

September's HR Update

Hello JMU Faculty and Staff,

Welcome to another exciting year at James Madison University! The university is growing by leaps and bounds as we welcome a new class of first-year students to campus. Each of us plays an important role in ensuring that our students are able to learn and thrive in a supportive and inclusive educational environment.

As I begin my seventh year at JMU I am impressed daily by you, the employees of JMU, who make this a truly special place. Every year the campus looks a little different and this year there are again new buildings being constructed, but the people are what truly make JMU home for so many. I appreciate your hard work and dedication as we begin the 2018-19 academic year, and I wish you all the best. Thank you for all you do for JMU and for our students.

With gratitude and warm regards,

Jonathan Alger

President

Benefits Broadcast

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



As we continue to look for new and innovative ways to offer new benefits to our employees, we are pleased to announce that we are partnering with TicketsatWork. TicketsatWork provides 20 – 70% off on movies, hotels, shows, concerts, sporting events and more. Here are just a few of the savings through TicketsatWork:

- ✓ Save up to 60% off on hotels worldwide (guaranteed price match within the first 24 hours of booking)
- ✓ Save up to 50% off on theme parks
- ✓ Save up to 30% off on movie tickets
- ✓ Save up to 40% off on shows and events worldwide
- ✓ Save up to 50% off on water parks
- ✓ Save up to 70% off on shopping deals

- ✓ Receive access to over 80,000 events worldwide (concerts, sporting events, shows and more)!
- ✓ Get great deals on gift cards with no convenience fees

Signing up with TicketsatWork is simple:

- Go to <https://ticketsatwork.com/tickets/account.php?sub=enroll>
- Fill out information to become a member (select sign up with company code)
- For company code, use “DUKEDOG”
- Complete the rest of the form, then select submit

If you are currently a member through Abenity, please be aware that as of October 31, TicketsatWork will replace Abenity, which will no longer be an option for JMU employee discounts. Be sure to sign up with TicketsatWork to begin receiving even greater discounts and perks.

More Discounts...Seriously!

Are you looking to save money and want to support the local economy? If so, the 2018 Member2Member (M2M) discount card is perfect for you. The M2M Discount Program through the Harrisonburg-Rockingham Chamber of Commerce offers more than 100 member discounts at local shops, restaurants, attractions, business services, and more! See a participating members list at <http://chamber.hrchamber.org/membertomember>. Stop by Human Resources or email benefits@jmu.edu with your MSC to receive your M2M Card.

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:

September 24 **LegalShield** Ken Roebuck robucklegalshield@icloud.com
 September 25 **LegalShield** Ken Roebuck robucklegalshield@icloud.com
 October 2 **FIRM-American Funds 529 Plans** Phil Harris phil@firmadvisor.com
 October 3 **Aflac** Boyd Glover boyd_gloverjr@us.aflac.com
 October 10 **TIAA-Wealth Management** Antoinette Lucas Antoinette.lucas@ttaa.org
 October 11 **Met Life** Carrie McNamara cmcnamara@metlife.com
 October 17 **TIAA-Wealth Management** Lisa Dieter Lisa.dieter@ttaa-cref.org
 October 18 **Valic** Rob Lankard Rob.lankard@valic.com
 October 24 **ICMA-RC 457 Accounts and DCP** Steven McGregor
<https://icmarc.secure.force.com/events?SiteId=a0lf1000006PZtzAAG>

Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding making the most of your retirement plan, mapping out your future with [MyVRS](#) and the Member Benefit Profile (MBP), and many other topics. [Subscribe to Member News](#) directly for the latest updates.

Prevent a Tax-Time Surprise

Payroll Services

The IRS continues to remind employees to complete a 'Paycheck Checkup' using the tax withholding calculator. These efforts are to ensure that employees have the proper tax withheld due to changes made by the new Tax Cuts & Jobs Act.

If you have not already reviewed your tax situation, we encourage each of you to please do so to avoid an unwelcome surprise at tax time. You will especially want to review your withholding if you...

- Are a two-income family
- Have two or more jobs at the same time
- Work a seasonal job or only work part of the year
- Claim credits like the child tax credit
- Have dependents age 17 or older
- Itemized your deductions on your 2017 return
- Have high income or a complex tax return
- Had a large tax refund or tax bill for 2017

You may find the IRS calculator at <https://www.irs.gov/payments/tax-withholding>. Please keep in mind that the results are only as accurate as the information you enter. Additionally, you will need to have your most recent pay advice and federal tax return nearby.

