Reminder! This Friday—November 22— is Next Steps: Planning for Your Retirement
Mason faculty and staff interested in retirement planning information and resources are invited to attend a day-long seminar to gather resources and learn about timely and relevant topics. Presenters include representatives from the Social Security Administration, TIAA-CREF, Fidelity, and VRS, as well as healthcare updates from our Mason Benefits team. To register for this session, please visit http://hr.gmu.edu/learning.

Compressed Schedules and Thanksgiving
If you have faculty and staff working alternate schedules, please keep in mind that during the week of Thanksgiving, full-time employees receive 20 hours of holiday time and need to account for the 20 hours remaining either by working or through the use of leave. Employees can also go off their flexible work schedule with supervisor approval. For example, if someone's normal full-time work schedule includes Wednesdays from 4:00 pm to midnight, he or she will need to account for an 8 hour day on Wednesday, November 27th by using 4 hours of holiday time and then either working 4 hours while the university is open or taking 4 hours of leave. If someone is authorized to work during the holiday hours, he or she will receive compensatory time or pay (as applicable) for the hours worked. For example, if a staff member works on Thursday November 28th, he or she can enter 8 hours of holiday time as well as the hours they worked in the Compensatory Time Earned column on their timesheet for that day. He or she will then
have 8 hours of comp time that can be used, with the approval of their supervisor, anytime during the 12 months after the holiday. If you have any questions, please call the Customer Service Center at 993-2600 and ask to speak to a member of the work/life team. This information is also posted on the work/life flexible work page.

**Work/Life Discounts**
A reminder to head out to the work/life discount page periodically—and save some $$! There’s a new Tick Tock out there from Busch Gardens as well as discounts for things that might come in handy at this time of year – including flowers, auto/home insurance, beauty salons/spas, clothes, car rentals (including Enterprise and multiple options at TicketsatWork) and two multiple retailer sites (Mason Mall and Corporate Shopping).

Remember--faculty and staff also have discounts through the Department of Human Resource Management.

It always pays to take a peek to see if Work/Life or DHRM can help you keep more of what you earn!

**Work/Life Tips**
Do you have a Mason work/life tip you’d like to share? A cool opportunity, a group you’ve joined, a performance/lecture you attended, a part of campus that’s particularly pretty, or a walk you take that helps you stay fit or reduce stress? Email us at worklife@gmu.edu and we’ll share them in future Instant HR/Payrolls.

Here’s one we want to share: the Burke VRE shuttle. If you’ve thought about taking the VRE in from Manassas or you live in the Burke area, here’s a great chance to reduce your driving. It runs at convenient times and there’s free parking at the Burke VRE.
Employee Learning Week Expo!
Curious about professional development opportunities for faculty and staff? Join us for the third annual Employee Learning Week Expo on Tuesday, December 3 from 9:00 am – 12:00 pm in the Johnson Center, Dewberry Hall. Each booth will feature an interactive learning experience and door prizes will be raffled off. No need to RSVP – just drop by and prepare to be amazed!

Departments interested in participating in the expo should contact Bridget Peabody at hrlearn@gmu.edu. For more information on Employee Learning Week, please visit http://employeelingweek.org.