

**Subject:** Instant HR & Payroll: Open Enrollment, Cyber Security, Financial IQ Test, Note from Office of Risk Management

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**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu

**Attachments:** image001.png, image002.png, image003.png, image004.png, image005.png, image006.png, image007.jpg, image008.png, GeorgeMason poster 8.5x11.pdf

## Instant HR & Payroll

You don't have double vision. We have two Instant HR & Payrolls back-to-back!

Read below for great information about open enrollment, staying cyber secure, a financial IQ challenge, and a note from our friends at Office of Risk Management.

### Open Enrollment

Open enrollment is coming soon!

Be on the look out for information about open enrollment which is from May 1, 2018 to May 15, 2018. To prepare for open enrollment, be sure you have an updated address in Patriot Web.

If you have questions, feel free to email [benefits@gmu.edu](mailto:benefits@gmu.edu).

### Update Your Cell Phone Number In Patriot Web

We want to help you stay cyber secure and keep your access to Patriot Web!

Stay cyber safe! Please double check you have a correct cell phone or work phone number in Patriot Web.

ITS and HR & Payroll are collaborating to ensure your account is secure and you always have access to your W-2's, course final grades, timesheets, and pay stubs. Please [visit the 2FA site](#) for information about the addition of the second layer of security to Patriot Web.

[Visit this handy guide](#) to learn how to update your phone number in Patriot Web.

Learn More

## Test Your Financial Know-How



Test your financial know-how! HR & Payroll teamed up with TIAA to bring you the What's Your Financial IQ? challenge. From now to May 02, 2018, take this educational challenge to have fun and learn information about financial planning. Each day five new questions are added to the challenge.

Test your financial savvy and learn something new each time you play at <http://wyfiq.org/q/georgemason/Quiz4>.

Learn More



## A Note From Office of Risk Management

Here is a note from our friends at Office of Risk Management:

“All university-sponsored or university-related international travel must be registered, and travelers must comply with all requirements of [University Policy 1134](#), which includes university-approved travel insurance. [Travel accident and emergency insurance coverage](#) is available for employees (covered cost) and students (cost is currently \$50 per trip and payment is collected upon registration). Faculty and staff traveling on international business should review the [Travel Abroad Advisory](#) and complete the [Insurance Registration Form](#), at least two weeks prior to travel, in order to receive ID cards and coverage documents. Additionally, a [Declaration of Coverage Request](#) can be submitted for proof of insurance documentation.”

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*For a legend of the header icons, [visit the Instant HR & Payroll legend page](#).*

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