

Subject: Instant HR & Payroll: Take Our Daughters and Sons to Work Day, the W-2 hotline, the employee exit process, and reporting accidents

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Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image006.png, image007.png, Take Our Daughters Sons to Work Day 2018 Consent form.pdf

Instant HR & Payroll

I think spring has finally sprung! Maybe this nice weather is here to stay! Well, today we have an Instant HR & Payroll with useful information about *Take Our Daughters and Sons to Work Day*, the W-2 hotline, the employee exit process, and reporting accidents.

W-2 Hotline Closing

Please note, the W-2 hotline will close at the end of business on **Monday, April 30, 2018**. If you have questions about your W-2 before then, please contact the W-2 Hotline at 703-993-2311 or w2info@gmu.edu. If you have questions about your W-2 after April 30, please email payroll@gmu.edu.

Exit Process

Is someone from your unit moving to a different area? Have they accepted a job with a different organization? Are they thinking about retiring?

If someone from your unit is leaving employment with Mason, please share and remind them to follow [the exit process](#) to ensure a smooth transition.

[Learn More](#)

Reporting Accidents Reminder

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the

university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate remediation and corrective measures to protect the community from similar or future incidents.

Please report the following situations to the university:

- **Employee Accident**
 - Submit an [Incident Report form](#) whenever an accident (that does not result in injury), theft of university property, fire on university property, or unsafe condition occurs.
- **Employee Injury**
 - Submit an [Employer's First Report of Accident Form](#) when an employee is injured while at work.

For more Information and for questions:

- For more information regarding workplace injuries, exposures, or illnesses, please review the university [Accident and Incident Plan](#).
- For information about insurance, university property damage/theft, and automobile incidents contact the [Office of Risk Management](#) at 703-993-2599.
- For questions regarding workers' compensation, please contact [Human Resources and Payroll Workers' Compensation](#) at 703-993-7756.



Take Our Daughters and Sons to Work Day

Details: Thursday, April 26, all day!

Inspire your kids and show off what you do by bringing your child/children into the office on *Take Our Daughters and Sons to Work Day!*

On **Thursday, April 26**, with supervisor and department head permission, bring your child/children to work at Mason. If you plan on bringing your child/children, please [complete a release form](#).

Don't forget, on this day kids under 12 eat free at Southside, Ike's, and the Globe with a paying adult. Visit [Today @ Mason](#) for a complete list of activities taking place that day. To ensure everyone has a fun and safe day, please refer to the [Children and Minors in the Workplace](#) policy.

[Learn More](#)

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

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