You may update your withholding allowances via MyMadison, if needed.

If you have questions or concerns about whether you should make a tax withholding change, please consult your tax advisor.



It's Annual Performance Evaluation Time

Annual Performance Evaluations are due in Human Resources Friday, September 28. Supervisors should also attach the employee's Individual Professional Development Plan (IPDP) to the evaluation form.

When rating an employee as an overall Extraordinary Contributor or Below Contributor, an 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.

See HR's website for applicable forms, policies and process details. Contact your HR Consultant with questions you may have regarding performance management and JMU's evaluation process.

New for 2018! Supervisors of A&P faculty must submit completed A&P faculty evaluations, along with a current position description, to Human Resources by September 28. Administrative copies may still be retained within your department.

New Hire Lunch and Learn Event | Adult Degree Program and Tuition Assistance

Human Resources has created a new series of exciting and engaging monthly events for new hires. The brown bag Lunch and Learn events are part of a yearlong series designed to help support new hires during their first year of employment.

Please bring your lunch and join us to learn how you can earn a bachelor's degree through the Adult Degree Program and how employees can take advantage of the tuition assistance program.

Where: Highlands Room in the Festival Conference and Student Center

When: Monday, September 24

12:00 p.m. – 1:00 p.m.

Registration is required to attend. Please visit the [Lunch and Learn website](https://www.jmu.edu/humanresources/LUNCH-AND-LEARN/) (<https://www.jmu.edu/humanresources/LUNCH-AND-LEARN/>) to register and to view a full list of upcoming Lunch and Learn topics. All new hires within their first year of employment are invited.

Connections Day for New Hires

The next Connections Day will be held on Wednesday, October 3 from 8:15 a.m. to 1:00 p.m. in the Montpelier Room, E-Dining Hall. New JMU employees hired between July 2018 and October 2018 are invited to attend the event. *We ask your assistance in encouraging your new employees to attend this event designed specifically for them.* Please share this information with those in your department who are involved with recruitment and selection of new employees.

Pre-registration is required to attend. Additional details and the links for employees to register can be found at www.jmu.edu/humanresources/connections. Questions? Contact Jennifer Dodson, Onboard Specialist, dodsonjl@jmu.edu, 540-568-4473.

Weight Watchers at Work

Weight Watchers is pleased to announce its Fall 2018 promotion.

If you enroll during the **Fall Inspire** by the 21st of September you will receive a free "**Starter Kit**". The kit valued at \$70 contains: Cutting Board/Chopper, Steamer, Omelet Maker/Egg Poacher and Best of WW 0 SmartPoint recipes with \$20 of coupons to help you stay on track throughout the year!

Meetings are held each Thursday at the University Services Building (USB), Room 102, 11:30 until noon, attendees are able to come and weigh before the meetings starting at 11:15. Weight Watchers-at-Work Meetings allow you to experience Weight Watchers with the added convenience and support of meetings on campus. You are welcome to attend.

We have a great group of people at the meetings and attending a meeting will give you a chance to find out about Weight Watchers before you commit. Check out the following link: www.dhrm.virginia.gov/employeeprograms/weightwatchers for more information on the state benefits.

If you have any questions, contact your Weight Watchers at Work liaison Esther Nizer @ nizerem@jmu.edu, 540-568-2842.

Be sure to stop by the Wellness Fair on Thursday, September 20 to learn more about Weight Watchers.

Handshake replaces Recruit-A-Duke

Career & Academic Planning (CAP) is proud to announce that this summer, Handshake replaced Recruit-A-Duke as JMU students' comprehensive career management platform!

What is Handshake?

Handshake gives JMU students access to:

- internships and job opportunities
- [on-campus interviews](#) and practice interviews through [InterviewPREP](#)
- career fairs, CAP workshops, and other [events](#)
- employer events and information sessions, and
- [appointments](#) with career and academic advisors in CAP

Who can use it?

- **Students** from any JMU program of study can find plenty of opportunities, with over **250,000 unique employers from every industry and region**.
- **Alumni** have access to all of Handshake for 1 year, and [many features](#) for a lifetime.
- **Faculty** can contact their [CAP liaison](#) for information about using Handshake in the classroom.

