

INSIDE THIS ISSUE

PAGE 2

TIME MANAGEMENT TIPS FOR 2021

Your to-do list from last year has followed you into the new year. Get some time management tips to help you stay on task in 2021.

Keep making your lists and checking them twice.



Page 1

- **O**n December 27, 2020, Congress signed into law the COVID-relief package. How much funding was allocated to Institutions of Higher Education?
- **F**ront line workers are at the front of the line for the COVID-19 vaccine. Who's standing with them?

Page 2

- **T**he world's gone virtual! Why haven't you? Take advantage of virtual professional development trainings.

Page 3

- **I**t's okay to brag. Learn the importance of self-evaluations during performance reviews.
- **V**irtual meetings; how hard can they be?
- **G**et up slowly and move away from your desk. We're sharing Alice Oglethorpe's secret to an effective desk workout.

Page 4

- **W**ho's standing in the HR spotlight?
- **N**eed help reaching your departmental goals? Add a work study student to your team.
- **F**eeling financially stretched? Don't miss the deadline for remission of fees.

Page 5

- **T**ired of waiting for the mail to file your taxes? Access your electronic W2 statement in just a few clicks.

Page 6

- **C**hanges; what changes? Here's a quick reminder of the changes to the 2021 state and school employees' life and health insurance plan.

Page 7

- **D**o you know who has recently joined the JSU team? Take a look inside.

THE DEPARTMENT OF EDUCATION'S COVID-RELIEF PACKAGE

On December 27, 2020, Congress signed into law the COVID-relief package including \$900 billion and a government funding package totaling \$1.4 trillion. Highlights of funding allocated to the Department of Education, including Institutions of Higher Learning, are highlighted below.

- \$82 billion Education Stabilization Fund: Flexible funding to support the educational needs of States, school districts, and institutions of higher education and the students they serve in response to coronavirus.
- \$819 million for outlying areas and Bureau of Indian Education-operated and funded schools and Tribal Colleges and Universities
- \$54.3 billion for the Elementary and Secondary School Emergency Relief Fund
- Formula funding to States and school districts to help schools respond to coronavirus, including new allowable uses of funds for:
 - school facilities repairs and improvements, including heating, ventilation, and air conditioning systems projects to improve indoor air quality in school facilities, and
 - addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care.
- \$4.1 billion for the Governor's Emergency Education Relief Fund, including:
 - \$2.75 billion for Emergency Assistance to Non-Public Schools grants
 - Language prohibiting States from using any funds to support vouchers or tax credit scholarship programs
- \$22.7 billion for the Higher Education Emergency Relief Fund
 - \$20.2 billion for public and private, non-profit institutions of higher education, including those that serve students enrolled exclusively in distance education to be distributed by a formula taking into account head count and full-time equivalent enrollment
 - \$1.7 billion for Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic Serving Institutions, and certain other institutions.
 - \$113 million for institutions of higher education with unmet need on Cap on funding for proprietary institutions and restrictions on use of funds.



Congress allocates \$22.7 billion for the Higher Education Emergency Relief Fund

- \$11 million for National Technical Institute for the Deaf in direct support for this university, created by the National Technical Institute for the Deaf Act, including support for students.
- \$20 million for Howard University in direct support for this federally-chartered HBCU, including support for students.
- \$11 million for Gallaudet University in direct support for this federally-chartered university, including support for students.
- \$28 million for the Institute of Education Sciences to cover the coronavirus related costs of implementing National Assessment of Educational Progress (NAEP) assessments.
- \$50 million total for Student Aid Administration, Program Administration, and the Office of the Inspector General.

WHO'S AT THE FRONT OF THE LINE FOR THE COVID-19 VACCINE

The Advisory Committee on Immunization Practices (ACIP), an independent panel of medical and public health experts, provided the CDC recommendations on who should receive the COVID-19 vaccination first. Based on the recommendations, the COVID-19 vaccine will be initially offered in phases to the following groups:

- Phase 1a: Healthcare personnel and residents of long-term care facilities
- Phase 1b: Front line essential workers and people 75 years and older
- Phase 1c: People aged 65-74, people aged 16-64 years with underlying medical conditions, and other essential health workers

The CDC stated, "As vaccine availability increases, vaccination recommendations will expand to include more groups". For detailed information, access <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations.html>.

