

**Subject:** Instant HR & Payroll: Employee Appreciation Day, Faculty-Staff Enrichment Day, Bicycle Commuting 101, COI Disclosure  
**Date:** Thursday, March 1, 2018 at 4:01:48 PM Eastern Standard Time  
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**Attachments:** image001.png, image002.png, image004.png, image006.png, image008.png, image009.png, image010.png, image003.png

## Instant HR & Payroll

Did you notice the new icons on the green headers below? These icons help categorize the announcement's dimension of well-being! For example, the buildings identify community well-being and the handshake identifies social well-being. You can view a legend of these icons [here!](#)

Read below to discover information about Employee Appreciation Day, Faculty-Staff Enrichment Day, a Bicycle Commuting 101 class, and a career well-being event from Center for the Advancement of Well-Being.

## If Spouse or Family Works At Mason Also

Here's a quick reminder to all employees from our colleagues at Compliance, Diversity, and Ethics:

"If your spouse or immediate family member (defined as someone who lives in the same household as you and/or who is your dependent) is also an employee of Mason, you are required to disclose this information through the Conflict of Interest Disclosure website at <https://coi.gmu.edu/>."

This disclosure is required by Virginia law: the State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3106.

If you have questions or need more information, please contact Elizabeth Woodley, the University Ethics Officer and Policy Manager, at 3-5115 or [ewoodley@gmu.edu](mailto:ewoodley@gmu.edu).

[Learn More](#)



## Employee Appreciation Day

Employee Appreciation Day is almost here and we can help you prepare. Below are the top three ways you can celebrate [Employee Appreciation Day](#) on **Friday, March 2**.

- 1.) Send your colleague an [eCard](#) to say thank you or congratulations.
- 2.) Request something [fun](#) from Reward and Recognition like [A Warm Wishes Award, Your Work is Outstanding Award](#), or a [We Need S'More Employees Like You Award](#).
- 3.) Request recognition [post-it notes](#) to share for on-the-spot recognition.

Remember, Employee Appreciation Day is just one opportunity to show your colleagues that you think their work is great. Check out other [National Appreciation Days](#) to keep the recognition going all year long.

Questions? Call 3-2739 or email [awards@gmu.edu](mailto:awards@gmu.edu).

[Learn More](#)



## Faculty-Staff Enrichment Day

**Details:** Wednesday, March 7, Dewberry Hall Lobby, check-in is from 8:15 a.m. to 9 a.m.

*Register now for Faculty-Staff Enrichment Day!* This day-long event will include a series of breakout sessions and activities centered on the theme “Inspiring Trust.”

**The day will feature two great speakers!**

- Keynote speaker: Christopher D. Lee, Associate Vice Chancellor for Human Resources from the Virginia Community College System. He will speak on “Building Community; Building Trust.”
- Lunch time speaker: Tojo Thatchenkery, Professor and Director of Organizational Development and Knowledge Management at Mason’s SCHAR School. He will speak on “Conversations that Can Create Trust”.

Follow Faculty-Staff Enrichment Day on Twitter, [@MasonFSED](#), for updates. For questions, contact [hrlearn@gmu.edu](mailto:hrlearn@gmu.edu).

Register today at [hr.gmu.edu/learning](http://hr.gmu.edu/learning)

[Learn More](#)



## Bicycle Commuting 101

**Details:** Thursday, April 5, at noon in Merten Hall room 1204

Presented by Mason Transportation and HR & Payroll, join HR & Payroll's very own Rick Holt, a League of American Bicyclists certified instructor, for Bicycle Commuting 101. During this session, learn how to more confidently get to campus on two wheels.

The session will cover bicycle basics such as:

- Routes to campus
- Bicycle selection
- Bicycle fit
- Inspection
- Gearing
- Cadence
- Clothing
- Accessories

*The training is open to faculty, staff, and students.*

**To register,** click below or [here](#).

Learn More



## Book Launch Event

From our colleagues at Center for the Advancement of Well-Being, attend the book launch of [\*The Mind of the Leader: How to Lead Yourself, Your People, and Your Organization for Extraordinary Results\*](#) and meet the authors Rasmus Hougaard and Jacqueline Carter.

**Details:** Tuesday, March 20, from 6:30 p.m. to 9 p.m. at Founders Hall on Mason's Arlington Campus

**Admission:** \$35

**To register,** click below or [here](#).

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