

# February HR Update



## 2019 W-2s

Payroll Services

2019 W-2s were mailed from James Madison University on January 23 to the address on file in MyMadison under the Employee tab, as of January 17, 2020. (W-2's were not mailed to active employees that consented to receive their W-2 electronically.)

- [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](#)

## Windows 10 1909 Upgrade Notification

Information Technology

Information Technology is upgrading Windows 10 on managed, JMU-owned computers. This upgrade is required so computers can continue to receive security patches from Microsoft.

The upgrade will take 1 to 3 hours to complete. We recommend you save and close all of your work and start the upgrade as you leave for the day. The upgrade will work from either the JMU wired or wireless network.

You will be notified via a dialog box when the upgrade is available. You will have the option to start or postpone the upgrade. Please note the "Critical software maintenance must be completed on...." message stating the date and time when the upgrade will automatically be applied to your computer.

To view top questions about this upgrade, log in to the [IT Service Portal](#) and **Search for Answers on 1909**. If you have additional questions, contact the IT Help Desk 540-568-3555 or submit a ticket through the portal.

## Virginia Department of Motor Vehicles Coming to Wine-Price

The next visit to campus by the DMV is Thursday, February 20 9:00 a.m. – 4:00 p.m. Their team will be available to assist walk-in customers (first come, first served) in the Office of Human Resources on the second floor of the Wine-Price building.

## Benefits Open Enrollment Coming May 1-15

Open Enrollment for health insurance, flexible spending accounts, and Aflac will be from May 1-15. Stay tuned for more information!

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

February 18 – New York Life, Debbie Bolen, [dbolen@ft.newyorklife.com](mailto:dbolen@ft.newyorklife.com)

February 19 – TIAA Wealth Management, Antoinette Lucas, [Antoinette.lucas@tiaa.org](mailto:Antoinette.lucas@tiaa.org)

February 20 – FIRM, Philip Harris, [phil@firmadvisor.com](mailto:phil@firmadvisor.com)

February 21 – ICMA-RC, Janice Parker, [JMU Online Scheduling](#)

February 26 – TIAA, Jay Colligan, [TIAA Scheduling](#)

March 3 – TIAA Wealth Management, Antoinette Lucas, [Antoinette.lucas@tiaa.org](mailto:Antoinette.lucas@tiaa.org)

March 4 – Aflac, Michael Glover, [michael\\_glover@us.aflac.com](mailto:michael_glover@us.aflac.com)

March 11 – TIAA, Jay Colligan, [TIAA Scheduling](#)

March 17 – ICMA-RC, Janice Parker, [JMU Online Scheduling](#)

March 18 – TIAA Wealth Management, Antoinette Lucas, [Antoinette.lucas@tiaa.org](mailto:Antoinette.lucas@tiaa.org)

March 19 – FIRM, Philip Harris, [phil@firmadvisor.com](mailto:phil@firmadvisor.com)

## Benefits Broadcast

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

### Online Doctor's Visits

Have cold or flu symptoms? Suffering from a sinus infection or allergies? Sore throat? Talk to a doctor anytime, anywhere from the comfort of your home! The service is available to you and your covered family members who are 18 years of age or older.

For employees enrolled in COVA Care, Anthem offers [LiveHealth Online](#), which allows you to have a face-to-face doctor visit from your smart phone, tablet, or computer with a webcam, anytime, anywhere, 24 hours a day. There is no copayment for the online visit (for COVA HDHP, you pay \$49/consultation, with the cost going toward your deductible). You will be connected with a U.S. board-certified doctor in minutes. The doctor can answer questions, make a diagnosis, and even prescribe basic medications when needed.

To get started, go to [www.livehealthonline.com](http://www.livehealthonline.com) or download the app:

Download the free app now!

apple.com



play.google.com/store



Sign up at [livehealthonline.com](http://livehealthonline.com).

For employees enrolled in COVA Healthware, Aetna offers Teladoc, which gives you 24/7/265 access to U.S. board-certified doctors and pediatricians who can recommend treatment by phone or online video, and prescribe medications. You pay \$40 per consultation, which applies to your deductible and can be paid from your HRA. When the deductible has been met, you pay 20% coinsurance. To learn more, visit [www.teladoc.com/aetna](http://www.teladoc.com/aetna) or call 1-855-TeladocVisit.

