

Subject: Instant HR & Payroll: National Work and Family Month, Performance Evaluation Resources, Who's Walking Wednesday with CEHD, Patriot Web Fall Cleaning, Innovation Conversation, Bicycle Commuting 101, Learn to Ride Cycling Class

Date: Wednesday, October 10, 2018 at 9:50:08 AM Eastern Daylight Time

From: HR/Payroll Department Contacts on behalf of Human Resources & Payroll Communication

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

Attachments: image003.png, image004.png, image005.png, image006.png, image007.png, image008.png, image009.png, image010.png, image011.png, image002.png, image012.png, image015.png, image016.png, image017.png, National Work and Family Month 2018.pdf, Copy of Shoe Walking Wednesday[1][1].png, Who's Walking Wednesday with CEHD.ics, Performance Evaluations Due Date.ics, Innovation Conversation.ics, Bicycle Commuting 101.ics, Learn to Ride Cycling Class.ics

Instant HR & Payroll

It is National Work and Family Month! We are here to support and encourage a healthy life/work balance. Discover below the great [year-round resources](#) that are available to you as a Mason employee.



Performance Evaluations Reminder

We are here to support your department/unit to help make performance evaluations as successful as possible. Taking the time to have conversations about performance promotes increased engagement, professional and personal development, and productivity.

Performance evaluations for administrative/professional faculty and classified staff are due on **October 24, 2018**. Here are some helpful resources:

- For guidance on how to conduct the performance evaluation process, please take the time to look over the [2018 instructions and guidance](#).
- For frequently asked questions about performance evaluations, please review the [Performance Evaluation FAQs](#).
- If you have questions, please contact the Workforce Planning team at workplan@gmu.edu.



National Work and Family Month

October is National Work and Family Month, which celebrates creating a more engaged and positive culture for employees!

George Mason University offers year-round resources for employees to balance and enjoy personal and work life, including:

- [Flexible work options](#)
- [Well-being seminars](#)
- [Childcare](#) and [eldercare](#) services
- 16 hours of [School Assistance and Volunteer Service leave](#)
- And [much more!](#)

For a few of our highlighted resources, check out the attached flyer.

For tips on how you can incorporate more life/work balance into your life, visit <http://hr.gmu.edu/worklife/> or if you have specific questions, email worklife@gmu.edu.

[Learn More](#)



Who's Walking Wednesday

Details: Merten Wellness Circle, October 10, at noon

Join the College of Education and Human Development (CEHD) for Who's Walking Wednesday on **October 10 at noon!** All faculty, staff, and students across the university are invited to "walk the walk" with CEHD around Patriot Circle.

For more information, read the attached flyer.



Patriot Web Fall Cleaning

To make sure you never miss important information, please take a moment to update your information on [Patriot Web](#) such as addresses, phone numbers, and emergency contacts.

Thank you for taking the time to keep your information current!

[Learn More](#)



Innovation Conversation

Details: October 17, 10:30 – 11:30 am, Merten Hall 5201

From our friends at Academic Innovation and New Ventures, Dr. Michelle Marks, Vice President for Academic Innovation & New Ventures, invites you to join her for conversation around innovative ventures at George Mason University.

Dr. Marks will bring together a small group of faculty and staff to participate in group discussions that explore ways our campus can support the university's strategy. Join to discuss new opportunities to keep Mason at the forefront of innovative practice in higher education— whether it is in student services, the online space, or another domain you find exciting and relevant. Bring your best ideas, a willingness to engage, and openness to explore new concepts.

Please register for the event [on their website](#).

Learn More

Bicycle Commuting 101

Details: Merten Hall 1204, October 17, 12 – 1 p.m.

Bicycling to campus can be fun and great for your well-being. Research indicates that those who bike to work are the happiest with their commute.

Presented by Mason Transportation, join HR & Payroll's very own Rick Holt, a League of American Bicyclists certified instructor, for Bicycle Commuting 101. During this session, learn how to more confidently get to campus on two wheels! The session will cover basic bicycling information and information about bike resources.

Register for the event at <http://hr.gmu.edu/learning/hr.php>.

Learn More

Learn to Ride Cycling Class

Details: Parking Lot C, October 20, 10 a.m. - noon

Want to experience the joys of biking but have not gotten around to learning? Now is your chance!

Presented by Mason Transportation, join Fairfax Alliance for Better Bicycling (FABB) instructors as they teach the basics of bicycling. The class is at no cost to Mason

faculty, staff, and students (age 18 and up). Bikes and helmets will also be provided.

For registration information, please [read their flyer](#).

Learn More



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

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Human Resources & Payroll

George Mason University
Alan and Sally Merten Hall, Office 4157
(703) 993-2600 | hr@gmu.edu