

June HR Update



University Holidays - July 4-5

The university will be closed Thursday, July 4 (8 hours holiday leave granted) and Friday, July 5 (4 hours governor's leave granted) in observance of the Independence Day holiday. Full-time employees are expected to work 28 hours during the Independence Day holiday week. Any hours short of a 28-hour workweek must be charged to available leave.

[Modified Summer Schedule website](#)

Administrative & Professional (A&P) Faculty Leave Year End

The 2018-2019 A&P Faculty Leave Year will end on June 30. Therefore, all outstanding A&P Faculty leave requests for the period between July 1, 2018-June 30, 2019 MUST be entered into MyMadison and approved by a supervisor by 5:00 p.m. on Friday, July 5. 2019-2020 A&P Faculty leave balances are effective and available for use on July 1; however, due to year-end processing A&P Faculty will not be able to view their new leave balance or enter leave requests for the new Leave Year until Tuesday, July 9. Please hold on entering leave requests for the new A&P Faculty Leave Year until after the 9th.

[A&P Faculty Leave Frequently Asked Questions](#)

Mid-Year Leave Liability Reporting

In order for the university's leave records to be as accurate as possible for the Commonwealth Leave Liability Report, it is important that all full-time employees enter all outstanding leave requests for the January 10 through June 30 time frame into MyMadison **prior to June 30** for supervisor approval. Supervisors must act on their requests by Friday, July 5. This will provide the Commonwealth a snapshot of all leave balances as of the end of the fiscal year.

Payday is Monday, July 1

Due to the new fiscal accounting year, Payday will be Monday, July 1st. Payday will NOT be June 28th.

Supervisors and Admins - PositionLink Access ends Thursday, June 20

Human Resources is moving the application housing position descriptions from PositionLink to PeopleSoft under Manager Self-Service. New features have been added such as publishing classified position descriptions to MyMadison for employee viewing and printing, position cloning, split screen viewing, and much more. All the new features are demonstrated in our [online eLearning modules](#).

To prepare for the transition, please review the following:

- Login to PeopleSoft (HRMS): [Link to Log in to HRMS](#)

- Verify all classified positions for your department are listed for each supervisor by navigating to PeopleSoft (HRMS) and following the below steps:
 - 'Manager Self Service > Job and Personal Information > My Position Descriptions' in the HRMS system.
- You can cut and paste information from PositionLink to the new PD App until **Thursday, June 20, 2019**.
- If you want/need to designate the job of entering position descriptions to someone other than yourself, please provide the name of the person being designated and a list of positions to which that person need access.

Questions? Contact a member of the HR implementation team by emailing positiondescription@jmu.edu.

University Policy

The following policies were recently revised and published to the [Manual of Policies and Procedures](#). Search the website by Revision Date to see all recently revised/published policies.

[1111](#)-Smoking, Vaping, Tobacco and Nicotine Regulations – Effective July 1, 2019, Code of Virginia § 18.2-371.2 prohibits the possession or use of any tobacco product, nicotine vapor product, or alternative nicotine product by any individual under the age of 21, unless the individual is over the age of 18 and is active duty military personnel. The statute also prohibits sale to, distribution to, purchase for, or knowingly permitting the purchase of such products by any person less than 21 years of age, unless the person is an active duty military personnel over the age of 18.

[1408](#)-Degree Attainment Bonus – Revised form for requesting bonus; removed retroactive provision since it expired; removed degree must be relevant to current career functions.

[1121](#)-Public Expression on Campus - Enlarged definition of expression to include nonverbal communications; policy was made applicable to wage employees; enlarged prohibition against interference with the speech of others to include removing or defacing approved postings; and referenced the ability to reserve some specific non-controlled outdoor spaces.

[1603](#)-Fraud, Waste and Abuse Reporting - Changed name to make the policy easier to find when using the alphabetical listing of policies on the policy website; no other significant changes.

[1335](#)-Administrative & Professional Faculty – Terms and Conditions of Employment - Changed name to make the policy easier to find when using the alphabetical listing of policies on the policy website. Revised eligibility to obtain a two-year contract to 15 years of service (rather than 20).

Want to keep informed about new and existing policy changes?

Click to [subscribe to the Policy ListServ](#), which will open an e-mail using Outlook. Then send the e-mail to subscribe.

Open Enrollment Changes

Health Insurance, Aflac, and flexible spending account changes that occurred during open enrollment are reflected on your July 16 pay advice. Review your pay check in [MyMadison](#) for accuracy. See a discrepancy? Contact benefits@jmu.edu immediately.