TIME MANAGEMENT TIPS FOR 2021

The new year is finally here and with it comes the opportunity to make New Year's resolutions. If you're like millions of other employees, you resolve to become more productive at work by adopting better time management practices. You're finally going to complete everything on your to-do list *before* the due dates. Unfortunately, we all know there are events that arise that inevitably challenge our best intentions to stay focused and productive. Below are 5 time management tips to help you tackle distractions and stay on task throughout the year.

1. **Plan ahead:** Schedule time at the beginning of each day to create or update to-do lists or action items. You can do this while sipping your morning coffee. It would be helpful to prioritize action items based on urgency or established due dates. Before leaving the office at the end of the day, spend the last 20-minutes updating your action items for the next day.
2. **Get Organized:** Make sure your office space is well organized for the start of the next day. If your desk is cluttered from the prior day, you may feel overwhelmed and defeated before you even begin your workday. It is also a good idea to manage your email. Delete reoccurring email that is irrelevant. Create email "file folders" by subject or sender and store emails based on these categories. Flagging emails can help create automatic action-items and reminders. This strategy is beneficial when reporting on the progress of departmental goals and activities.
3. **Set a time limit for each task:** Review the list you made the prior day and choose a time to complete specific tasks. Use an electronic planner that allows you to plan each hour of the workday. Be realistic about how much time it takes to complete each task.



Don't forget to estimate the time it may take to gain approval/feedback on critical action items.

4. **Avoid "supervillains of distractions":** Try to minimize distractions like spending too much time chatting with coworkers who may be constantly "taking a break". Darrell Easley refers to these coworkers in his article [Defending Your Galaxy Against Supervillains](#). According to Easley, supervillains of distractions are coworkers that "pop up unexpectedly, sometimes in rapid succession, usually several times a day."
5. **Learn to say "no" to coworkers:** No is such a simple word but is often the most difficult word to say in the workplace. Remember, saying no simply means that you are making a conscious decision to say yes to prioritizing and managing your work to ensure productivity. Volunteering and overcommitting to unreasonable requests or busy work to simply avoid conflict can result in under productivity and lowered employee morale.

PROFESSIONAL DEVELOPMENT TRAINING IN THE VIRTUAL WORKPLACE

The onset of the COVID-19 pandemic introduced unparalleled job insecurity in many sectors of the workforce. To gain a competitive edge, while staying "socially distant" employees are taking advantage of virtual professional development trainings offered by their organization.

Professional development trainings help employees develop skills through position-focused coaching and career development strategies. Professional development trainings promoted by department leaders often lead to improvement in employee performance and increased organizational effectiveness.

The Staff Development Center at JSU is making professional development trainings more accessible to employees during the pandemic. In-person trainings are being converted to online, self-paced trainings in Canvas including the following:

- Conducting an Effective Employee Search;
- Effectively Conducting the Performance Evaluation Process; and
- Electronic Personnel Action Form (EPAF) End-User Training for Originators

After employees successfully complete self-paced trainings, a certificate of completion is issued providing evidence of continuous professional development.

SELF-EVALUATION: THE KEY TO A SUCCESSFUL PERFORMANCE REVIEW

Annual employee performance evaluations are conducted by supervisors and managers to provide useful feedback about an employee's job performance. One way to reduce the stress of employee reviews is to conduct a self-evaluation. Self-evaluations provide an opportunity for employees to reflect on their performance and set individual goals prior to meeting with their supervisor. When preparing your self-evaluation, it is a good idea to make a list of your top accomplishments and identify areas of improvement. Progress reports submitted throughout the year are an excellent source for accomplishments. A well-developed, honest, self-evaluation promotes innovation and professional growth.

