



## April HR Update

### **2021 Modified Summer Work Schedule**

The university's [modified summer work schedule](#) begins Monday, May 10 and ends Friday, August 13.

### **Grace Period Extended for Dependent Flexible Spending Accounts**

Please be aware that the Commonwealth is adding a grace period for the 2020-2021 Dependent Care Flexible Spending Account (FSA) plan year (7/1/20-6/30/21), which will extend the period to incur dependent care FSA claims until October 31, 2021.

All claims must be received by PayFlex by November 30, 2021 in order to be eligible for reimbursement under the grace period. Please contact [benefits@jmu.edu](mailto:benefits@jmu.edu) or 540-568-3593 if you have any questions.

### **Benefits Broadcast**

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



Aflac provides supplemental insurance and acts as an extra measure of financial protection to help pay out-of-pocket expenses your health insurance may not cover.

When you are sick or hurt, Aflac pays cash benefits directly to you to help you and your family with unexpected expenses. The benefits are predetermined and paid regardless of any other insurance you have. You can use your Aflac benefit as you see fit—to offset medical expenses, pay for groceries, pay your mortgage—it's up to you.

The following Aflac policies are available to you through payroll deduction:

- Accident Insurance
- Cancer Insurance/Specified-Disease Insurance
- Hospital Confinement Indemnity Insurance
- Short-term Disability Insurance
- Specified Health Event Insurance

All plans (with the exception of the individual short-term disability insurance) are a pre-taxed deduction.

You may enroll in Aflac during open enrollment (May 3 – May 17), with the policy(ies) becoming effective July 1. Since the short-term disability insurance is an after-tax deduction, you may enroll in that plan anytime during the year.

For further details on Aflac, watch this informational [video](#), or contact Michael Glover, JMU's Aflac representative, at [michael\\_glover@us.aflac.com](mailto:michael_glover@us.aflac.com).

### **Open Enrollment Period for Health Insurance, Flexible Spending Accounts (FSAs), and Aflac May 3 – May 17, 2021**

The [Spring 2021 Spotlight on Your Benefits](#) will be mailed to home addresses, along with a paper enrollment form. You may also access Open Enrollment information through the [Department of Human Resource Management](#) web page or the [JMU Benefits Team](#).

**Enroll in Health Benefits Online!** Log into [EmployeeDirect](#) and select Health Benefits record to review your current health benefits record, update your personal information, and enroll or make changes to your health plan and/or membership. You may also enroll in one or both FSAs. A [step-by-step guide](#) is provided to help you navigate EmployeeDirect. Enroll online **beginning May 3** but no later than May 17 at 11:59 p.m.

If you do not have online access, then complete the fillable health coverage form and return to the Benefits Team **no later than the close of business on May 17**. The [Enrollment Form for Employees](#) may be sent through campus mail to MSC 7009, by fax to 540-568-7916, or by email to [benefits@jmu.edu](mailto:benefits@jmu.edu).

#### **Ask ALEX for Advice**

Evaluate and compare health plan options with ALEX, your online benefits counselor! ALEX will use your input to let you know how the different health insurance plans work for you. Visit ALEX at <https://www.myalex.com/cova/2021> after May 3.

#### **Earn Premium Rewards to Reduce Your Monthly Premiums!**

Premium rewards are reductions in health plan premiums for participants in the COVA Care and COVA HealthAware plans who complete a health assessment. An employee or their enrolled spouse can reduce the premium by \$204 annual (\$17/month) or \$408 annually (\$34/month) for both employee and enrolled spouse if they fulfill the requirements to earn a premium reward. Visit your plan's website or mobile app to access your health assessment. A [step-by-step guide](#) is provided to assist in completing your health assessment. **Complete or update your health assessment between May 3 and May 17.** ***Health assessments submitted before May 3 will not count for the new plan year!*** Please keep a copy of your confirmation.

#### **Flexible Spending Accounts**

As a reminder you **must re-enroll** each year to continue participating in flexible spending accounts. The maximum Health FSA contribution is up to \$2,750/plan year. The maximum Dependent Care FSA is up to \$5,000/plan year, depending on your tax filing status.

#### **Aflac**

Michael Glover, JMU's Aflac representative, will provide in-person meetings and individual phone conferences during open enrollment. You may also email him directly at [michael\\_glover@us.aflac.com](mailto:michael_glover@us.aflac.com).

