

Subject: Instant HR & Payroll: HR Liaison Survey, Election Day Guidance, Retirement Well-Being Fair, Family Weekend, Monthly Discount Highlight, Performance Evaluation Reminder

Date: Friday, October 19, 2018 at 12:48:42 PM Eastern Daylight Time

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

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

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Instant HR & Payroll

Supervisors and employees can prepare for Election Day on November 6 by looking over the guidance below. Then, if you are considering retirement, discover below how to prepare for your next adventure with the Retirement Well-Being Fair!

We look forward to seeing the HR Liaisons this coming Monday at the HR Liaisons meeting!



HR Liaison Survey

We are inviting HR Liaisons to participate in the Instant HR & Payroll message survey.

Your valued input helps us better assess if we are meeting your needs and how we can further meet your needs in the future. We highly encourage you to complete the survey.

To access the survey, please open the link sent to your email on October 18, 2018, at 12:20 p.m.

Please know all your responses are completely confidential and protected. The survey does not ask for any identifying information and should take approximately 5-10 minutes to complete.

Thank you for sharing your thoughts and ideas!



Election Day

With Election Day around the corner, take the time to review [the Election Day guidance](#) to help answer questions you may have!

With supervisory approval, employees can use annual, family and personal, compensatory, recognition, or overtime leave in any capacity on Election Day.

If the employee does not wish to use the previously stated leave to vote, we ask that supervisors are flexible with employee work schedules to allow time for their employees to vote. As long as the employee fulfills all the hours of their normal work schedule, the employee may vote before they arrive at work, vote at lunch, or arrive at work early in order to vote after work.

For more guidance on serving as an Officer of Election - including pay and training - volunteering on Election Day, and respecting political views in the workplace, please review [the Election Day guidance](#).

[Learn More](#)



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



Retirement Well-Being Fair

Details: November 9, 12 – 2 p.m., Fairfax, the HUB, room 5

Considering retirement? Visit the Retirement Well-Being Fair! Discover information and resources available for Mason employees planning the next phase of their adventure. The event will center around five essential elements of well-being: career/purpose, social, financial, physical, and community. Vendors include: AARP, Mason HR Life/Work, TIAA, Osher Lifelong Learning Institute (OLLI), Mason Recreation, and more.

No registration is required for the Retirement Well-Being Fair. For questions, please contact worklife@gmu.edu or benefits@gmu.edu.

This event is part of the full-day “Next Steps: Plan for Your Retirement” seminar. For information and to register for the full-day seminar, visit [the HR Website](#).



Family Weekend



From our friends at New Student and Family Programs, Family Weekend 2018 is November 9 through November 11!

Family Weekend is open to the entire Mason community – Mason students, faculty, staff, significant others, kids, siblings, and alumni. The cost is \$5 for an access pass (except for Mason students who are free!) plus any special events participants would like to add for an additional fee.

Register [online](#) by Sunday, October 28 at 11:59 p.m. Find more information and the full event schedule at masonfamilyevents.gmu.edu.

[Learn More](#)

\$ Monthly Discount Highlight

Advanced

Prepare your car for winter weather! With a Mason ID, faculty, staff, students, and retirees receive a

**Advanced
Auto Tech**

10% discount at the time of service at **Advanced Auto Tech** at 7075C Newington Road, Lorton. The discount applies to a single visit and is not valid for state or emissions inspections.

For more discounts, please visit [our discount page](#).

Learn More



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Human Resources & Payroll

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