

Subject: Instant HR & Payroll: Holiday Schedule, Book Fair at the CDC Well-Being Seminar, DMV2GO, Timesheet Reminder

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Attachments: image003.png, image004.png, image005.png, image006.png, image009.png, image011.png, image014.png, image016.png, image017.png, image001.jpg, 12195993_1734189360137283_4770893433082095332_n.jpg, 10917470_1617151535174400_5464370053210308328_n.jpg, 12195993_1734189360137283_4770893433082095332_n.jpg, ReadAloud2012 (1).jpg, EarlyLearning2016-2017_High Res (1).pdf, Holiday Hours for Winter Break 2017.docx, Holiday Hours for Winter Break 2017.docx

Instant HR & Payroll

Winter break is already around the corner...and we're here to help you prepare! Discover below the holiday schedule, Child Development Center book fair, physical well-being seminar, the 2018 DMV2Go schedule, and a timesheet reminder.

Holiday Schedule

Holiday Schedule

Winter break begins with a full day off on **Friday, December 22, 2017**, and runs through **Wednesday, January 3, 2018**. Most faculty and staff will return to work on Thursday, January 4, 2018.

- Employees who work **during the holiday** will receive compensatory leave and will be paid for the hours worked on that day. Please see the attached document titled, "Holiday Hours for Winter Break 2017" for more details and timesheet guidance.
- For the **full holiday schedule**, click here:
http://hr.gmu.edu/benefits/leave/holiday_schedule.php
- For **timesheet guidance**, click here:
<http://hr.gmu.edu/payroll/docs/HolidayHoursforWinterBreak2017.pdf>

[Learn More](#)

Book Fair at the CDC

Book Fair at the CDC

Have a child in your life who needs a holiday present? Come to the CDC book fair!

When: Wednesday, Dec. 6 to Friday, Dec. 8. from 3 p.m. to 6 p.m.

You can also shop online until Dec. 10 at 11:59 p.m. Click below or the link for the online portion of the book fair, <http://h1208.myubam.com/866169>, or go to www.BooksByBarb.com and select GMU CDC. A percentage of the proceeds will go towards the CDC's library. See attachments for more information!

[Learn More](#)

Physical Well-Being Seminar

Strategies for Quality Sleep and Enhanced Well-Being

On **December 13, 2017, from 12 p.m. to 1 p.m. in Merten Hall room 2001** learn how to:

- Identify common sleep disorders
- Minimize sleep disruption
- Improve quality of life and well-being

Join Mason's own, Dr. Jeffrey Herrick, PhD, from the Department of Rehabilitation Science, for a discussion on how sleep can impact an individual's quality of life. You will leave with strategies you can use right away to improve overall sleep and well-being.

To register, click below or please visit <http://hr.gmu.edu/learning/hr.php>

[Learn More](#)

DMV2Go Schedule

The 2018 DMV2Go schedule is here!

During the spring semester, the DMV2Go bus will be **on the Fairfax Campus in the Merten Hall Parking Lot from 9 a.m to 4 p.m.** on:

- Tuesday, January 9
- Tuesday, February 6
- Tuesday, March 6
- Tuesday, April 10
- Tuesday, May 8

DMV services are available near the [SciTech Campus](#) and [Arlington Campus](#):

For **the full schedule**, click below or here:

http://transportation.gmu.edu/pdfs/2016_2017/2018%20DMV2Go%20Schedule.pdf

Learn More

Timesheet Reminder

For 12-month faculty only: Timesheet Reminder

For 12-month faculty only: please remember to submit your timesheet at least once every six months. Accrual of leave will stop if you do not submit your timesheet for six consecutive months. When you submit your timesheet again, accrual of leave will begin again. Leave will not be retroactively granted.



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