

- Competition runs Monday, April 17 – Friday, May 12, 2017. Join-in at any time.
- Faculty and staff are encouraged to walk 10,000 steps each day of the competition.
- Each day that you log 10,000 steps, your name will be entered into a drawing for CommonHealth gift bag filled with goodies as well as a \$75 gift card to help you purchase a new pair of shoes! (We assume if you are walking that much, the tread might start wearing thin.)

Summer School Is Quickly Approaching

SherryWillis, Payroll Services

For faculty wishing to make tax withholding adjustments for their summer pay, please reference Payroll Service's summer school calendars under the "**Calendars and Deadlines**" link on the left sidebar of their web-page @ www.jmu.edu/payroll.

There are two calendars available... a "guaranteed" course calendar and a "contingency" course calendar. **Note: A contingency course that "makes" is still considered a contingency course for the purpose of determining your scheduled pay dates.**

In order for Payroll Services to assist with the calculations, **faculty must provide the following information...**

1. The session(s) being taught (i.e. 1st 4 wks, 2nd 6 wks, etc...)
2. The actual pay dates the payments are schedule to pay out
3. The exact amount expected
4. Your PeopleSoft Employee ID Number, or the last four digits of your SSN.

For payroll assistance, please contact Chris Jones (jones5cm), Jessica Hensley (henslejg), or Sherry Willis (willissl).

In an effort to "**Go Green**", all adjustments must be made electronically via MyMadison. There is a "DD and W-4/VA-4 Effective Date Table" calendar located under their "**Calendars and Deadlines**" link as well. This calendar will identify when changes must be made via MyMadison in order for the change to be effective for a particular pay date.

Spring into Safety

Risk Management's Timely Safety Tips

<http://www.jmu.edu/riskmgmt/monthlysafetytips.shtml>

Take Our Daughters And Sons To Work Day

Brought to you by the university's Work/Life Balance and Wellness Council

The Take Our Daughters And Sons To Work Foundation has designated Thursday, April 27 as Take Our Daughters and Sons To Work© Day; an opportunity to create an enriching educational experience for our daughters and sons, nephews, nieces, grandchildren, and even our neighbors' and friends' children.

JMU encourages you to create your own personal agenda to embrace the day in a way that is meaningful to you and a child.

A few necessary details to take into consideration before planning your day:

- Seek your supervisor's approval first.
- Activities must comply with departmental policies.
- Children 8-15 years of age may participate provided there is parental or mentor supervision always.
- Check-in with your co-workers to see if they are okay with possible distractions.
- Don't forget to plan the visit around important meetings, tasks, events that are occurring.
- Some areas of your work environment may contain hazards for children and should be avoided.

Contact Human Resources, humanresources@jmu.edu, 540/568-6165 for additional information.

May Workshops

5/10/2017 Resonant Leadership (TD1824)
<http://www.jmu.edu/talentdevelopment/workshops/resonant-leadership.shtml>

5/12/2017 Advanced AACP Orientation (TD2144)
<http://www.jmu.edu/talentdevelopment/workshops/advanced-aacp-overview.shtml>

5/23/17 Extreme Couponing (TD2045)
<http://www.jmu.edu/talentdevelopment/workshops/extreme-couponing.shtml>

5/24/17 RAD: Physical Defense for Women (TD1096)
<http://www.jmu.edu/talentdevelopment/workshops/rad.shtml>

5/26/17 Once Upon A Time: Storytelling in the Workplace (TD2077)
<http://www.jmu.edu/talentdevelopment/workshops/once-upon-a-time.shtml>

Appreciation Event for Faculty and Staff

JMU's annual Employee Appreciation event will be held on Thursday, May 11 from 9:00 a.m. - 3:30 p.m. This day is designed to say "thank you" to all JMU employees!

Activities for Employee Appreciation include:

- Lunch will be served from 11:15 A.M. to 1:30 P.M. at the Grand Ballroom in the Festival Conference and Student Center. Registration is NOT required to eat lunch
- Karaoke is back!
- More bingo this year! A third session of Bingo has been added in the afternoon!
- UREC extended hours from 9 A.M. to 3:00 P.M.
- 25% employee discount at the JMU Bookstore on clothing, gifts, non-textbooks, and school supplies.

- The Blood Drive will be back again this year and held at Festival.
- This year we will also be collecting food for the Food Bank. Your donations can be dropped off at Festival.
- Workshops and Tours

Visit the Employee Appreciation website at <http://www.jmu.edu/ead> for more details on the day's activities, lunch menu and bus schedule.

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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