

**Subject:** Instant HR/Payroll: W-2 Update, New SUPERvisor Series, Leadership Legacy Nominations Underway, Wear Red Day, DMV2Go, Mason Kids Club, Monthly Payroll Drop-In Meetings and More!

**Date:** Thursday, January 26, 2017 at 10:27:14 AM Eastern Standard Time

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### **W-2 Update**

A reminder that if your faculty and staff did not download their electronic W-2 by 11:59pm on Wednesday, January 25, they will be receiving a paper W-2 which will be mailed by January 31. For those receiving paper W-2s, please ensure that your Permanent Mailing Address is accurate in [Patriot Web Self Service](#).

Please contact the W-2 Hotline at 703-993-2311 or [w2info@gmu.edu](mailto:w2info@gmu.edu) should you have questions.

### **New SUPERvisor Series Announcement**

After much thought, the longstanding New SUPERvisor Series program has been redesigned. The new version, which will be cohort-based and will include developmental opportunities in addition to its rigorous curriculum, is coming in early 2017. Those interested in being part of our pilot cohort are invited to email Robyn Madar, Program Manager/Trainer, at [rmadar@gmu.edu](mailto:rmadar@gmu.edu) by Monday, February 6.

### **Leadership Legacy Program - Nominations Now Being Accepted!**

The Leadership Legacy Program, a partnership program sponsored by MasonLeads and Human Resources/Payroll, is designed for Mason full-time faculty and staff who are committed to furthering their leadership development. The program curriculum provides opportunities for experienced faculty and staff to advance their conceptual and experiential understanding of leadership in the context of university settings. Applications and nominations for the 2017-18 cohort of the Leadership Legacy Program are due February 24, 2017. To learn more and to apply, please visit the Leadership Legacy website at: <http://leadershiplegacy.gmu.edu>.

### **National Wear Red Day is Friday, February 3rd**

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. Snap a quick photo to commemorate the event and post it to <http://www.facebook.com/workingatmason>, tweet about it and include @workingatmason (#GoRed), or post it to the Working at Mason Wear Red Day [Pinterest page](#).

### **DMV2Go is Coming to the Fairfax Campus in February**

Take care of your DMV business at a convenient Mason location. DMV2Go is coming to the Fairfax Campus on February 7. For dates, times, and locations for all of 2017 please see the [DMV2Go Schedule](#).

### **Mason Kids Club**

Mason Kids Club will be available for elementary school age children in Merten Hall on multiple dates throughout the spring. Similar to our Spring Break camp and Bridge camp programs, the Club will be filled with fun activities for your child to enjoy! The Club is open from 8:00am to 5:00pm and runs through April 17, 2017 (and includes Fairfax County Spring Break). For information on dates and fees, please visit <http://hr.gmu.edu> or contact Tina Morris at [tmorris1@gmu.edu](mailto:tmorris1@gmu.edu) or 703-993-5807. To register, please visit <https://www.regonline.com/masonkidsclub>.

### **Payroll Drop-In Meetings**

Have a payroll question? Maybe it's about your time sheet or your withholding or perhaps you have

questions as a supervisor. Whatever your payroll-related question, we hope you will join us at our monthly Payroll Drop-In meeting. No need to RSVP or register, just drop by Merten Hall, Room 4104 between noon and 2pm (inside the HR & Payroll office) on any of the dates below.

- Friday, February 17
- Thursday, March 16
- Friday, April 7
- Friday, May 19
- Wednesday, June 21

If you have any questions about the meetings, please contact Catalina Wheat at [cwheat@gmu.edu](mailto:cwheat@gmu.edu).

#### **Save the Dates: America Saves Week is Coming, February 27-March 4**

America Saves Week (AWL) is a fantastic opportunity for faculty and staff to sample some of the terrific financial education that is available through Mason. This year it runs from February 27 – March 4 but you don't have to wait! Visit Mason's [financial well-being portal](#) anytime to review online and in person classes that are already scheduled. You can also schedule an appointment for an individual retirement counseling session with TIAA, Fidelity and ICMA-RC. For a schedule and how to make an appointment, please visit the [Benefits website](#). As America Saves Week information becomes available, we will include it on the portal.

Please contact Life/Work Connections at [worklife@gmu.edu](mailto:worklife@gmu.edu) with any questions.

#### **Inclement Weather/Emergency Closing Policy Reminder**

Even though there's no snow yet, this is a good time to remind your faculty and staff about the [Inclement Weather/Emergency Closure Policy](#) and suggest they sign up for [Mason Alerts](#) and call the University Information phone line at 703-993-1000 and/or visit the [Mason homepage](#) on days when the weather is inclement to receive guidance on Mason's schedule for that day.

Please also remind department heads that they must communicate with their designated employees so they know they need to report to work on days when Mason cancels classes and/or closes administrative offices. It's also a good opportunity to remind your faculty and staff there may be people who could benefit from having a formal telework agreement on file. Arrangements can be made in advance to have remote access to Mason through a Virtual Private Network (VPN) if needed. Teleworkers (if it is their scheduled telework day) and remote workers continue to work even if the University is closed or on a modified schedule unless the weather or emergency impacts the alternate location of the flexible worker (e.g. a regional power outage). Having telework agreements and technology in place in advance can come in handy if Mason experiences an extended weather event or other emergency. Details are available on the [Flexible Work site](#).

#### **Westminster School/George Mason Collaboration Merit Scholarship**

In a spirit of collaboration with George Mason University, Westminster School is offering a scholarship opportunity to the children/grandchildren of Mason faculty and staff. The renewable Merit Scholarship is in the amount of \$8,000 per year, and is open to new students entering grades 3 – 7. Westminster School is an independent school located in Annandale, VA just minutes from the beltway. Applications are being accepted through February 17 for the academic year beginning Fall 2017. To find out more about this opportunity, please visit the [Westminster Merit Scholarship page](#).