## February's Social Security Column Newsletter

[https://drive.google.com/file/d/1N4O7gDQ\\_-p3FdwqEGl-iopzwxzwPh4SP/view?usp=sharing](https://drive.google.com/file/d/1N4O7gDQ_-p3FdwqEGl-iopzwxzwPh4SP/view?usp=sharing)

## Social Security 101

Are you nearing retirement? Do you have questions about Social Security benefits? Join us for [Social Security 101](#) where we will break down the basics of Social Security benefits and answer all of your questions. Participants will also learn how to use *my Social Security* online account and other online services. You should go to <http://www.socialsecurity.gov/myaccount> to create a *my Social Security* account and print out your *Social Security Statement* **before** attending the workshop.

### Get answers to these common questions:

- When are you eligible to receive Social Security retirement benefits?
- How does early retirement affect your benefits?
- Do you qualify for disability, survivors, and spouse benefits?
- How do you get the most from your benefit?
- What is the future of Social Security?
- When should you file for Medicare?

Registration required – workshop fills up fast! Register to attend this workshop in [myMadison](#)

## Start your Savings Habit during America Saves Week

[America Saves Week](#) is a national effort to encourage individuals to set savings goals, make a savings plan, and save automatically. Join millions of others who are taking time during America Saves Week to start or grow their personal and retirement savings. *Savers with a plan are twice as likely to save successfully for retirement.* Start your savings habit during America Saves Week!

**Start Saving More Today by:**

- Increasing the amount you contribute to your [Commonwealth of Virginia 457 Plan account](#) or [403\(b\) account](#) at any time, subject to tax code and plan limits.

For 2020, the contribution limit for 457 and 403(b) plans is:

- \$19,500 for individuals under age 50
- Additional \$6,500 catch-up limit for individuals age 50+

- **Not enrolled in a 457 or 403(b) plan?** Contact the [Retirement Specialist](#) to enroll today and *start earning free money with the Cash Match!* (Cash match available to full-time faculty and staff). Did you know that if you are a part-time employee you are able to contribute to a 403(b) or 457 account? Start saving for your retirement today!
- **Hybrid Plan members:** Increase your [voluntary contribution](#) quarterly (next deadline March 15<sup>th</sup>) or use the new [SmartStep](#) tool to annually increase contributions automatically until you reach the maximum.

#### **Already saving for retirement?**

- Experts recommend increasing the amount you save toward retirement by at least 1 percent during America Saves Week.

#### **Attend a retirement planning workshop through Talent Development:**

- [Little Red Corvette](#) (TD2288) 03/04/2020
- [Little Red Corvette 2.0](#) (TD2289) 03/06/2020
- [Pre-Retirement Planning](#) (TD1372) 03/11/2020 & 03/18/2020
- [Social Security 101](#) (TD2333) 03/19/2020
- [Planning for Retirement Today!](#) (TD2265) 03/24/2020
- [Retirement 101](#) (TD1212) 05/21/2020

[Search all Talent Development training offerings](#)

**VRS Members:** log into your [myVRS account](#) today and use the **Retirement Income Planner** to see if you are on track to live comfortably in retirement.

#### **Sign up for a [FREE financial counseling session](#) with one of our plan advisors:**

- **Janice Parker** (VRS Hybrid and 457 plans)
  - On campus next: 02/21/2020
  - Contact [JParker@icmarc.org](mailto:JParker@icmarc.org) to schedule to meet!
- **Paul Vutiprichar** (Fidelity)
  - On campus next: 04/10/2020
  - [Schedule online today!](#)
- **Jay Colligan** (TIAA)
  - On campus next: 02/26/2020
  - [Schedule online today!](#)

- **Corbin Hess** (Valic now AIG)
  - Call 540-830-1630 or email [corbin.hess@valic.com](mailto:corbin.hess@valic.com) to schedule today!

