



May 2017 HR Update

Open Enrollment ENDS Monday, May 15 at 5:00 p.m.!

Want to make changes to your current health plan? Are you planning to take advantage of a Flexible Spending Account for 2017-2018? You only have a few days left to do so.

If you are making changes/enrolling in health insurance or flexible spending accounts, you need to submit the [Enrollment Form for Employees](#) to the Benefits Team no later than the close of business on Monday, May 15.

Forms may be sent through campus mail to MSC 7009, by fax to 540-568-7916, or by email to benefits@jmu.edu.

Questions? See HR's [Open Enrollment website](#) or call 540-568-6165 or 540-568-3593.

May 5 Recognition Leave

If you worked your regularly scheduled shift on Friday, May 5, and did not use the 4 hours of recognition leave given by President Alger, please have your supervisor submit a [Record of Compensatory Time Earned form](#) to Meghan Schaeffer, Leave Coordinator, to receive 4 hours of compensatory leave. If you are non-exempt and physically worked over 40 hours for your department during the workweek, you are eligible for overtime. Please review [Policy 1303-Provisions for Granting Overtime and Compensatory Leave](#) for information regarding compensatory leave and overtime.

University Holiday Monday, May 29

As a reminder, the university will be closed on Monday, May 29 in recognition of Memorial Day. Full-time employees are expected to work 32 hours during the Memorial Day holiday week. Any hours short of a 32-hour workweek should be charged to available leave. All leave requests are subject to supervisor's approval. Please see the [Modified Summer Schedule website](#) for additional information.

Human Resources Office Summer Hours

Monday-Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 12:00 noon

HR Staff Changes

Jennifer Dodson recently accepted a new position on the Recruitment and Employment Services Team as the Onboard Specialist. Jennifer was previously the Recruitment Assistant. As the Onboard Specialist, Jennifer is responsible for ensuring that all new hires have completed their required paperwork prior to starting their employment, overseeing I-9 compliance, and facilitating Connections Day. Jennifer is also currently a student in the JMU Adult Degree Program. Congratulations to Jennifer on her new role!

Beth Aldrich has joined the Recruitment and Employment Services Team as the new Recruitment Assistant. Beth was previously a wage Human Resources Assistant. Beth now serves as the primary contact for applicants who have questions or need assistance during the recruitment process. Beth graduated from James Madison University with a B.M. in Vocal Performance. We are excited to have Beth as a member of the Recruitment and Employment Services Team!

Dakota Vanker is the new wage Human Resources Assistant for JMU Facilities. She is a 2013 graduate of the University of South Florida with a degree in Mass Communications. Most recently, she worked for an executive recruiting firm as a Recruiting Administrator. Prior to this, she worked in higher education as an Admissions Officer and as an Account Coordinator for a communications company.

Dakota grew up in Tampa, FL as the youngest of five children. She has been married to her husband Nick for three years and they have one child together. Her hobbies include swimming, community theater, writing, and watching baseball and hockey.

Dakota's position provides assistance in many areas of Human Resources to include involvement in the recruitment process, processing ePARs, completing reference and background checks, assisting with training, various clerical duties and providing customer service to JMU Facilities.

Transfer Process Change Notification

Supervisors no longer need to submit forms to Information Technology (IT) to deactivate access to department specific resources and/or core systems when an employee/student employee transfers out of their department.

IT will automatically deactivate access based on the effective date indicated on the transfer ePAR submitted by the hiring department (except for grant org transfers).

When supervisors transfer employees into their department, they must submit the appropriate form(s) to IT to request department specific resources and/or core systems access, if needed, for their new employee's/student employee's position.

Important ACA Regulations Reminder

Diane Yerian, HR Director

University employees who work an average of 30 hours or more a week would be eligible for health insurance benefits under the provisions of the Affordable Care Act (ACA). Due to funding limitations and according to the Manpower Control Program, JMU as a Virginia State Agency must limit part-time employment to no more than 29 hours per week on average over the standard measurement period, May 1-April 30.

Part-time employees may work multiple part-time jobs at the university; however, ALL part-time hours worked are combined for calculating the average number of hours worked per week. Hours worked may include any combination of hours associated with the following job classifications: Recurring, Temporary, or Part-time Salaried Non-Teaching positions, Part-time wage (1500 hour positions), Student wage (Federal Work Study is exempt), Graduate Assistants/Teaching Assistants, and Adjunct Instruction.

Affordable Care Act regulations also mandate that full-time employees who leave employment with the university may not be re-hired to work any part-time hours until the employee has been separated a minimum of 26 weeks. This rule applies to JMU classified employees, and full-time instructional and A&P faculty.

The responsibility to plan, schedule and track part-time work falls to the employee and the hiring department with oversight and support provided by the Provost's Office, Student Employment, and Human Resources. Failure to adhere to these regulations may result in penalties for the employee and the employer.

[JMU and the Affordable Care Act](#)

Policy [1313](#)-Recruiting, Selecting & Hiring Classified and Wage (non-student/part-time) Position

Policy [1325](#)-Wage Employment

[Virginia Manpower Control Program](#)

Payroll Services Dollars & Sense

Sherry Willis, Payroll Services

Payroll Services recently made changes to the alphabet split for the Transaction Analyst Team. For questions related to a specific employee, please contact the appropriate Transaction Analyst based on the employee's last name.

Chonda Britt (brittcn@jmu.edu) –employees by last name A – D

Robbie Campbell (campb3ra@jmu.edu) – employees by last name E – K

Tom Farrar (farrartg@jmu.edu) – employees by last name L – Ri

Danelle Ross (rossds@jmu.edu) – employees by last name Rj – Z

Also, as a reminder, faculty wishing to make summer school adjustments may reference our web-page for [tax withholding instructions](#).

nTelos cellular customers and MyMadison

nTelos has advised their customers that they need to migrate to Sprint in the near future. Customers can minimize their wait time at a Sprint store by contacting them and scheduling an appointment to complete the migration.

(Note: If you are in the JMU athletics department, the transition will be coordinated through the Athletic Business Office)

If this impacts you, please log in to MyMadison and update your One Time Password to the new carrier or to a new 3rd party email address BEFORE you visit a Sprint store. If you fail to do this before migrating to Sprint, you will not be able to log in to MyMadison and will need to visit or call the IT Help Desk for assistance. If you have any questions, please contact the IT Help Desk at 540-568-3555.

JMU Talent Development

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[JMU Talent Development](#)

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