

Subject: Instant HR/Payroll: EOM Nominations, W-2s Available, Leadership Legacy Nominations, Recognize Kindness, and More
Date: Friday, January 15, 2016 at 2:46:54 PM Eastern Standard Time
From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@LISTSERV.gmu.edu>)
To: DEPARTMENT-CONTACTS-L@LISTSERV.gmu.edu

Editorial note: The Instant HR/Payroll that went out earlier had the word "draft" in the subject line. It was an administrative error on my part. This version has the "draft" removed. There is no other change.

Sincerely,
Janet

Nominations for Employee of the Month

Recognizing Mason superstars is an important job and everyone can participate. If you work with an incredible Mason Admin/Prof faculty member, classified staff member, or wage employee who goes the extra mile, collaborates successfully, and supports our students and colleagues, please nominate them for Mason's Employee of the Month award. Additional information can be found at <http://hr.gmu.edu/awards/eotm.php>.

Contact Reward & Recognition at 3-2739 or awards@gmu.edu with any questions.

W-2s are Available Online: Download Yours Now!

Please share with your faculty and staff that 2015 W-2s are available on line. Retrieving an electronic copy is easy and immediate. Simply log in to <http://patriotweb.gmu.edu>, select "Employee Services," then "Tax Forms," and "W2 Year End Earnings Statement." By electing to access your W-2 form electronically, a Mason generated paper W-2 will not be mailed to you. Going electronic puts time on your side; download yours today.

**** Please note, to safeguard your sensitive information, you now need to re-enter your password prior to accessing the printable W-2 because it displays your full Social Security Number.**

Please contact the W-2 Hotline at 703-993-2311 or w2info@gmu.edu should you have questions.

For those who do not download an electronic copy, paper W-2 forms will be mailed by February 1, 2016. Please remember: You must ensure that your Permanent Mailing Address is accurate in [Patriot Web Self Service](#).

Leadership Legacy Program - Nominations Now Being Accepted!

The Leadership Legacy Program, a partnership program sponsored by MasonLeads and the Office of Human Resources/Payroll, is designed for Mason full-time faculty and staff who are committed to furthering their leadership development. The program curriculum provides opportunities for experienced faculty and staff to advance their conceptual and experiential understanding of leadership in the context of university settings. Applications and nominations for the 2016-17 cohort of the program are due 2/12/16. To learn more and to apply, please visit the Leadership Legacy website at: <http://leadershiplegacy.gmu.edu>.

See Kindness in Your Colleagues? Send Them a Kind Bar

Just in time for National Compliment Day on Sunday, January 24. The folks who make Kind bars, are sponsoring #kindawesome, a sweet opportunity to give a shout out to someone who is being kind. You celebrate their kind act and they receive a free Kind bar. Sweet and simple. Go for it at <https://www.howkindofyou.com/>.

Paying someone a work-related compliment can happen on National Compliment Day or any other day during the year. It takes a few seconds but to the recipient, it could be priceless.

Here are some other resources to help you share a little sunshine and gratitude.

- [Reward & Recognition DIY](#)
- [Pinterest](#)

Financial Well-Being

Kick off the new year with a plan to enhance your financial well-being. This month we have two on-site classes:

January 21 at noon: “The Starting Line: Why and How Retirement Savings Should Begin Now” with Marilyn Huang of TIAA-CREF

January 25 at noon: “Preserving Your Savings for Future Generations” with Jeff Jones of Fidelity Investments

Both sessions are videoconferenced to Arlington and SciTech.

Hold the dates: America Saves Week is February 22-27. Check out the [financial portal](#) for some terrific opportunities in on-site and online learning as well as a chance to win \$500 from America Saves.

From Our Colleagues in Government and Community Relations: Nominations for the Jack Wood Award for Town Gown Relations Being Accepted Through February 26

Jack Wood, former Mayor for the then-Town of Fairfax, was the driving force for arranging a campus to be located on land adjacent to the town and deeding it to the university, thus beginning the Town Gown relationship between university and community.

In his honor, the George Mason University Office of Government and Community Relations presents this university/community-wide award program to recognize faculty, staff, students, businesses/not-for-profits, community members and elected officials who demonstrate leadership in fostering mutually beneficial relationships between the university and the community.

Nominations for the 2016 Jack Wood Award for Town Gown Relations are currently being accepted. To nominate yourself or someone else, please submit the online form by February 26. Award Recipients will be selected and notified by March 18, 2015, with an award ceremony to be held in the spring.

<http://relations.gmu.edu/community-relations/programs-and-services/jack-wood-award-for-town-gown-relations/>

For questions or additional information, please contact Traci Kendall, 703-993-8846 or tkendal2@gmu.edu.

Please forward as appropriate to anyone who may be interested.

From Our Colleagues in University Information: Call for Directory Updates

University Information is gathering information to update [People Finder](#). Please use the [update form](#) on the People Finder website to add or remove faculty and staff members or to update any information.

Please note: All Adjunct and Part-Time Faculty should be included in People Finder so students can contact them. We would recommend using the main department phone number as the contact if there is not a direct office line.

To remove someone from the system, include his/her name and type Remove in the comments field. To add someone to the system, include his/her name, fill out the appropriate fields, and type New Employee in the comments field.

If you have multiple changes, send them to masondir@gmu.edu.

For questions, please contact University Information at masondir@gmu.edu.