STRATEGIES FOR EFFECTIVELY LEADING VIRTUAL MEETINGS

Department meetings are a standard part of running an organization. They present an opportunity to meet face-to-face to discuss successes, challenges, and develop action items. Employees often feed off each other's energy during the meeting and observe their colleague's body language to decide when, and how often, to provide input on a given agenda topic. But what happens when face-to-face meetings go virtual? What strategies can management implement to ensure virtual meetings are just as effective as in-person meetings? The facilitation organization, Leadership Strategies, recommends [14 tips](#) "to lead successful, engaging group meetings - even when you're not in the same room". **Note: Tip #4 does not apply due to COVID-19 guidelines.**

MAINTAINING HEALTH AND WELLNESS IN THE WORKPLACE



If asked to name the one thing we would NOT bring into 2021, without hesitation, COVID-19 would be the unanimous choice. Sadly, we don't have that option. However, we can choose to carry forward the health and wellness practices that helped us maintain (or at least strive for) mental, emotional, and physical balance in the workplace. These practices include eating a healthy diet, managing stress, getting enough sleep and being physically active. But how can we engage in physical activity when we are constantly sitting in front of our computer screens? Alice Oglethorpe, a freelance writer and editor, shares *The Secret Desk Workout* that can help reduce the impact of spending endless hours tapping on your keyboard.

Seated Secret Core: Sit tall in your chair with your pelvis slightly tilted forward. Pull your belly button up and in. Remember to brace your core (imagine getting ready for someone to hit your belly). Hold for 10 to 15 seconds, then relax for a breath or two. Repeat five times.

Marching Core: Move forward in your seat so that you're sitting on the edge of it. Engage your core and lean slightly back while keeping your back straight. If

that's challenging enough, hold there for 10 to 15 seconds. You can make this harder by lifting one foot off the ground at a time as well. Relax and repeat five times.

Hand Behind Back Chest/Shoulder Opener: Sitting at your desk can make you hunch forward slightly, which tightens up your shoulders and chest muscles. To counteract this, sit in your chair and place one hand on the small of your back, palm facing out. Press the back of your hand into your back while attempting to pull your elbow and shoulder backwards. Hold for 10 seconds, repeat 3 times, then replicate on the other side.

Shoulder Blade Pencil Pinches: Think of this as an instant posture improver. Sit up tall, as if you're balancing a glass of water on your head. Engage your core, then pinch your shoulder blades together (imagine squeezing a pencil between them). Relax and repeat 20 times.

Seated Torso Twist: Sit as tall as possible (pretend there's a string on the top of your head and someone is pulling it up). Inhale, and when you exhale, twist to one side. While twisted, take five deep breaths, trying to twist a little deeper with each exhale. Repeat on the other side.

For more tips from Alice Oglethorpe on nutrition, stress, and sleep, visit her website at <https://blog.fitbit.com/>

HR ANNOUNCEMENTS

Congratulations to **Dr. Angela D. Johnson** for earning her PhD in Public Administration with a concentration in Program Management from Jackson State University. Dr. Johnson is the Staff Training Specialist in the Department of Human Resources' Staff Development Center. She has served in the public sector for over 15 years as a Program Manager/Trainer, Quality Assurance Manager, and Program Director. Dr. Johnson's professional goal is to continue working with public organizations to achieve their mission by providing population-focused capacity-building assistance and performance monitoring. She is proud to commit her talents to supporting the mission of JSU by providing professional development and operational training to University faculty and staff. Dr. Johnson starts each day with the maxim by Steven Covey; "Begin with the end in mind".



EMPLOYING WORK STUDY STUDENTS

Departments are encouraged to take advantage of the opportunity to employ work study students for the Spring 2021 semester. Please contact the Student Employment Center at (601) 979-7120 or email studentemplctr@jsums.edu with the number of students to be assigned to your department. Department supervisors should record and track students' earnings to ensure they do not exceed their work study award. If supervisors have questions regarding student employment or earnings, please email the Student Employment Center.

REMISSION OF FEES FOR EMPLOYEES AND DEPENDENTS

Employees who wish to apply for Remission of Fees for themselves and/or their dependent(s) for the spring 2021 session must complete and submit the appropriate form(s) to the Department of Human Resources by **Friday, January 15, 2021**. In an effort to process forms expeditiously, and to comply with the processing time required by the Department of Human Resources, Financial Aid and the Office of Financial Services, please adhere to these deadlines. We encourage all employees and dependents to submit forms for the session as soon as possible.

Please note that it is the **responsibility of each employee** to ensure that your request for tuition remission is received in the Department of Human Resources with the appropriate signatures by the specified deadline. **No exceptions will be made.** Therefore, you must ensure that your supervisor and all parties responsible for approving your request are aware of the deadline. ***It is also the responsibility of the employee and dependent to complete registration before the first day of class. Failure to complete registration will result in a late fee.***

For your convenience, the PDF version of the Remission of Fees and Flextime Work Arrangement forms for faculty and staff may be accessed from the following link:
<https://www.jsums.edu/humanresources/formsanddocs-2/>.