Premium Rewards

Did you know it's not too late to start receiving your Premium Reward? If you would like to begin saving an additional \$17/month on our health insurance premium, or a combined discount of \$34/month for both you and your enrolled spouse, take the following steps:

Before July 1:

Complete or update your online health assessment

- Go to www.myactivehealth.com/cova
- You must answer all questions in each category
- Once completed, click "Submit Now"
- Keep a copy of the completion screen for your records

If you do not have internet access, you may call ActiveHealth at 1-866- 938-0349 to complete your health assessment over the phone with a customer service representative.

After July 1:

Visit the [COVA Care](#) or [COVA HealthAware](#) plan website to complete your online health assessment

Your premium reward will become effective approximately 6-8 weeks after completion of the online health assessment. Please contact benefits@jmu.edu if you have any questions concerning Premium Rewards.

Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding 2019 legislative summary, financial wellness, investing in your future, and many other topics. [Subscribe to Member News](#) directly for the latest updates.

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? Below is a list of upcoming dates where you could talk with an expert:

June 18 – FIRM, American Funds, Phil Harris, phil@firmadvisor.com

June 20 – Valic, Corbin Hess, corbin.hess@valic.com

June 21 – Fidelity, Paul Vutiprichar, www.fidelity.com/reserve

June 26 – TIAA Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

June 27 – ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)

July 3 – Aflac, Michael Glover, michael_glover@us.aflac.com

July 8 – TIAA, Jay Colligan, Eugene.colligan@tiaa.org

July 16 – Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org

July 17 – TIAA Wealth Management, Antoinette Lucas, Antoinette.lucas@tiaa.org

July 18 – Valic, Corbin Hess, corbin.hess@valic.com

July 19 – Fidelity, Paul Vutiprichar, www.fidelity.com/reserve

Benefits Broadcast

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

Faculty/Staff Computer Loan Program

The Madison CyberZone at the JMU Bookstore and JMU Business Services have partnered to offer an interest free payroll loan to qualifying JMU faculty and staff for the purchase of a computer from the JMU Bookstore.

All full-time, non-probationary JMU employees are eligible to participate in this program. This is an interest free loan available to purchase hardware, software, or other computer accessories. All merchandise must be purchased from the JMU Bookstore. The current limit on the loan is \$3600.00, and the repayment period cannot exceed twenty-four months. Repayment of the loan will be made in payments through payroll deduction on each paycheck.

The JMU Bookstore will consult with the employee on their purchase and when they have made a decision, a formal quote will be written. That quote will be forwarded to the AVP Business Services office and the employee will be instructed to contact that office. At that point, the employee will need to sign their computer loan agreement, which will be forwarded to the Bookstore for the order to be placed. If the item is in stock, the purchase can be picked up at that time.

Once the purchase is completed, the loan agreement will be forwarded to the payroll office to begin payroll deductions. Deductions will continue until the balance has been paid. Loans must be paid in full upon an employee's separation from JMU.

If you have any questions about this program, contact the Business Services Office at 540-568-5689.

VRS Hybrid Retirement Plan Auto-Escalation – Coming January 2020

Effective January 1, 2020, Hybrid Retirement Plan members with a hire date on or before September 3, 2019, will have their voluntary contributions to the Hybrid 457 Deferred Compensation Plan automatically escalated by 0.5%. The increase is in accordance with the [Code of Virginia § 51.1-169 C.3](#) to help ensure hybrid plan members stay on track with retirement savings. Members will not be auto-escalated if they already are making the maximum 4% voluntary contribution or choose to opt out during the fall opt-out period.

More information regarding auto-escalation will be communicated throughout the summer and fall. If you are interested in increasing your voluntary contributions to the Hybrid Plan prior to the auto-escalation in January, contact benefits@jmu.edu for additional information or to schedule an appointment with a Benefits Specialist.

Benefits Review

With salary increases affecting paychecks, it's the perfect time to review your current benefits to see if you should make any adjustments. Schedule a time now to meet with your [Benefits Specialist](#) for a one-on-one review of your paycheck!

Watch for New Health Insurance Cards!

New health plan identification (ID) cards for COVA Care, COVA HDHP, and COVA HealthAware are being mailed to participants beginning the week of June 10. Here are important things to know about the new ID cards:

All Health Plans: Members must use their new health plan ID card beginning July 1 to receive benefits,

and destroy all other cards. Benefits will not process unless the new card is used.

