

Subject: Instant HR & Payroll: New Benefits Summary Page, Flexible Work Resources, Flex Holiday Reminder, Masonvale Note

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Attachments: image001.png, image002.png, image005.png, image006.png, image007.png, image008.png, image009.png, image010.png, Summer 2018.jpg

Instant HR & Payroll

Thanks to everyone who came out to Who's Walking Wednesday with J.J. This walk had the largest crowd yet with over 125 walkers!



Read below to discover information about the new benefits summary page, flexible work resources, flex holiday reminder, and a note from our friends at Masonvale.

\$ NEW Benefits Summary Page

View a complete summary of your benefits [on Patriot Web!](#) This benefits summary displays a snapshot of all your current benefit elections. It enables our benefits team to assist you even better by allowing them to see your benefits summary when you call.

On this page, you can view:

- Medical Option Deductions
- Retirement Option Deductions
- Group Life Contributions
- Disability Deductions

To access your summary:

1. Visit patriotweb.gmu.edu
2. Click "Employee Services"
3. Click "Benefits and Deductions"
4. Click "Benefits Summary"
5. Click "Select"



Flexible Work Resources

Are you or your faculty/staff considering, and qualify, for flexible work? If so, then take a look at these resources.

On the Flexible Work website, you will find all the information and resources you need to arrange a Flexible Work arrangement that can help support successful and productive life/work choices.

- **Options** – Discover all of your choices for Flexible Work at Mason
- **Get Started** – Approved for a Flexible Work Option? Follow the Basic Steps here to make Flexible Work a reality
- **Technology Tools** – Learn about your technology options
- **Get Help** – Reach the people who can answer questions and help you every step of the way
- **Forms** – Find links to all the paperwork you need
- **FAQs** – Get answers to all your questions
- **Policies** – Become familiar with important policies related to Flexible Work
- **Training** – Learn how to be an effective Flexible Worker and how it can benefit you and your department

After reviewing the site, if you have questions or need assistance, please contact the Life/Work Team at worklife@gmu.edu.

Learn More



Flex Holidays

If it applies to you, don't forget to use your flex holidays this year!

Senior leadership provided 16 hours of flex holiday in 2018 for benefited faculty and staff hired before February 1, 2018. With supervisor approval, qualifying benefited faculty and staff can use these flex holiday hours anytime during the 2018 calendar year. Part-time faculty and staff will be given leave proportionately.

When you use the flex holiday hours, please enter the number of hours used on your time sheet under "Special Flex Holiday."

Be sure to use your flex holiday hours! They expire at the end of the 2018

calendar year and are not eligible for payout.

Visit the benefits page for [the full 2018 holiday schedule.](#)

Learn More



Masonvale

Please read the attached flyer to view a short message from our friends at Masonvale.

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

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