

Subject: Instant HR & Payroll: Recognize Your Colleagues, Flexible Spending Accounts (FSA), Background Check Reminders

Date: Friday, September 14, 2018 at 12:49:11 PM Eastern Daylight Time

From: HR/Payroll Department Contacts on behalf of Ashley M Hill

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

Attachments: image003.png, image004.png, image005.png, image006.png, image007.png, image002.png, image008.png, Outstanding Achievement Awards.ics, Outstanding Achievement Awards Deadline.ics, Flexible Spending Accounts Reimbursement Claim Deadline.ics

Instant HR & Payroll

We want everyone at Mason and all Mason friends and family to stay safe during the impending hurricane. Even though the hurricane recently altered its path, please refer to the university's [recent guidance](#) to prepare.

The Outstanding Achievement Awards submission deadline and ceremony date have changed. Read below to stay updated on the most recent changes. In addition, the flexible spending account (FSA) reimbursement claim deadline is approaching. Lastly, please read our background check reminder for helpful tips and information.

FSA Reimbursement Claims

If you were enrolled in flexible spending accounts (FSA) during the 2017-2018 plan year, you have until **September 30, 2018**, to send reimbursement claims and any necessary documentation to Anthem. These claims are for [eligible expenses](#) that were incurred between July 1, 2017 to June 30, 2018.

You may file reimbursement claims by:

- Logging into your account on the [Anthem website](#)
- Faxing to 888-347-5212
- Mailing to Anthem FSA, P.O. Box 660165, Dallas, TX 75266-0165

Reimbursement Forms:

- Reimbursement forms are available on our [Forms Page](#).
- For assistance with form and claims processing, please call Anthem FSA at 877-451-7244.

Health FSA Participants:

- Please provide documentation for expenses that were paid using the debit card. You may be taxed on any amount spent for which there is no documentation.

For questions, please contact Benefits at benefits@gmu.edu or 3-2600.



Date Changes: Outstanding Achievement Awards

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Recognize a faculty or staff member's hard work and nominate them for the 2018 Outstanding Achievement Awards!

The 2018 Outstanding Achievement Awards celebrate the hard work, dedication, and achievements of Mason's faculty and staff across 12 award categories. These categories include the Civility Star Award, the Exceptional Support Award, and the Mason Faculty Staff Alumni Award. Use these [guidelines](#) to help prepare a nomination.

The nomination deadline is now **October 5, 2018**, (previously September 28) and the ceremony is now **November 15, 2018**, (previously November 1) from 10–11:30 a.m. in Dewberry Hall.

Questions? Please contact Beth Baroody at 3-2739 or bbaroody@gmu.edu.

[Learn More](#)



Background Check Reminders

Human Resources and the Office of Risk Management would like to share a few reminders about background checks. If you have any questions regarding the [policy](#), our [vendor](#), or the background check [process](#), please contact Jessica Cain at 3-5298 or email bkground@gmu.edu. Additional information can also be found on our [webpage](#).

Criminal Background Checks

- Employees cannot begin work until their background check(s) has been successfully completed. Employees with a current criminal background check on file (less than 3 years old) are not required to submit a new request.
- Delinquent requests may result in a delayed start date or termination.

- Requests for new and rehired employees are initiated during the onboarding process via Mason Onboard. Requests are automatically sent to the applicant shortly after the Personal Information page in the Mason OnBoard packet is complete. If an employee does not receive their request within 24 hours of completing the Personal Information page (not including weekends), please contact us at bkground@gmu.edu.
- If the criminal background check is not initiated in a timely manner (within five days of receiving the request), the packet creator or HR Liaison will be contacted for assistance with follow up.
- Truescreen has an average turnaround time of two days once the employee submits the request. Automatic completion emails are sent to the packet creator or HR Liaison once the criminal background check results are returned.

The email you will receive will include one of the following messages:

- ***The report for this case is now available.***
- ***The report for this case is now available at the following location.***
(may include an inactive link)
- ***The report for this case has been adjudicated and has a new Pass/Review/Fail status. It is now available.***

All messages confirm that the background check was passed. For status updates on a background check, please email bkground@gmu.edu.

Motor Vehicle Reports

- Employees with driving responsibilities are required to complete a Motor Vehicle Report (MVR) in addition to their criminal background check. Employees must consent to provide access to their MVR for full review and the MVR results must meet the minimum acceptable criteria as established in the policy procedures of the [Vehicle Use Policy 1411](#).
- MVRs are reviewed by the Office of Risk Management upon initial hire. Employees will receive a new MVR request annually thereafter.
- If an employee does not adhere to the MVR process (within five days of receiving the request), they will not be authorized to operate a vehicle on behalf of Mason.

Supervisors will receive a separate MVR completion email from the Office of Risk Management. For status updates on a MVR, please email risk@gmu.edu.

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

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