

Subject: Instant HR/Payroll: Change of Date for DMV2Go in Fairfax, Reminder About W-2s, Spring Break Camp Registration is Open, National Wear Red Day, Inclement Weather Reminder, Global Staff Exchange and the QWL Task Force Welcomes Your Input

Date: Friday, January 22, 2016 at 9:11:47 AM 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

Change of Date: DMV2Go January Visit to the Fairfax Campus

Mason has switched the January dates for DMV2Go with Fairfax City. DMV2Go will now be visiting the Fairfax Campus on Tuesday, January 26 from 9:00am-4:00pm in the Merten Hall Parking Lot. If you need DMV services on January 25, they will be at the Fairfax City Hall, located at 10455 Armstrong Street (weather permitting). For dates, times, and locations for all of 2016 please see the DMV2Go Schedule at <http://hr.gmu.edu/worklife/documents/DMV2Go2016Schedule.pdf>.

Reminder: W-2s Are Available on PatriotWeb

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](#).

Registration for Spring Break Camps is now open for the Mason Community

The Potomac Arts Academy and Human Resources & Payroll have teamed up to offer a pilot program of three exciting and interactive camp opportunities for Mason families during Spring Break. The camps will be in session from March 21-25, 2016; choose from Game Design, Magical Camp, and Theater Camp. For details and registration information, please see the individual camp flyers:

[Game Design Camp](#) (Ages 9-13)

[Magical Camp](#) (Ages 5-9)

[Acting Camp](#) (Grades K-6)

Before and after care is included in the price of Game Design and Magical Camp; before and after care is not available at Acting Camp. Please use the coupon code (located on each camp flyer) to receive the Mason Family discount at all camps.

If you have any questions, please contact Tina Morris at 703.993.5807 or by email at

tmorris1@gmu.edu.

National Wear Red Day is Friday, February 5th

Plan to wear red on [National Wear Red Day](#) in support of the American Heart Association's quest to raise awareness about heart disease and stroke. Snap a quick photo to commemorate the event and post it to the [Wellness by Mason](#) Facebook page, tweet about it [@Working at Mason](#) (#GoRed) or post it to Working@Mason's [Pinterest](#) page.

Inclement Weather/Emergency Closing Policy Reminder

Given the current weather forecast, this is a good time to remind your faculty and staff about the Inclement Weather/Emergency Closing Policy at <http://universitypolicy.gmu.edu/policies/inclement-weatheremergency-closure/> and suggest they sign up for [Mason Alerts](#) and call the University Information phone line at 703-993-1000 and/or visit the [Mason homepage](#) on days when the weather is inclement to receive guidance on Mason's schedule for that day. Please also remind department heads that they must communicate with their designated employees so they know they need to report to work on days when Mason cancels classes and/or closes administrative offices.

It's also a good opportunity to remind your faculty and staff there may be people who could benefit from having a formal telework agreement on file. Arrangements can be made in advance to have remote access to Mason through a Virtual Private Network (VPN) if needed. Teleworkers (if it is their scheduled telework day) and remote workers continue to work even if the University is closed or on a modified schedule unless the weather or emergency impacts the alternate location of the flexible worker (e.g. a regional power outage). Having telework agreements and technology in place in advance can come in handy if Mason experiences an extended weather event or other emergency. Details are available on the [Flexible Work site](#).



Global Staff Exchange Program

Kudos to the Office of Global Strategy for their article posted on December 10, 2015 on the *European Association for International Education* site entitled [“Staff Exchange Programmes and Campus Internationalisation”](#). The article describes Mason’s exciting Global Staff Exchange Program. This three year old partnership between the Office of Global Strategy and the Staff Senate provides Mason staff with an opportunity to travel internationally to such places as Spain, Korea, Germany, and Switzerland. Mason, in turn, hosts international staff members from participating exchange universities. Participants find the program enriching and educational. As one participant wrote, “Identifying differences and similarities between Mason and units abroad was essential to my growth.” Please share information about this wonderful opportunity with the staff in your unit.

For details about the program, please visit [Global Staff Exchange Program website](#). Contact Rita Rowand at rowand1@gmu.edu or by phone at 3.5146 with any questions.

From The Quality of Work Life (QWL) Task Force: Share Your Thoughts

The Quality of Work Life Task Force continues to collaborate on ways Mason can respond to

The Quality of Work Life Task Force continues to collaborate on ways in which Mason can respond to feedback from faculty and staff provided in the 2015 Quality of Work Life survey. As part of that process, the Task Force was pleased to meet with Dr. Cabrera in mid-November. For over an hour, the group strategized on ways in which they can collaborate to enhance the working experience of Mason's faculty and staff. The conversation was far ranging and very impactful for everyone at the table as they touched on a wide number of topics. The Task Force looks forward to continuing its collaboration with senior leadership. It encourages you to share your thoughts so your views can be incorporated into the committee's discussion. You can reach the QWL Task Force at qwl@gmu.edu. For information about the Task Force, including its membership, please visit <http://qwl.gmu.edu>.