

# January HR Update

*Greetings and Welcome to 2022*

## PAYROLL SERVICES

### Form W-4 Update

The beginning of the year is a good time to evaluate your tax situation and determine if you need to fill out a new Form W-4? Below is a tax tip video from the IRS to help you decide...

Do I Need to Fill Out a New W-4? [English](#) | [Spanish](#)

### 2021 Form W-2

Payroll Services is in the process of preparing W-2's which will be mailed from James Madison University by January 31. If you've consented to receive your W-2 electronically, you will not receive a paper copy by mail. However, you will receive an email notification once your W-2 is available in MyMadison. Below are some links to the most frequently asked questions regarding W-2's.

[General Guide to Sections of your W-2](#)

[Why is my reported W-2 earnings different than my paycheck gross earnings/salary?](#)

[What to do if you do not receive your W-2 timely](#)

## TALENT DEVELOPMENT

Discover | Grow | Succeed

"Hire character. Train Skill." – Peter Schutz



Student Employment Essentials (TD1460)

Does your department hire student employees? Join us monthly for timely updates from the Student Employment Department. Each 90-minute workshop features a different topic—one that is relevant for the time of year—and the space for you to ask questions specific to your department’s needs.

[Student Employment Essentials](#) February 1, 2022, 3:00 PM – 4:30 PM

Register with course number in [MyMadison](#).

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“Prepare and prevent, don’t repair and repent.” – Unknown



### **How to Prepare for an Active Shooter Event (TD2100)**

Don’t Freeze! Participants in this workshop will explore aspects of personal responsibility, including taking appropriate action to avoid freezing, learning strategies for violence prevention, and identifying opportunities to minimize injury and loss of life.

[How to Prepare for an Active Shooter Event](#) February 17, 2022. 2:00 PM – 3:30 PM

Register with course number in [MyMadison](#).

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“There is always light, if only we’re brave enough to see it. If only we’re brave enough to be it.” – Amanda Gorman



### **Bridging Differences**

*Bridging Differences* offers participants an opportunity to look at how we can better understand and get along with people who are different from us and in doing so contribute to JMU being an inclusive community for all individuals and perspectives. This course was created by the Greater Good Science Center at the University of Berkeley and is offered through edX.

There are two options for this course:

Audit track - You may take it for free. No certificate will be awarded and you will need to record your course yourself in “Other Professional Training” in MyMadison once completed.

Verified Track - TD will pay for up to 100 people to receive the certification. Please note that Training Funds policies will apply (only for A&P Faculty, Classified, or Wage, must apply for departmental reimbursement, must provide copy of certification and a learning summary to receive reimbursement).

[Bridging Differences](#) February 2022

Register online on [edX](#)

## LIBRARIES



### Learn (and Teach) New Skills with LinkedIn Learning

Have you explored the thousands of videos at your fingertips from [LinkedIn Learning](#) through JMU Libraries? You can watch a short video or even take a course on topics including infographics, web design, data management, leadership and business principles, graphic design, and so much more.

### Access the New York Times, Wall Street Journal, and More

Did you know that JMU staff, faculty, and students have online access to the *New York Times*, *Wall Street Journal*, *Washington Post*, and other newspapers through JMU Libraries? Visit the Libraries website to [access these newspapers](#) through JMU subscriptions. When your ***New York Times* (NYT) account expires after one year**, renew your account by following the [same signup steps](#) you used to create your NYT login.



Photo by [Jon Tyson](#) on [Unsplash](#)

## UREC

### Small Group Training

Faculty and staff are welcome to join UREC's upcoming Small Group Training sessions! Small Group Training is a hybrid between Group Exercise and Personal Training. These paid classes meet twice per week for six weeks. This spring, UREC is offering **Gloves and Mittens**, a partner-style boxing fitness class! Learn more and sign up for [Small Group Training here](#).

### 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 here](#).

## BALANCED DUKES

5<sup>th</sup> Balanced Dukes Annual Conference  
Spring 2022 (date TBD)  
Call for Proposals

*Balanced Dukes is the work-life integration and wellness program for JMU. Our goal is to encourage employees to work towards personal satisfaction in every dimension of wellness: emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual, in pursuit of a meaningful quality of life.*

We are looking for faculty and staff to present on topics related to work-life balance, integration, and wellness. If you are passionate about a particular area of wellness and well-being, have innovative ideas, expert insight, or success stories to share with our faculty and staff, we invite you to submit your proposal to present at this conference.