Michael will be on campus in Wine-Price on the second floor Wednesday, May 5 and Thursday, May 13, from 10 a.m. - 2 p.m.

Please be aware that Human Resources will be observing the modified summer work schedule. Contact Human Resources at 540/568-3593 or email [benefits@jmu.edu](mailto:benefits@jmu.edu) with any questions concerning [Open Enrollment](#).

#### Additional Resources

[Using Health Benefits Direct for Open Enrollment](#)

[COVA Care](#) | [COVA HDHP](#) | [COVA HealthAware](#) | [Optima Health](#) | [Kaiser](#)  
[CHIP Annual Notice](#)

[Important Health Care Notices](#)

[Language Assistance Notice](#)

[FSA Flyer](#)

[Summary of Benefits and Coverage](#)

April's Social Security [Column](#) Newsletter

#### ***Spread the word! Temporary Summer Positions with JMU Facilities Management Department Temporary Summer Landscape Workers (S2084)***

Duties may include weed-eating, watering, weeding, planting, mulching, trimming and possibly turf maintenance. Work schedule is Monday – Thursday, 6:00 a.m. – 3:30 p.m. and Friday, 6:00 a.m. – 10:00 a.m., with some flexibility allowed. Applicants must be at least 16 years old. Hourly rate is \$11.00.

#### ***Temporary Summer Painters (S2074)***

Duties include painting, primarily interior and some exterior surfaces; paint preparation, to include moving furniture, patching holes, removing marks and priming; and clean-up. Qualified applicants must be at least 19 years old with a valid Drivers License and willing and able to climb an eight-foot extension ladder. Hourly rate is \$10.00 - \$12.00, dependent on applicant experience.

Positions can be found on JMU [JobLink](#)

#### **Summer School Adjustments**

##### *Payroll Services*

Summer School is quick approaching... faculty wishing to make tax withholding adjustments for their summer pay should 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](http://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 have filed a 2020 or later W4 and have at least 1 paycheck confirmed on the new selections before they can advise on adjustments for future payrolls.** Additionally, 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 [payroll-operations@jmu.edu](mailto:payroll-operations@jmu.edu).

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.

Full-time employees receiving summer school pay can also use the **Paycheck Modeler** to see how summer school pay will impact their normal paycheck. The Paycheck Modeler is a self-service tool that employees can use to make changes in their earnings, deductions and/or taxes to get an estimate on how those changes will impact their paycheck. The Paycheck Modeler is available under the Employee tab in MyMadison.

### **Important Reminder Regarding Graduating or FWS Student Workers**

#### *Recruitment and Employment Services*

If you have a student worker who is graduating in May or who is graduating in August and NOT taking at least 6 credit hours in the summer they must end their student employment on or before May 6 (the last day of spring semester). If you have a Federal Work Study (FWS) student who will be working over the summer you must either transition them to wage employment or institutional employment (IE) for the summer on or before May 6. If you have a student worker transitioning to wage employment you must submit an ePAR to Human Resources in order to hire them as a wage employee. Please note that the employee is not eligible to begin work as a wage employee until they have been cleared by Human Resources. It is the responsibility of the departments to prohibit students from working beyond May 6 and until the confirmation email from Human Resources is received.

### **Exciting Summer Programs for Kids in 1<sup>st</sup> – 12<sup>th</sup> Grades!**

*JMU's Professional & Continuing Education Youth Programs* is offering several camps this summer:

**Arboretum Explorer Camp**

**Science Explorers Camp**

**College for Kids**

**Summer Honors Institute**

**3D Printing Camp**

**Robotics Camp**

**Renewable Energy Camp**

**Culinary Camp**

Registration is now open for all camps! Please visit [www.jmu.edu/youth](http://www.jmu.edu/youth) for more information and to register.

### **May 25 Deadline to Move Qualtrics Data to QuestionPro**

#### *JMU Libraries*

QuestionPro is replacing Qualtrics as the new survey tool for JMU. The deadline to move **surveys or data** from Qualtrics to QuestionPro is **May 25**.

**How do I migrate information from Qualtrics?** If you need help [exporting surveys](#) from Qualtrics or [importing into QuestionPro](#), sign up for a [virtual workshop](#).

