



May HR Update

University Holiday - Monday, May 31

As a reminder, the university will be closed on Monday, May 31 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 should be charged to available leave. All leave requests are subject to supervisor's approval. Please see the [Modified Summer Work Schedule website](#) for additional information.

Modified Summer Schedule

The university's [modified summer work schedule](#) began Monday, May 10 and ends Friday, August 13, 2021.

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

June 10 Pay Increases

The General Assembly and Governor's Office recently approved merit-based increases for eligible state employees. Eligible employees must have at least a "contributor" rating (or the equivalent rating for faculty employees) on their most recent annual performance evaluations, hired on or before March 10, 2021 and remain active on June 10, 2021 with no break in service.

- Eligible 12-month full-time classified staff, A&P faculty, instructional faculty, and 10-month instructional faculty will receive a 5% increase effective June 10, 2021 and paid on July 1, 2021.
- Eligible full-time faculty and staff employees who have less than 12-month contracts will receive the 5% increase upon return to active working status.
- Non-student wage employees who were active on or before March 16, 2021 who remain continuously employed on June 16, 2021 and are performing at a satisfactory level based on the performance expectations of the hiring department will receive a 5% hourly pay increase effective June 16, 2021 and paid on July 16, 2021.

For additional information on eligibility requirements for all increases, dates and performance expectations please review the [FAQ's](#), contact your [HR Consultant](#), or call the HR Consulting Services Team at 540/568-7247.

New Human Resources Administrative Assistant

Please welcome Rebecca “Becky” Deloney to Human Resources as a wage Administrative Assistant, working Monday – Thursday, primarily with HR Consulting Services and providing back-up assistance to HR’s front desk in Wine-Price. Becky brings extensive administrative and customer service experience, most recently as a Library Assistant and Shift Supervisor with the Massanutten Regional Library. She is also a double Duke, having graduated from JMU with a Bachelor of Science (Sociology).

Becky’s contact information: 540/568-7275, delonerj@jmu.edu

Coming Soon: Changes to the Affiliate Service Process

Requests to grant services, renew services, terminate services, or update data for JMU Affiliates, including the approvals for these requests, will soon be streamlined and routed electronically. An exact date for the conversion to the new process will be announced in the near future, but the process change is anticipated to occur near the end of June 2021. Additional information will be sent to Affiliate Sponsors in the coming weeks and also posted on the HR website.

Once the new process goes live, Sponsoring Departments for Affiliates will simply select the appropriate form for the desired action via links on the HR website, fill out the electronic form, enter the email addresses of up to 4 department approvers, and click Submit. The department approvers entered on the form will then sequentially receive a link via email to access the form and approve or deny the submitted form. Once the final department approver approves the form, the form will route to HR and Payroll for processing.

Gone will be the days of printing Affiliate forms and manually obtaining approval signatures!

Additional information will be coming soon, but if you have questions please contact Human Resources via email at workforcemgmt@jmu.edu.

New Payroll Processing Assistant

-Payroll Services

Please join us in welcoming Cindy Mathews to the Payroll Services team. Cindy is our new part-time Payroll Processing Assistant. Cindy’s duties vary based on need so she will wear many hats in this supporting role. We are happy to have her on board.

Payroll Reminder: Due to the new fiscal accounting year, Payday will be Thursday, July 1st. Payday will NOT be June 30th.

UREC Summer Hours

University Recreation and University Park are now operating on [Summer Hours](#). Please visit jmu.edu/urec for UREC’s detailed centers and services hours.

Adventure Equipment Rentals

Going on an adventure this summer? **Get the proper gear by visiting the UREC Adventure Center!** Available equipment includes: tents, shelters, sleeping bags, cooking equipment, backpacks, climbing shoes, bicycles and equipment, fly fishing kits, kayaks, canoes, stand up paddle boards, car top kits, and so much more! **Questions?** Visit UREC's [Equipment Rentals](#) page for more info.

Talent Development

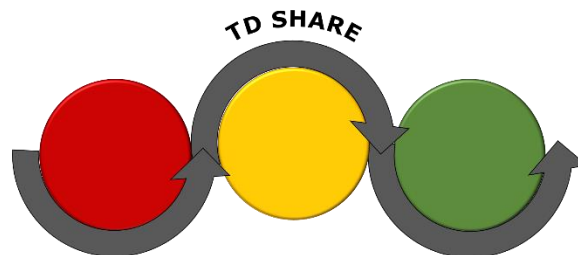
Discover | Grow | Succeed

“Given the distinct pressures to specialize in various professional fields, we are losing track of the advantages of developing in the entirety of the human psyche.” — Kilroy J. Oldster, Dead Toad Scrolls



[Team Excellence](#) is a series that works whether you are the member or the manager of a team. The series has 7 workshops that you can take individually or, attend any 5 and receive a certificate. One workshop is offered each month on a Wednesday, 1:30-3:30, virtually. Search in MyMadison to find the dates, or use [our workshop listing by date](#) on the website.

“The best part of learning is sharing what you know.” — Vaughn K. Lauer



Join us Mondays or Fridays to share what you know in a 30 minute [TD SHARE](#) workshop.

“Self awareness is the ability to take an honest look at your life without any attachment to it being right or wrong, good or bad.” – Debbie Ford



[DISC](#) is a non-judgmental behavioral assessment used by individuals and departmental units to increase their understanding of self and others with practical applications to enhance performance. Individual DISC can be taken every 6 months or shortly after any significant work change. Departmental DISC is encouraged annually or anytime the unit has turnover. For either individual or departmental DISC, Talent Development is offering it virtually as two 90 minute sessions. Email TD@jmu.edu to request scheduling.

Consider this offering from the Virginia Department of Human Resources

Civilian Response and Casualty Care (CRCC) Virtual Training

Multiple 2-Hour Sessions Available Now - June 2021



Access Your Employee Perks Program Today!



More perks. More savings. More of what makes you happy.

We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.



START SAVING ON

Electronics • Appliances • Apparel • Cars • Flowers • Fitness Memberships
Gift Cards • Groceries • Hotels • Movie Tickets • Rental Cars • Special Events
Theme Parks • And More!

New to TicketsatWork? Getting Started is Easy.

Maximize your time away from the workplace and start saving today!

- 1 Visit TicketsatWork.com
- 2 Click *Become a Member*
- 3 Enter your company code or work email to create an account

YOUR COMPANY CODE

NEED HELP? EMAIL US: CUSTOMERSERVICE@TICKETSATWORK.COM

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