- **Employers** can visit our [Post Jobs and Internships](#) page for information on advertising positions

Benefits

Handshake currently serves 500+ other universities with a user-friendly system that offers jobs and internships tailored to each student's unique needs and interests, as well as access to Career & Academic Planning events, workshops, and individual appointments.

The Handshake mission is to level the playing field of opportunities for students, regardless of their school, location, or people they know.

Faculty

We recommend faculty reach out to their [CAP Career Liaison](#) for questions about Handshake, including gaining access to generic student accounts that your college can use to see the student view in Handshake.

Visit the [Handshake](#) page for more information.

Football Game Suite Attendants Needed - \$15.00 per Hour

Need extra cash for the holiday season? JMU Dining is hiring suite attendants for the upcoming football season. Candidates need to be available for all home games, to include playoffs. Starting wage is \$15.00 per hour and a normal game shift is 12 hours. Interested, please apply online at <http://careers.aramark.com> and search job ID #189144.

Risk Management's September Workplace Safety Tip

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

JMU Talent Development

Discover.Grow.Succeed.

- **NEW!** Community: Where Do U Fit? ([TD2402](#))
- Pre-Retirement Planning II ([TD1604](#))
- Be Your Customer's Hero ([TD2179](#))
- Customer Service When the Customer ISN'T Right ([TD1065](#))
- Carpe Diem for Career Growth ([TD1678](#))
- LGBTQ 101: Understanding Gender and Sexual Diversity ([TD2056](#))
- Game of 25 Things a Presenter Needs to Know ([TD2243](#))
- **NEW!** I'm a Search Committee Member - Now What? ([TD2338](#))
- Estate Planning ([TD1924](#))
- 12 Tips to Retool Your Time Management ([TD2236](#))
- Retirement 101: Understanding Your VRS Retirement ([TD1212](#))

- Student Employment Essentials ([TD1465](#))
- Time Challenged ([TD1608](#))
- Grant Proposal: Building a Budget ([TD2355](#))
- Little Red Corvette ([TD2288](#)) - *For VRS Plan 1 and 2 Members Only*
- Little Red Corvette 2.0 ([TD2289](#)) - *For VRS Hybrid Members Only*
- How to Prepare for an Active Shooter Event ([TD2100](#))
- Using Emotional Intelligence to Manage Workplace Disappointment ([TD2189](#))
- Infusing Fun Into the Workday ([TD2176](#))
- **NEW!** The Leadership Mind Switch: Rethinking How We Lead in the New World of Work ([TD2254](#)) - *Wishful Reading Workshop*

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

Plans are underway for the **46th Annual Employee Years of Service Recognition Awards Program** Friday, October 12 in the Festival Conference and Student Center Ballroom. Invitations will be emailed soon. If you or someone you supervise are expecting an invitation for 5, 10, 15, 20, 25, 30, 35, or 40 years of service and do not receive one, contact Shea Tussing, tussinsd@jmu.edu, 540-568-8056.

The **Faculty Years of Service Recognition Program** will be held Thursday, October 11 in the Festival Conference and Student Center Ballroom. Questions regarding faculty invitations can be directed to either Yvonne Miller, millerys@jmu.edu, 540-568-3429, or Michelle Printz, printzml@jmu.edu, 540-568-6616.

Election Day for the next general election is Tuesday, November 6. The polls open at 6:00 a.m. and close at 7:00 p.m. Voters are 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, or compensatory leave may be used for this purpose. **Community Service Leave cannot be used to vote.**



- 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 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. Contact [Meghan Schaeffer](#), Leave Specialist, if you plan to serve in this capacity.

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, personal day, overtime, or compensatory leave.
- Employees who are reimbursed for *expenses only* (travel, parking, etc.) are permitted to keep such payments.
- Neither Civil and Work-Related Leave nor Community 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/>

Sentara RMH's **Mobile Mammography Van** will be parked at JMU's Festival Conference Center on Monday, October 1. An appointment must be scheduled by contacting Sentara RMH Funkhouser Women's Center at 540-689-6800 or 800-277-1021.

[JMU Wellness Fair](#) Thursday, September 20. See session information and registration link on the website.

[Money Matters: Financial and Educational Conference](#) Thursday, October 4. See session information and registration link on the website.



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