COVA Care and COVA HDHP: ID cards will be mailed the week of June 17.

- As part of a system enhancement, there will be a different prefix for the Member Identification Number displayed on the card. The new prefix will be FVI for employees. The prefix is currently YTX.
- Members should destroy all previous ID cards, including the card received in April 2019.
- ID cards are provided in different sets based on membership. Those with single membership will receive only one ID card, while participants enrolled in Plus One and Family membership will receive a set of two cards. Members will need to contact Anthem directly at 1-866-587-6713 to order additional cards.

COVA HealthAware: ID cards will be mailed the week of June 10.

- Aetna will send a welcome letter to members along with their new ID card, which can be used for medical, pharmacy, dental and vision coverage. Contact information for each administrator is on the back of the card.
- Members will need to update new plan administrator information with their providers for dental coverage (Delta Dental) and prescription drug coverage (Anthem Pharmacy delivered through IngenioRx.)
- Aetna will continue to administer the Health Reimbursement Arrangement (HRA) as it does today.

Health and Wellness Programs

As communicated in the 2019 Spotlight newsletter, state health plans will administer the health and wellness programs starting July 1. COVA Care, COVA HealthAware and COVA HDHP members currently enrolled in the ActiveHealth Healthy Insights, Healthy Beginnings and Healthy Lifestyle programs will be receiving a transition letter from their plan administrator (Anthem or Aetna). The letter will have information on how to engage with their new coaching team and, if applicable, how to maintain their health plan incentive.

Social Security Information at your Fingertips

Check out articles in the June 2019 issue of the [Social Security Column](#) for important reminders and information from the Social Security Administration.

JMU Talent Development

Discover.Grow.Succeed.

- Better Ideas Through Brainstorming ([TD2085](#))
- Insider-Outsider Dynamics of Inclusion ([TD2356](#))
- Get To Know Your Colleagues ([TD2242](#))
- Individual Professional Development Plan Workshop ([TD1152](#))
- Editing: Hard Copy and Electronic ([TD1450](#))
- Think Differently to Innovate ([TD2247](#))
- Performance Management Information Session ([TD1181](#))
- Drop the Ball: Achieving More By Doing Less ([TD2253](#))

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

School's Out for Summer!

Join us for a fun summer challenge from Balanced Dukes: [School's Out for Summer](#)

This challenge encourages you to make time for balance during your summer, take advantage of JMU's modified summer work schedule and strive to make some awesome memories. All you need to do is submit photos* of how you are enjoying your summer to roetb@jmu.edu. Submit as many as you'd like; each photo will give you an entry in the contest - the more you submit, the better your chances.

The winner will receive a \$100 gift card to Massanutten Resort!

School's Out for Summer will begin on the first official day of summer (June 21) and ends on the last day of our summer work schedule (August 16).

Re-learn to Relax (presented by Kristina Fischbach from CommonHealth)

Meditation is the simple, scientifically proven brain exercise that helps you be more tuned in to your day and relax by rewiring your brain to deal differently with stress. And, practicing meditation and enjoying its benefits, like feeling happier and less overwhelmed, doesn't require the perfect conditions or a huge time commitment.

The Re-learn to Relax: CommonHealth's Guide to Meditation and Mindfulness for Busy Beginners program guides you through a 5 minute meditation exercise to practice daily. Register through MyMadison (TD2498)
Friday, June 21
10:00 a.m. – 12:00 p.m.

From Tales to Tree

We all have a family history, but for many of us, all we know about our family history is what we have in our old pictures, documents, or memories from family members. Each of us has a family story – a tale. We all have a family tree.

So how does one get started putting it all together? What are some tips? And what about DNA? How does -one get *From Tales to Tree*?

Join us for this exciting, interactive genealogy workshop, led by Jamie Johnson, as he shares his story and what he has learned in his 33 years of research on this topic. Glean some tips and insight in the process of piecing your family's story together.

Wednesday, July 10

9:00 a.m. – noon

Wine Price, 2nd floor, Room 2050

[Register Here](#)

Risk Management

June's Safety Tip - [Eye Strain](#)

Minimize eye strain by taking breaks, reducing glare and adjusting contrast and color.

Save these Dates

Saturday, September 14: 2nd Annual Faculty/Staff 5K at UPark

Tuesday, October 1: JMU Annual Wellness Fair (held at UREC this year)

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