

**Subject:** Instant HR/Payroll: Health & Flex Open Enrollment Dates Announcement, University Day Reminders, the "Write" Stuff, DMV2Go, HR Liaison Meeting Reminder, and Mason Rec in NYC  
**Date:** Friday, March 25, 2016 at 8:52:19 AM Eastern Daylight Time  
**From:** Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)  
**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu

### **Health and Flex Open Enrollment Dates Announced**

The Department of Human Resource Management has announced that this year's Health and Flexible Spending Account (FSAs) Open Enrollment is scheduled for May 1-23, 2016. As information is available, we will post it on the [HR & Payroll homepage](#) and the [Benefits homepage](#). Given the timing, your assistance is greatly appreciated in helping us communicate the dates to your 9-month faculty.

### **University Day Reminders**

A gentle reminder that invitations were sent to all service awardees through the registration and ticketing platform, EventBrite. Please encourage employees who are attending Green or Gold day to register for the event through the link on their invitation. If they didn't see their invitation, please ask them to check their spam folder. If you or your faculty and staff have any questions, please contact Beth Baroody at [bbaroody@gmu.edu](mailto:bbaroody@gmu.edu) or 3-2739.

Don't forget to check the [HR Liaison tools](#) on our web site for helpful University Day information and updates for our HR Liaisons.

### **You Have the "Write" Stuff Award**

Do you know a Mason employee who has the "write" stuff? Reward them with a black, 8.5 x 11 portfolio which has a pad of paper, pen loop and pocket. You can request yours [here](#). Contact Beth Baroody at 3-2739 or [awards@gmu.edu](mailto:awards@gmu.edu) with any questions.

### **DMV2Go in Fairfax: March 28**

Take care of your Department of Motor Vehicle needs at a convenient Mason location! DMV2Go will be on the Fairfax campus in the Merten Hall parking lot from 9:00 am – 4:00 pm on Monday, March 28. For the full 2016 schedule, please visit <http://hr.gmu.edu/worklife/documents/DMV2Go2016Schedule.pdf>.

### **Reminder: Spring HR Liaisons Meeting**

We hope you will join us for the next HR Liaison meeting. Lots of timely topics to share.

Date: Friday, April 29  
Time: 1:30 – 3:00  
Location: Merten Hall, 1201

Videoconferenced to:

- SciTech: Bull Run 254
- Arlington: Founders Hall B119
- Front Royal: Academic 219

To register visit <http://hr.gmu.edu/learning/hr.php>. If you would like to be conferenced in from Loudoun, please e-mail Bridget Peabody at [bpeabody@gmu.edu](mailto:bpeabody@gmu.edu).

**Mason Recreation is Headed to the Big Apple!**

Mason Recreation offers a one-day bus trip to New York City for Mason students, faculty, staff and friends. The spring trip is scheduled for *Saturday, April 23*. Due to the popularity of the trip, they've added a second bus for the trip and there are some seats still available. The cost for faculty, staff, and friends is \$45 per person. Individuals may register and make payment at the RAC customer service desk. For details, please visit the [trip information page](#).