

**Subject:** Instant HR & Payroll: Bonus Deferral Reminder, Overcoming Burnout Seminar, Socktober, Half Priced Basketball Tickets, Reporting Accidents Reminder, Friends of Music at Mason Event  
**Date:** Monday, October 29, 2018 at 9:50:00 AM Eastern Daylight Time  
**From:** Human Resources & Payroll List on behalf of Human Resources & Payroll Communication  
**To:** HR-PAYROLL-L@listserv.gmu.edu  
**Attachments:** image003.png, image004.png, image005.png, image006.png, image007.png, image010.png, image013.png, image014.png, image016.png, image017.png, image018.png, image008.png, image011.jpg, image019.jpg, image020.png, Overcoming Burnout Seminar.ics, Friends of Music at Mason Event.ics, Musica-Rita.jpg

# Instant HR & Payroll

## Bonus Deferral Reminder

Employees who wish to place their upcoming bonus towards a supplemental retirement account need to submit the required form(s) **by COB Friday, November 2.**

### Forms:

- For TIAA and Fidelity - [403\(b\) One-Time Deferral Request](#)
- For ICMA-RC - [457 One-Time Deferral Form](#)

Please email the completed form to [benefits@gmu.edu](mailto:benefits@gmu.edu) or fax the completed form to 703-993-2601.

## Overcoming Burnout Seminar

**Details:** November 13, Fairfax, Merten Hall 1202, 12 – 1 p.m.

As part of the Anthem Employee Assistance Program (EAP), Human Resources & Payroll is offering a Well-being Series focusing on mental health topics.

November's topic is **Overcoming Burnout**. This seminar will address:

- Building trust within your team
- Positive communication
- Setting expectations and needs
- Creative ideas for recognition and rewards
- Finding meaning in your work

No matter what your insurance coverage is, all employees are welcome to attend.

To register, please visit [the HR website](#). If you have questions, please contact the Benefits team at [benefits@gmu.edu](mailto:benefits@gmu.edu).

Learn More



## Socktober



# SOCKTOBER

Help stock the [Katherine Hanley Family Shelter](#) with new socks for Socktober!

We collected over 1300 pairs of new socks in fall 2017 in memory of Alice Watts, a long-time employee of George Mason University who lost her fight with cancer in September 2016. This year, we hope to collect even more to honor Alice's years of service to the university and to help this local shelter.

Donations may be dropped off at the following locations, from now until November 5:

- Buchanan Hall, Room D217 (College of Humanities and Social Sciences, Undergraduate Academic Affairs)
- College Hall, Room C211 (College of Visual and Performing Arts, Academic Affairs)
- Merten Hall, Room 4100 (Human Resources and Payroll)
- SUB I, Suite 3600 (Center for Academic Advising, Retention, and Transitions)

For questions, contact Katie Clare at 703-993-7078 or [kclare@gmu.edu](mailto:kclare@gmu.edu).



## Half Priced Basketball Tickets

The 2018–19 Mason basketball season begins with a doubleheader on Tuesday, November 6, at EagleBank Arena!



Mason faculty and staff receive **\$4 tickets** for women's basketball games and **50% off** single-game price tickets for reserved and upper reserved seats at all weeknight (Monday–Friday) men's basketball games.

Faculty and staff can purchase half priced tickets at the EagleBank Arena box office with a valid Mason ID. Discounts are valid

for up to six tickets per ID.

If you have questions, please visit <http://tickets.gomason.com/> or contact the Mason Athletic Ticket Office at 703-993-3270.

Learn More



## Reporting Accidents Reminder

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate remediation and corrective measures to protect the community from similar or future incidents.

**Please report the following situations to the university:**

- **Student or Visitor Accident**
  - Submit an **Incident Report form** when there is an unsafe condition, illness, or injury involving a student or visitor
- **Employee Injury**
  - Submit an **Employer's First Report of Accident form** when an employee is injured while at work

**Resources regarding:**

- Workplace injuries, exposures, or illnesses, please review the university **Accident and Incident Plan**
- Insurance, university property damage/theft, and automobile incidents contact the **Office of Risk Management** at 703-993-2599
- Workers' compensation, please contact **Human Resources and Payroll Workers' Compensation** at 703-993-2600



## Friends of Music at Mason Event

**Details:** Monday, October 29, 6-8 p.m., Coyote Grill

Join the Friends of Music at Mason (FOMM) for a special Coyote Grill event called Musica-Rita. Eat dinner, listen to live music on the patio, and have fun knowing that 15% of your tab will help fund FOMM Scholarships.

For more details, please read the attached flyer. For questions, please email [music@gmu.edu](mailto:music@gmu.edu).



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

### **Human Resources & Payroll**

George Mason University  
Alan and Sally Merten Hall, Office 4100  
(703) 993-2600 | [hr@gmu.edu](mailto:hr@gmu.edu)