

May HR Update



Monday, May 27

The university will be closed on Monday, May 27 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 must be charged to available leave.

Monday, July 1

Payroll Services

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

Thursday, July 4 & Friday, July 5

The governor has granted eligible employees eight hours of Holiday Leave (HL) so that employees may use Friday, July 5 to extend the July 4 holiday time away. Because of JMU's shortened workday on Fridays, four hours of holiday leave will be used in conjunction with the eight hour July 4 holiday, leaving 28 hours to be worked Monday-Wednesday, July 1-3. Any hours short of a 28-hour workweek July 1-3 must be charged to available leave.

The president and senior leadership team will designate the remaining four hours to be used at a later date.

Reminder - Friday, May 3 Recognition Leave

If you worked your regularly scheduled shift on Friday, May 3 and did not use the four hours of recognition leave given by President Alger, please ask your supervisor submit a Record of Compensatory Time Earned form to [Reagan Neese](#), Leave Specialist, to receive four 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.

All leave requests are subject to supervisor's approval. Please see the Modified Summer Schedule [website](#) for additional information. [Reagan Neese](#), Leave Specialist is available to answer your leave questions.

Action Needed by Supervisors of Classified Employees

HR Consulting Services

Has your department transitioned classified employee position descriptions out of PositionLink and into the new Position Description Application in the PeopleSoft HR system? *Now is the time to do so.*

PositionLink access ends June 20. Email PositionDescription@jmu.edu with questions or to schedule a training session for your department.

PD Application eLearning module <https://www.jmu.edu/humanresources/elearning-modules.shtml>

Need to Talk with an Expert?

HR Benefits

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:

- May 22 – ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)
- May 24 – Fidelity, Paul Vutiprichar, www.fidelity.com/reserve
- May 30 – LegalShield, Ken Roebuck, roebucklegalshield@icloud.com
- June 5 – Aflac, Boyd Glover, boyd_gloverjr@us.aflac.com
- June 10 – TIAA, Jay Colligan, Eugene.colligan@tiaa.org
- June 12 – Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org
- June 18 – FIRM, American Funds, Phil Harris, 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...



Coming Soon - VRS Special Enrollment for Voluntary Long-Term Care Insurance

The Virginia Retirement System (VRS) will be launching the new Commonwealth of Virginia (COV) Voluntary Group Long-Term Care Insurance Program this fall. The program will be administered by VRS and underwritten by Genworth Life Insurance Company.

During open enrollment September 16 – October 11, eligible actively-at-work employees under age 66 will have the opportunity to apply for coverage with reduced medical underwriting.

Active employees who work at least 20 hours a week and their eligible family members between the ages of 18 and 75 are eligible to apply for the COV Voluntary Group Long Term Care Insurance Program. Eligible family members include spouses, adult children, parents, parents-in-law, step parents, step parents-in-law, grandparents, grandparents-in-law, step grandparents and step grandparents-in-law. Family members who apply will be required to go through full medical underwriting.

Employees who enrolled in the program before December 31, 2016, will continue their coverage under the former program as long as they continue to pay premiums. There will be no changes to their premiums or coverage.

The following benefit options will be available in the fall:

Monthly Benefit Options	Maximum Lifetime Benefit Options (Monthly Benefit X Selected Plan Term)		
\$3,000	\$72,000	\$108,000	\$144,000
\$4,500	\$108,000	\$162,000	\$216,000
\$6,000	\$144,000	\$216,000	\$288,000

Benefit Increase Options
Future Purchase Option ¹
3% Compound for Life
5% Compound for Life

¹This option will allow an individual an opportunity to purchase a benefit increase every three years without further proof of good health.

Premiums can be paid directly to Genworth or automatically withdrawn from your bank or other financial institution account. Human Resources will continue to communicate information regarding the open enrollment period from September 16 – October 11.

