

Janet P Walker <jwalker8@gmu.edu>

January 23, 2015 11:19 AM

To: <HR-PAYROLL-L@metis3.gmu.edu>

Reply-To: Linda H Harber <lharber@gmu.edu>

Instant HR/Payroll: Submit Timesheets Early, A Short ePAF survey, Download your W-2, Hike to Ike's and more!

---

### **Snow is in the Forecast: Complete timesheets early if possible**

We may have some snow this Sunday/Monday. Just in case, it's a good idea to ask your faculty and staff to submit their timesheets early and ask your timesheet approvers to complete their approval process early as well. This will help the Payroll team as both semi-monthly and bi-weekly payrolls will be running in the next few days. Having everyone pitch in will really help. Thanks so much!

### **Non-Benefited Hiring Process - How Much Time Does it Really Take?**

Last fiscal year, Mason processed over 14,000 ePAF transactions for non-benefited staff (i.e. Student Wage; Non-Student Wage; Work Study, Adjunct Faculty, Graduate Assistants, etc.). We are seeking your expertise to get a sense of overall time spent per transaction. Please take a few minutes to indicate your best time estimates in this short [5 question survey](#).

### **Reminder: Accessing Your Electronic W-2 is Fast and Easy!**

Would you prefer to receive your W2 electronically? Then please visit [PatriotWeb](#) to consent online by 01/28. Otherwise, a paper copy will be mailed to your address on file by February 2nd.

Instructions on accessing your W-2 are available on the [HR & Payroll homepage](#). For information on how to interpret your W-2, please check out "[Your George Mason University W-2 demystified](#)" as well as these [handy FAQ's](#).

Questions? Please contact the W-2 Hotline at 3-2311 or via email at [w2info@gmu.edu](mailto:w2info@gmu.edu).

### **Hike to Ike's on January 30**

Having a hard time sticking to those New Year's Resolutions? Let us help you! [Hike to IKE'S](#) any time between 11:00 am and 2:00 pm on January 30th and try all the yummy, healthy options they have available. Faculty and Staff receive a special discounted rate of \$8. If you like it, you may want to consider purchasing a BYTE Plan good at IKE'S, the Globe, Southside and the Bistro. Save money, exercise, nourish your body with fresh, healthy food and socialize with other faculty and staff; now THAT'S well-being! For information on the Faculty/Staff BYTE plan, see <http://masonid.gmu.edu/mealplans/newmealplanfaculty.html>.

### **Share Your Thoughts! Mini-Survey on Childcare Available Through January 30**

The Quality of Work Life Task Force is conducting a "mini-survey" (<https://www.surveymonkey.com/s/masonchild>) in collaboration with the Sittercity Working Group and HR & Payroll. This short survey will be live through January 30th. Results will be posted by Spring 2015 via the Quality of Work Life website (<http://qwl.gmu.edu>).

### **Save the Date: Go Red Day is Friday, February 6**

Plan to wear red on [National Wear Red Day](#) in support of the American Heart Association's quest to raise awareness about heart disease and stroke. Take some pictures to commemorate the event and send them to [worklife@gmu.edu](mailto:worklife@gmu.edu) to be posted on [Mason's Go Red Gallery](#)!

### **Reminder: Financial Well-Being Seminar Series**

January financial education classes are just a click away! Financial Well-Being programming runs across

many different financial topics including budgeting, saving, investing, and more. This month, on-site classes, held at noon include:

January 27: Inside Money: Managing Income and Debt with TIAA-CREF (videoconferenced to Arlington and Prince William)

January 29: For you Super Bowl Fans! Financial Football: Test Your Money Management Skills with Apple Federal Credit Union (Fairfax only)

For a description of each session and to register, please visit <http://hr.gmu.edu/learning/hr.php>. The complete listing of classes is available at [Financial Well-Being](#).

**National Compliment Day, January 24**

In honor of National Compliment Day, we want to thank you for everything you do to support our Mason community. You all rock!