When completing the form and indicating the Course ID, please include all prefixes along with the course number, including the section, course title, credit hours, and meeting time. **For example:**

Course ID	Course Title	Credit Hours	Meeting Time
ACC-211-01	Principles of Accounting	3	MWF 11:00-11:50

If you need additional information, please contact the Department of Human Resources at (601) 979-2015 and inquire about *(Employee Remission of Fees and Dependent Tuition Remission)*.

ACCESS YOUR W2 STATEMENTS ONLINE

Jackson State University employees may elect to receive their W-2 statement online through JSU PAWS in an IRS approved PDF format. This allows you to print and send the on-line form with your tax return.

JSU is required by the IRS to furnish all employees with an electronic or paper form W-2 by January 31st of each year. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year.

Benefits of receiving Form W-2 electronically

- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected, or delayed during delivery or misplaced after the employee receives it.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- W-2 statements will remain online for multiple years.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.

Giving consent to receive the electronic W-2 version

The process for giving consent to receive the electronic W-2 version is quick and easy. Just follow these steps:

From JSU PAWS,

1. Enter J Number ID and Pin and login (secure access login)
2. Click on the *Employee* tab
3. Click on *Tax Forms*
4. Click on *Electronic W2 Consent*
5. Click on Consent to receive W-2 electronically
6. Click *Submit*

NOTE: If you wish to revoke your consent please go back into the Electronic W-2 Consent option and uncheck the box under Selection Criteria.

To prevent a paper copy from being mailed, you must give your consent by **January 25th**. Once the W-2s are processed, current employees who gave their consent will be able to view and print the earning statements immediately.

The process to view and print the electronic W-2

From JSUPAWS,

1. Click on *Employee Menu*
2. Click on *Tax Forms*
3. Click on *W-2 Wage and Tax Statement*
4. Click the appropriate Tax Year to view (2013)
5. Click *Display*
6. If you have not already consented to an electronic W2 – The system will prompt you to do so
7. Click *Submit*

NOTE: To create Federal and State acceptable copies of your W-2 to send in with your taxes, use the *Printable W-2* button at the bottom of the Display page. This will take you to the actual W-2 form. Print the form from this screen.

Requesting a duplicate W-2

It will no longer be necessary for current employees to request a duplicate of their W-2 form. Access to current W-2s as well as all subsequent years will be available through JSUPAWS as long as the employee is actively employed by JSU. Employees who have separated from JSU will have to request duplicate W-2 forms from the Payroll Office.

NOTE: For security reasons, we cannot fax or email W-2s.

Disclosure notices

An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail the W-2, using the US Postal Service, to the current address on record no later than January 31st. Payroll will mail form W-2, using the US Postal Service, to the current address on record of those employees who have separated from the university.

For additional information or questions, contact payroll@jsu.edu or 601-979-7120.

reminder

CHANGES TO 2021 STATE AND SCHOOL EMPLOYEES' LIFE AND HEALTH INSURANCE PLAN

The 2021 State and School Employees' Life and Health Insurance Plan Document is now available online. You can access the document by visiting the Plan's website at <http://knowyourbenefits.dfa.ms.gov>. Important benefit changes for 2021 are included below:

Pharmacy Benefit Manager - Transition -CVS Caremark was selected as the Plan's new Pharmacy Benefit Manager (PBM) effective January 1, 2021. You will receive a new pharmacy benefits ID card as well as details on how to access your pharmacy claims and benefit information online or using your mobile device. CVS Caremark will have staff available to provide answers to any drug coverage questions you may have, including home delivery.

Prescription Drug Coverage - Beginning January 1, 2021, if you buy a brand name drug when a generic version is available, you will be responsible for the appropriate brand drug copayment (rather than a generic drug copayment), plus the difference in the cost of the brand and generic drug. Please note that the current prescription drug deductible and copayments will remain the same in 2021. As a reminder, participants with Select Coverage must first meet a \$75 prescription deductible before the pharmacy copayments are applied. Participants with Base Coverage must meet their \$1,800 deductible before prescription copayments are applied but may purchase certain preventive maintenance medications that are only subject to a \$75 preventive medications deductible.

