

Subject: Instant HR/Payroll: CDC Donation Opportunities, Great American Smoke Out, EOM Nominations Requested, UNUM Open Enrollment and Commonwealth of Virginia Campaign Reminders

Date: Tuesday, November 17, 2015 at 2:47:36 PM Eastern Standard Time

From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

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Help the Child Development Center Help Others

Mason's Child Development Center (CDC) is taking the concepts of sharing and caring beyond the classroom and into the community by supporting two philanthropic causes for this year's season of thanks.

- [Everybody Eat](#): Non-perishable food items are being collected for Chef Ron, who is planning to cook for over 200 + homeless families this Thanksgiving season. Please make your donation by Friday, November 20.
- [Ellie's Hats](#): New winter hats (bought or handmade) are being collected through December 16 for local children battling childhood cancer. A [flyer](#) is available to post in your office if you would like.

Your generous donations can be dropped off at the CDC or HR & Payroll (Merten Hall, 4th floor).

Great American Smoke Out: Thursday, November 19

Our colleagues in Wellness, Alcohol, and Violence Education and Services (WAVES) invite you to join the Great American Smoke Out this Thursday, November 19 from noon-2:00pm. Details on a cigarette butt clean up are available on the [GASO flyer](#). Please remind your faculty and staff that smoking cessation assistance is available through Mason health insurance plans. For COVA plans, please see [Active Health Management](#); for Kaiser Permanente, please see [Healthy Extras](#).

Nominations for Employee of the Month

Recognizing Mason superstars is an important job and everyone can participate. If you work with an incredible Mason Admin/Prof faculty member, classified staff member, or wage employee who goes the extra mile, collaborates successfully, and supports our students and colleagues, please nominate them for Mason's Employee of the Month award. Additional information can be found at <http://hr.gmu.edu/awards/eotm.php>.

Contact Reward & Recognition at 3-2739 or awards@gmu.edu with any questions.

Reminder: UNUM Long Term Disability Open Enrollment Underway

If you are a non-VSDP employee who is not yet participating in UNUM or a current participant who wants to change the amount of your coverage, open enrollment runs November 1 - 30. Long-term disability insurance is designed to protect your income should you become medically unable to work. Additional information is available on the benefits website at <http://hr.gmu.edu/benefits>.



Reminder: Commonwealth of Virginia Campaign

The 2015 Commonwealth of Virginia Campaign (CVC) is under way. Contact Helga Yunker at

hyunker@gmu.edu for pledge cards or additional information. Online giving is available for both payroll deduction as well as one-time credit card donations at <http://eDirect.virginia.gov>. A list of charities can be viewed at <http://www.cvc.virginia.gov/directorylist.html>.