

Subject: Instant HR/Payroll: Updated Admin/Prof Faculty Evaluation, Flu Shot Information, FSA Deadline Approaching, Happy Peaceful Heart Walk, Well-Being Seminars, and more

Date: Friday, September 9, 2016 at 3:30:36 PM 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

Updated Administrative/Professional Faculty Evaluation

Based upon feedback we have received, the Administrative/Professional Faculty Evaluation [form](#) has been updated and will hopefully be easier to use. Please ensure that you share the updated form with all of the supervisors in your area. If you (or they) have any questions, please contact Michelle Lim at mlim1@gmu.edu.

Save the Dates: Winter Wellness Days Flu Shot Clinics

For faculty and staff who are enrolled in COVA Care, COVA HDHP, COVA Health Aware, and Kaiser Permanente, seasonal flu shots are part of your wellness benefit. This year, flu shot clinics will be held in SciTech on October 6, Fairfax on October 13 (and October 26 as part of Faculty-Staff Enrichment Day), and Arlington on October 20. For times and important details, please visit <http://hr.gmu.edu>.

Flexible Spending Account Filing Deadline is Approaching

If you have a dependent care or medical flexible spending account, the last day to file a reimbursement claim for expenses for the 2015-2016 plan year is September 30, 2016. Eligible expenses had to be incurred during the plan year which ran from July 1, 2015 to June 30, 2016. Questions? Please email the Benefits Team at benefits@gmu.edu.

Happy Peaceful Heart Walk

Join us for the 8th annual Happy Heart Walk, a 30-minute fun walk at noon on Wednesday, September 21. We are excited that this year the walk coincides with the International Day of Peace. Wellness by Mason and Who's Walking Wednesday are teaming up with the Office of International Programs and Services to bring you the Happy *Peaceful* Heart Walk.

Join our walk leaders: Lori Scher and Dan Polsby (Arlington), Linda Harber, Brad Edwards, and Mary Wells (Fairfax), and Ron Carmichael and Erin Brandt (Science & Tech). At stake is the coveted Happy Heart Team Award and the Happy Heart of Gold Award! Details are available on the Happy Heart Walk flyer at <http://hr.gmu.edu/worklife/docs/HappyHeartWalkFlyerFinal.pdf>

The Happy Peaceful Heart Walk is a [Healthy Campus Week](#) and [Peace Week event](#). We hope you can join us for this special Wednesday walk!

Reminder: Physical Well-Being Seminar Series

September is full of opportunities! HR & Payroll, in conjunction with some terrific partners, have some new sessions in the area of physical well-being including:

- 9/15, 12:30: Princess Cruises, Well-Being on the Waves; part of Mason Cultural Tours. Your [invitation](#) is available. (Fairfax only)
- 9/16, noon: Get a Grip (Joint Health) with CommonHealth (Videoconferenced to Arl and SciTech)
- 9/22 12:30: The Power of [Pulses](#) (edible seeds of plants in the legume family, e.g. lentils, chickpeas, etc.), a [Healthy Campus Week](#) event (Fairfax only)
- 9/22, noon: Bicycle Commuting 101 (reprise) with Rick Holt (Fairfax only)

To learn more and to register, please visit the <http://hr.gmu.edu/learning/hr.php>.

Reminder: Financial Well-Being Seminar - To and Through Retirement, September 15, 12-1pm

Managing risks such as market volatility, inflation and outliving your income can be challenging for all retirees. Join Cary Parker of TIAA to learn how to create a retirement income plan that can help you mitigate risks and achieve your lifestyle and legacy goals. This seminar will be videoconferenced to Arlington and Sci Tech.

To register, please visit <http://hr.gmu.edu/learning/hr.php>.

From Our Colleagues in Orientation and Family Programs and Services: Family Weekend 5K Run/Walk

Our colleagues in Orientation and Family Programs and Services want to share the news about the upcoming [Family Weekend](#), October 14-16. As part of the festivities, there will again be a 5K Run/Walk on **Sunday, October 16th, 2016 at 8 am**. The event is open to all members of the community! In order to register, please visit www.iamathlete.com and search GMU Family Weekend 5k. There is a registration fee of \$25 that includes a t-shirt, official race timing, snacks, and prizes.

If you have any questions regarding the event or registration, please contact Jonathan DeCicco at jdecicc2@masonlive.gmu.edu or Lindsey Jackson at ljacks15@masonlive.gmu.edu.

From Our Colleagues in Parking: Parking Rates

Please let your faculty and staff know that parking rate increases will be seen in their September 16th paychecks based on the 2016-17 parking fee schedule. Additional information can be found at http://parking.gmu.edu/PDF2016/Fall2016_2017pricesheet.pdf. If you have any questions, please contact Parking Services at parking@gmu.edu or 3.2710