Social Security Information at your Fingertips

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

Upgrade Your Windows and Mac Operating Systems

Information Technology

In our continued effort to keep JMU desktops and laptops up-to-date with supported operating systems, IT has two major efforts currently underway:

Windows 7 to Windows 10

- JMU Information Technology (IT) will end support for Windows 7 on August 1, 2019. All JMU-owned Windows computers need to be on Windows 10 prior to this date.
 - Option 1 – Purchase a replacement computer now, or plan to do so before July 15, 2019
 - Option 2 - Inform IT that you wish to have the current computer upgraded to Windows 10, and we will schedule the work to be done. Please submit your request ASAP for scheduling (can be done now for a future date) by filling out the computer setup request form: <https://remedy.jmu.edu/DTSServiceRequest.asp>
 - Option 3 – Utilize a self-service upgrade from Windows 7 to Windows 10 via ‘Software Center’. Please note this is an in-place upgrade and JMU IT recommends you backup any data stored locally on the computer prior to performing the upgrade.

Apple macOS Upgrade to Mojave

- JMU IT provides a self-service upgrade option for Apple’s macOS via JAMF and the ‘JMU App Store’ on enrolled JMU-owned computers. This is currently available to install at any time you choose, and will be automatically installed after the deadline of Monday, May 20, 2019. IT strongly encourages you to perform this upgrade prior to the deadline to avoid interrupting your work day.

If you have questions on either of these upgrades, please contact the JMU IT Help Desk at 568-3555 or email helpdesk@jmu.edu

The President's Purple Star Awards

Submit your nominations for the President's [Purple Star Awards](#) by **Friday, June 7**. Purple Star Award recipients will automatically be nominated for a Governor's Honor Award; an award demonstrating outstanding contributions by JMU employees to the state workforce. Questions regarding the nomination process may be directed to [Tara Roe](#), Work Life & Engagement Specialist in Human Resources.

JMU Talent Development

Discover.Grow.Succeed.

- Little Red Corvette ([TD2288](#)) and Little Red Corvette 2.0 ([TD2289](#))
- Fierce Conversations: Achieving Success at Work and in Life One Conversation at a Time ([TD2362](#)) – [Wishful Reading Workshop](#)
- Emotional Intelligence ([TD1753](#))
- Dealing with Distressed, Disruptive and Dangerous Students ([TD1294](#))
- Team Excellence #4: Improve Communication ([TD2342](#)) – Part of the [Team Excellence Certificate Series](#)
- Happiness Advantage ([TD2262](#)) – [Wishful Reading Workshop](#)
- Circle Up! Adding Restorative Practices to Your Toolkit ([TD2401](#))

Visit Talent Development's [webpage](#) for a listing of all they have to offer!

Camp UREC

There are still spots available for Camp UREC this summer! 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. [Learn more about Camp UREC here.](#)



Relax this summer with a Massage at UREC

Want to relax this summer? Look no further! UREC has partnered with Cedar Stone Spa to offer the JMU community a wide variety of massage therapy services at UREC! Learn more about massage therapy services [here](#). Or [purchase a gift certificate online](#) for a loved one!

UREC Summer Hours



University Recreation and University Park are now operating on [Summer Hours](#). Plus, all summer hours are [Family Hours](#) where your immediate family members can come to UREC or UPark with you, free of charge! What a great way to promote living healthy lifestyles together as a family this summer.

Balanced Dukes Summer Programs

Relearn to Relax | Friday, June 21 | 10:00 a.m. – noon

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. Facilitated by: Kristina Fischbach, CommonHealth | Register through MyMadison [TD2498](#).

Workshop participants will:

- Learn physical and mental benefits of meditation and mindfulness
- Discover ways to find moments of calm in your busy days
- Explore using technology to your advantage by learning about some really useful apps
- Learn techniques to help you power down for a good night's sleep

School's Out for Summer

This quarterly campaign encourages you to find balance in your life during the summer months. The challenge will start on the first official day of summer (Friday, June 21) and will end on the last day of our modified summer work schedule (Friday, August 16). Details will be sent out soon!

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