

Subject: Instant HR & Payroll: America Saves Week, Lunch Break Guidance, Telework Week, Well-Being Seminars, Helpful Hiring Hint!
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Instant HR & Payroll

We're enjoying this warm weather! Are you?

Read below for more information on America Saves Week, lunch break guidance, Telework Week, well-being seminars, and a helpful hiring hint!

\$ America Saves Week

America Saves Week is February 27- March 4

Be a savings superhero! America Saves Week (ASW) is a fantastic opportunity for faculty and staff to take advantage of the financial education available through Mason.

ASW is **February 27 – March 4**, but don't wait to take action!

[Visit Mason's financial well-being portal](#) anytime to review online and in-person classes that are already scheduled. You can also schedule an appointment for an individual retirement counseling session with TIAA, Fidelity, and ICMA-RC.

Look out for the "\$" events in the Instant HR & Payroll!

For more details, please [click here](#) or below.

[Learn More](#)

\$ TIAA Financial Education Webinar

For the first time in over 30 years, there has been a tax overhaul and the new provisions may impact you. This webinar will break down the new tax plan and help you understand how it may affect your financial and estate planning.

Register today for this free live webinar on **Wednesday, February 21, from 12 p.m. to 1 p.m. (ET)**.

For more information and to register please click below or TIAA.org/webinars

[Learn More](#)

\$ Faculty and Staff Discounts

For America Saves Week, be sure to take a look at the Mason faculty and staff discounts! We have great discounts to locations like Modell's Sporting Goods, Coyote Grille, Red Door Salon & Spa, Escape Room, and Jiffy Lube!

Check out the [Mason discount page](#) and [state discount page](#).

[Learn More](#)

Lunch Break Guidance

Guidance for lunch breaks is clarified. Please read the updated website [here](#).

[Learn More](#)

Spring Telework Week at Mason

Details: March 12-16

Have you ever wanted to try teleworking? Now's the time to try it out! **From March 12-16**, Mason will be celebrating its own Telework Week over the university's spring break. If you want to participate, fill out an abbreviated one page agreement available [here](#) and submit it to your supervisor for approval.

Please note that those who participate in Telework Week are doing so under the Flexible Work Policy, #2202

(<http://universitypolicy.gmu.edu/policies/flexible-work/>).

Signing the abbreviated agreement binds the employee/supervisor to the terms and conditions of the complete telework agreement.

Questions, please contact worklife@gmu.edu.

Learn More

Metabolism Makeover at Sci-Tech

Details: *SciTech Campus* on March 13 at noon

Back by popular demand! Join Amy Moore from Commonhealth to learn about metabolism and what you can do to be proactive and enhance your body's calorie burning system. Please note some interactive exercises will be part of the class.

For details and **to register**, please click [here](#) or below.

Learn More

Compassion in the Workplace

Details: March 14 at noon

Learn how the science of compassion can improve team engagement and performance!

Dr. Suzie Carmack, from the Department of Global Health and the School of Integrative Studies, will teach:

- How compassion in the workplace can be both an accelerator and decelerator for team engagement and performance
- Personal workplace well-being using a free evidence-based tool
- How to determine if work colleagues show symptoms of compassion fatigue
- A “genius break” to foster workplace compassion
- How to help prevent or manage compassion fatigue

This session will be video-conferenced to Arlington and SciTech.

For details and **to register**, please click below or [here](#).

Learn More

Helpful Hiring Hint

Here's a helpful hiring hint!

During the interview process, be sure to ask if the prospective candidate is a student!

If a candidate is a student, it affects:

- Number of hours that can be worked
 - Pay range
 - Type of work that can be done
 - How taxes affect the paycheck
-

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