Our objective for this conference is to have a variety of sessions offered during the conference to ensure that all eight dimensions of wellness are covered. For a brief description of each area of wellness, please click [here](#).

[Submit your proposal here](#)

*We will begin reviewing proposals on February 1, 2022.*



**WHOLE HEALTH CHALLENGE** January 24 - March 18, 2022

*Make your Health a Habit*

Earn points by completing daily healthy activities for a chance to win **\$100** (applied to your JACard)

Commit to your health during this 8 week challenge and form new habits you can use all year!

The banner features a stylized green figure with arms raised, holding two large green leaves. The background is light blue with abstract green shapes.

[2022 Whole Health Challenge](#)

Please reach out to Tara Torkelson with Balanced Dukes conference or challenge questions: [roetb@jmu.edu](mailto:roetb@jmu.edu) | 540-568-5533

## QUICK, CONVENIENT and FREE COVID VACCINATIONS, BOOSTERS, or TESTS

VACCINATION AND BOOSTER CLINICS for faculty, staff, and graduate students at [JMU Convocation Center](#):

- Thursday, January 27
- Thursday, February 3
- Thursday, February 10
- Thursday, February 17
- Thursday, February 24

All clinics will be open from 10:00 a.m. to 6:00 p.m. (closed from 12:00 - 1:00 p.m.) on the dates shown.

The Virginia Department of Health (VDH) and the Central Shenandoah Health District (CSHD) are hosting these vaccination clinics at JMU, which are also open to the general public.

*You should schedule an appointment in advance, but walk-ins are available!*

To schedule an appointment, click here:

<https://vase.vdh.virginia.gov/vdhapps/f?p=535:100:16515224264183::NO::>

Direct vaccination questions to: [cshdinfo@vdh.virginia.gov](mailto:cshdinfo@vdh.virginia.gov)

### COVID TESTING:

Employees who are experiencing symptoms of COVID or who have been exposed to COVID may get tested on campus and must follow proper [quarantine and isolation guidance](#). There will be open testing hours in Warren Hall 502 from 9:00 a.m. - 12:00 p.m. (noon) daily. You must [register in advance](#) with your JMU email to ensure there are tests available on that day. The link will be updated on Fridays with appointments for the following week.

### What do I do if I test positive for COVID-19?

Step 1- Visit CDC site for isolation instructions [COVID-19 Quarantine and Isolation | CDC](#)

Step 2- Complete the following self-report form <https://forms.office.com/r/XWVYdZ5XrV>

- Those without access to a computer can self-report by calling [540-568-5310](tel:540-568-5310).

Step 3- If you tested off campus, please email your test result or a picture of your positive self-test (make sure your personal identification is clearly marked on the test) to [healthctr@jmu.edu](mailto:healthctr@jmu.edu). (If you tested on-campus we have your results and you do not need to confirm test results).

Step 4- Contact your supervisor to inform them of your status. If necessary, consult with an HR Benefits Specialist to see what leave options are available <https://www.jmu.edu/humanresources/benefits/about-us.shtml>

## CHANGES TO COVID-RELATED PROTOCOLS at JMU

<https://www.jmu.edu/news/2022/01/17-covid-updates.shtml>

### UNIVERSITY POLICY COMMITTEE LISTSERV

#### You can be Informed When Policy Changes Occur

The University Policy Committee ListServ is a great way to stay informed about new and recently revised policies. Employees subscribing to the ListServ, receive immediate notification when:

- Policies are updated with minor revisions
- Policies are posted for public review
- The semi-annual policy change notification report has been posted on the UPC site

Click to [subscribe to the Policy ListServ](#) (requires an active JMU eID), which opens an e-mail using Outlook. Then send the e-mail to subscribe. It's that easy!



One day a year, faculty, staff, alumni, students, parents and friends join **2gether** to support JMU. This year's Giving Day is right around the corner. Mark your calendars for Twos-Day, February 22!

There's three easy ways to get involved:

1. [Make an early VIP gift](#) to your favorite fund, department, or cause at JMU by February 11 and be counted as a Giving Day supporter.
2. [Sign up to be a Giving Day ambassador](#) and receive resources to promote your passion on 2.22!
3. Celebrate your Purple Pride at Giving Day Headquarters in the Atlantic Union Bank Center Campanelli Club. Drop-in between 1:00 p.m. and 8:00 p.m. to enjoy giveaways, snacks, and games in this exclusive Club space.

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