## The Employee Advisory Committee Wants to Hear from You

An advisory committee reporting to the President of James Madison University, the Employee Advisory Committee fosters open, honest and productive communication between employees and the university administration.

The organization accomplishes its mission by:

- Communicating with the Executive Assistant to the President of the University
- Providing feedback and advice to the Senior Leadership Team regarding issues that impact JMU employees
- Facilitating two-way communication with the campus community through electronic and verbal methods
- Facilitating staff employee participation on University Committees and Commissions
- Sponsoring the annual JMU Employee Appreciation Event each May
- Plan the President's Opening Address to Staff each fall.

### We want to hear from you!

We meet once a month to discuss matters that concern employees, Classified, A&P Faculty, Faculty, and Wage. Let us know if there is a topic, question, or concern we can address during our meetings by getting in touch with an EAC member, filling out our online form or by emailing [eac@jmu.edu](mailto:eac@jmu.edu).

For more information visit [jmu.edu/eac](http://jmu.edu/eac)

## Institute for Stewardship of the Natural World Update: Thank you to our recent Green Event Partners!

Events can contribute to campus environmental sustainability progress and engage our community in solutions. When you are planning an event on campus, choose to participate in JMU's [Greening Your Event Program](#), which includes a simple planning checklist that considers transportation, energy, catering, and more. The program encourages and recognizes the voluntary efforts that many JMU event organizers already make. Participants receive a Greening Your Event Partner logo to use as part of their event and communications.

### CAP Planning Family Weekend Event, October 2019

### Feminisms & Rhetorics Conference, November 2019

*In addition to incorporating recommended practices, conference organizers invited attendees to participate in a "Swag Swap," for which Carrier Library's The Makery provided DIY tools and resources for conference attendees to transform and repurpose donated items.*

## UREC

### Free Fitness Orientations

Are you interested in diversifying your workout? Register for a free 1-on-1 orientation with a UREC Fitness Instructor to help you take your workout to the next level. Your instructor will take you through a variety of equipment in the Fitness Center. Register on [URECRegister.jmu.edu](http://URECRegister.jmu.edu) today.

### Camp UREC

If you're looking for a weekly summer camp that teaches your child healthy lifestyle habits, encourages play, helps your child build new skills, and is most of all fun, friendly, and full of new experiences, then UREC at JMU has the camp for you! UREC offers three different summer camp programs to meet the interests and needs of your child. Reserve your spot, Camp UREC fills quickly! [Learn more about Camp UREC here](#)

## February Home Maintenance and Safety Checklist

Risk Management

## JMU Talent Development

Discover.Grow.Succeed.

- Business Writing and Proofreading ([TD1021](#))
- Little Red Corvette ([TD2288](#))
- Time Challenged ([TD1608](#))
- Little Red Corvette 2.0 ([TD2289](#))
- Student Employment Essentials ([TD1461](#))
- Pre-Retirement Planning ([TD1372](#))
- Team Excellence #2: Unity ([TD2340](#))
- Hiring @ JMU ([TD1002](#))

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

## Registration is Now Open for the Annual JMU Diversity Conference

This year's theme and details are:

### Transforming Community through Diversity and Inclusion

Wednesday, March 18, 2020, 8:00 a.m. to 4:00 p.m.

Festival Conference Center and Rose Library

We are very excited to welcome keynote speaker Dr. Janice Underwood, the Commonwealth of Virginia's first Chief Diversity Officer. Dr. Underwood is committed to

addressing racial, ethnic, disability, gender-based, and other cultural inequities in formal and informal policies and practices in Virginia state government.

With over 30 session topics to choose from you are welcome to attend the entire day or select what fits into your schedule. To sign up, please the link below, which contains registration details and all the information you'll need. Every effort has been made to ensure the conference is welcoming and accessible for all.

We look forward to seeing you on March 18!

[Registration and More Info](#)

Disability Awareness Week 2020 is March 23-27

KEEP

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AND

USE

UNIVERSAL

DESIGN

Visit [www.jmu.edu/ods/daw](http://www.jmu.edu/ods/daw) and follow us for updates and event info!

[Instagram](#) - [Facebook](#) - [Twitter](#)

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