**When can I start using QuestionPro?** QuestionPro is **already available** to all JMU faculty, staff, students, and affiliates. To create an account or access your existing account, log in at <http://questionpro.jmu.edu> with your JMU eID, password, and Duo.

**Questions?** For additional QuestionPro resources and information, visit the [QuestionPro](#) page from JMU IT. For info about QuestionPro training available through the Libraries, please contact [Ask the Library](#).

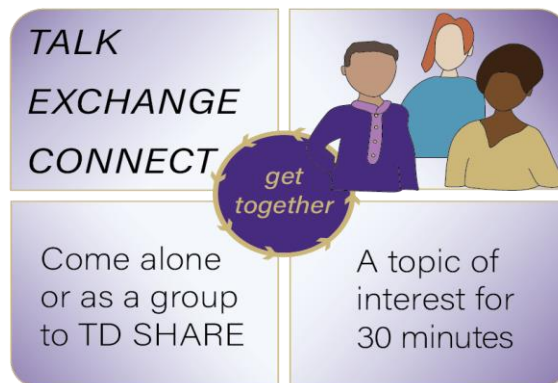
## Talent Development Congratulates Dinah Bailey - New TD Professional Development Assistant

Dinah has worked for Talent Development for almost two years in a wage position focused on Content and Event Support. During that time she has enhanced the quality of the programs we offer, documented procedures in a structured way, and ensured positive relationships with facilitators and participants.

As she steps into the full-time role of Professional Development Assistant, she will learn even more about Talent Development and apply her skills in organization, productivity, customer service, and graphic design.

We are excited for this next step in Dinah's career at JMU. She is a great resource to all of us, with extensive skills in the Adobe Creative Suite software and the ability to ensure the correctness, to JMU and Associated Style standards of written materials. She willingly consults with everyone who asks for input. She earned a Master's in Technical Communication from JMU.

## From Talent Development



### [TD SHARE](#) upcoming topics

- April 19<sup>th</sup> and 23<sup>rd</sup> Biases: Unconscious and Otherwise
- April 26<sup>th</sup> and 30<sup>th</sup> Strategic Thinking for Everyone, Every Day
- May 3<sup>rd</sup> and 7<sup>th</sup> Improving Collaboration
- May 10<sup>th</sup> and 14<sup>th</sup> JMU Values and Me
- May 17<sup>th</sup> and 21<sup>st</sup> Leading Without Formal Authority
- May 24<sup>th</sup> and 28<sup>th</sup> Post Project De-Brief
- June 4<sup>th</sup> Microaggressions

**Other workshops of interest:**

[JMU JobLink \(TD2510\)](#), Thursday, April 15, 9–10 a.m.

[Communication: The Art of Listening \(TDW104\)](#) Wednesday, April 28, 1:30–2:45 p.m.

[Customer Service: Customer Service is a Group Activity \(TDW705\)](#) Wednesday, May 5, 1:30–2:45 p.m.

[MBTI and Conflict \(TD1700\)](#) (2 parts) Tuesday, May 11, 9–11 a.m. & Tuesday, May 18, 9–11 a.m.

[Self-Awareness: Always Do Your Best \(TDW805\)](#) Wednesday, May 12, 1:30–2:45 p.m.

[StrengthsFinder 2.0 \(TD1695\)](#) (2 parts) Thursday, May 13, 9–10:30 a.m. & Thursday, May 20, 9–10:30 a.m.

**Office of Risk Management's April Safety Tip**

[RV Safety and Preparedness Tips to Stay Safe While RVing](#)

**[Civilian Response and Casualty Care \(CRCC\) Virtual Training](#)**

Multiple 2-Hour Sessions Available Through June 2021

The DCJS Virginia Center for School and Campus Safety is pleased to announce the Civilian Response and Casualty Care (CRCC) Virtual Training course. This two-hour virtual training, designed and built on the Avoid, Deny, Defend / Run, Hide, Fight strategy developed by ALERRT in 2004, provides strategies, guidance and a proven plan for surviving an active shooter event. This course combines the civilian response with the Stop the Bleed Campaign, which empowers civilians to provide life-saving medical aid before first responders ever arrive. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.

**Who should attend?**

All civilian stakeholders and First Responders such as law enforcement, Fire/EMS, tele-communicators, dispatchers, school resource officers, school and campus security officers.

**Cost and Registration**

**There is no fee** to attend this virtual training. Pre-registration is required.

[Register today!](#)

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