

**Subject:** Instant HR & Payroll: Employing Minors at Mason, Seminar on Stress Reduction Tool Bag, and a "Cool" Discount  
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**Attachments:** image001.png, image003.png, image004.png, image005.png, image006.png, image007.png, image008.png, image002.png, image009.png

## Instant HR & Payroll

Employee Well-Being Month is in full swing! Watch out for the well-being announcements in [blue](#). Today you will find announcements supporting your financial well-being and psychological well-being.

Discover information below about employing minors at Mason, a new topic for the Well-being Lunch and Learn Series, and a fun discount!

## Employment of Minors

We want to share some helpful information and resources about employing Minors, that are under the age of 16, at Mason.

### To employ a minor aged 14 and 15 at Mason:

1. The minor, the minor's parent/guardian/custodian, and the department hiring the minor need to complete the **Electronic Employment Certificate process**:
  1. The minor should complete *Step 1: Youth Registration* and share the "Youth Unique Identifier" with the department
  2. The department needs to complete *Step 2: Employee Registration*
  3. The parent/guardian/custodian needs to complete *Step 3: Parent/Guardian/Custodian Registration*
2. The department should keep a document on file that verifies the age of the minor (e.g. birth certificate)

### Please note:

- The Fair Labor Standards Act (FLSA) sets the minimum age for employment at 14 years of age and **limits the number of hours worked by minors under the age of 16.**

For more information:

- [FAQ on Child Labor Law](#)
- [Employment Certificate Application Instructions](#)
- [DOL Age Requirements](#)

[Learn More](#)



## Seminar: Stress Reduction Tool Bag

**Details:** Fairfax Campus, Merten Hall 1202 on July 12 from 12 p.m. – 1 p.m.

As part of the Employee Assistance Program (EAP), Human Resources & Payroll is offering a Well-being Lunch and Learn Series focusing on mental health topics.

July's topic is **Stress Reduction Tool Bag**. This seminar will discuss good and bad stress. Participants will explore how to recognize the symptoms of stress and gain tools to manage stress, including mindful communication.

**To Register**, visit: <http://hr.gmu.edu/learning/register.php?id=2755&type=822>  
Questions: Contact Niki Imamura at [nimamura@gmu.edu](mailto:nimamura@gmu.edu)

[Learn More](#)



## Discount

**University  
Mall  
Theatre**

Need to escape the heat? Continue celebrating Employee Well-Being Month by visiting University Mall Theatre!

The Mason community receives special pricing at [University Mall Theater](#) just by showing a Mason ID! You can also read more about their [ticket pricing](#).

[Learn More](#)

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

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