Medical Deductibles, Coinsurance, Copayments - The medical deductibles for Select Coverage will increase effective January 1, 2021. The in-network deductible will increase from \$1,000 to \$1,300 for individual coverage, and from \$2,000 to \$2,600 for family coverage. The out-of-network deductible will increase from \$2,000 to \$2,300 for individual coverage, and from \$4,000 to \$4,600 for family coverage. Please note that the deductibles for the Base Coverage will remain the same in 2021.



Coinsurance Maximums - Select and Base Coverage - Effective January 1, 2021, the coinsurance maximums will increase by \$500. The Select Coverage individual coinsurance maximum will be \$3,000 for in-network and \$4,000 for out-of-network. There is no family coinsurance maximum for the Select Coverage. For the Base Coverage, the coinsurance maximum will be \$3,000 in-network and \$4,000 out-of-network for individual coverage, while the family coverage coinsurance maximums will increase to \$5,500 for in-network and \$7,500 for out-of-network. Out-of-pocket maximums will remain the same in 2021. Refer to the new 2021 Plan Document more details.

[Click here](#) for a snapshot of 2021 health insurance rates.



NEW EMPLOYEES (OCTOBER, NOVEMBER, AND DECEMBER)

First Name	Last Name	Title	Department
Dr. Donna	Antoine-LaVigne	Leader of RCMI Community Engagement	RCMI Center for Health Disparities Research
Jalyn	Baker	Coordinator of Fitness and Wellness Programs	Athletics
Celia	Burse	Coordinator of Service Learning	Alice Vernado Harden Center for Service Learning
Dr. Charlotte	Chrisler	Risk Manager	Facilities & Construction Management
Dr. Olamid	Crown	Research Associate	Department of Chemistry
Kedric	Denson	Police Officer	Public Safety
Jacobi	Grant	Contracts Specialist	Research and Economic Development
Juan	Gray	Police Officer	Public Safety
Gary	Harrell	Assistant Football Coach	Athletics
Andre	Hart	Linebackers Football Coach	Athletics
Regenia	Hobson	Data Warehouse Analyst	Information Technology
Lenora	Honer	Security Officer	Public Safety
Mark	Jimerson	Communication Specialist	JSU Online
Tara	Johnson	TRIO Regular SSS Director	Student Success
DeAndrea	Lacey	Dispatcher	Public Safety
LaVale	Leggett	Assistant Production Manager	JSU TV
Shakeela	Magee	Police Officer	Public Safety
Michael	Markuson	Assistant Football Coach	Athletics
Constance	Martin	Community Engagement Specialist	RCMI Center for Health Disparities Research
Jaha	Martin	Security Officer	Public Safety
Kevin	Mathis	Assistant Football Coach	Athletics
Ginger	Mattox	Visa and Immigration Coordinator	JSU Global/International Programs
Courtney	McKinnis Lenior	Financial Aid Counselor	
Cynthia	Milton	News Producer/Multimedia Producer	WJSU-FM
Michelle	Minor	Uncertified Police Officer	Public Safety
Anitha	Myla	Research Technician	RCMI Center for Health Disparities Research
Mickie	Parker	Training & Development Administrator	Human Resources
Michael	Pollock	QB Offensive Coordinator	Athletics
Alan	Ricard	Special Teams	Athletics
Tomora	Richardson	Security Officer	Public Safety
Deion	Sanders	Head Football Coach	Athletics
Corwin	Stanford	Research Associate	Information Technology
Tiffany	Taylor	TRIO Regular SSS Retention & Graduation Coach	Student Success
Dennis	Thurman	Defensive Line Coach	Athletics

Dr. Meiyuan	Wang	Lab Technician	RCMI Center for Health Disparities Research
Christopher	White	Head Strength & Conditioning Coach	Athletics
Kevin	Whiteside	Assistant Baseball Coach	Athletics
Kimberly	Williams	Pre-Award Manager	Research and Economic Development
LaToya	Williams	Football Internal Operations & Liaison	Athletics

For questions about the HR Newsletter, contact Angela Johnson at angela.d.johnson@jsums.edu.