

Subject: Instant HR & Payroll: Action Item - Updating Org Chart, Who's Walking Wednesday with J.J. Update, and a Mason Advertising Update.

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Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image007.png

Instant HR & Payroll

We hope you were safe and enjoyed the snow on the first day of spring! This week we have a short Instant HR & Payroll: read on to discover information about a Spring Into Well-Being update, a request for updated organizational charts, and a Mason advertising update.

Updating Org Charts

Updating organizational charts makes planning easier and helps faculty, staff, and students navigate the departmental structure!

Action Item: To help with the annual JLARC Span of Control reporting, please email Workforce Planning an updated org chart from each Department/School/Division before April 6, 2018.

The org charts should include the name and either the title or position number for all benefited faculty and staff positions. Non-benefited positions should be included too, but can be grouped into one box such as "4-6 SW/GR/GA, 2 WG, 4 Adjuncts" under their supervisor.

Please send the org chart(s) and/or questions to Workforce Planning at workplan@gmu.edu.

Mason Advertising Update

Advertising job postings just got better!

Last November, Mason partnered with Gravstone Advertising to enrich your job

posting experience. With a recent update, Washington Post advertisements will now be free! All external job postings, except for student positions and Mason affiliated partners, will automatically be sent to the Washington Post.

If you have any questions, please contact Workforce Planning at workplan@gmu.edu.



Who's Walking Wednesday Rescheduled

Snow on the first day of spring was unexpected but a little snow won't stop Spring Into Well-Being!

We will announce the rescheduled date for Who's Walking Wednesday with Jennifer (J.J.) Davis soon! Stay tuned for the new date in an upcoming Instant HR & Payroll and Around Mason.

Stay updated with all the rescheduled dates of Spring Into Well-Being events by visiting the [Spring Into Well-Being event page](#).

[Learn More](#)

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