

Subject: Instant HR: Employee Printing From Canon Printer, HR Liaisons Meeting Recap, Physical Well-Being Seminar, VRS Counseling, Sick Leave Policy

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From: Ashley M Hill (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)

To: HR-PAYROLL-L@listserv.gmu.edu

Attachments: image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.jpg, image006.jpg, image007.jpg, image008.jpg, image009.jpg, image010.jpg, image011.jpg, 0341_001.pdf, Training Feedback.doc, 0340_001.pdf, understandingtheSCARFmodel.pdf, Cornerstone Performance Management.pptx, Hunger Banquet full flyer.pdf



Employee Printing From Canon Printer

From Our Friends at Canon & Auxiliary Enterprises:

Employee Printing from a Canon Printer - A Few Important Points You Need to Know:

Basic Steps

- Employees will use their ID card to print from a Canon printer.
- Once they swipe their ID card, the employee will be presented with a list of organization code(s) to which they can charge.
- Employees will have access to print 30 days before their hire date and 91 days after their separation date.

Organization Codes

- The list of organization code(s) presented is the equivalent of the job labor distributions codes associated with the employee's position(s).
- An employee may have multiple organization codes.
- If the employee is split funded, they will see multiple organization codes.
- If a department needs to charge printing expenses to an org code other than the employee's job labor distribution org code(s) then the department must complete a journal voucher (jv) to reallocate the expenses.

Affiliates

- Affiliates will use a pooled card provided by their department to print from a Canon printer.
- If the department doesn't have a pooled card, please contact Buz Grover.

HR Liaisons should coordinate with their departmental budget contact to help faculty and staff know which "job labor distribution organizational codes" are associated with their position. For more guidance, please contact Buz Grover in Auxiliary Enterprises at 703-993-5784.

HR Liaisons Meeting Recap

HR Liaisons Meeting Video and Handouts

Watch last week's HR Liaisons meeting by clicking below or here: <https://vimeo.com/241236807>.

The handouts used at the meeting are attached to this email.

Please mail the completed feedback card you got at the meeting to Bridget Peabody at MS 3C3.

[Learn More](#)

Physical Well-Being Seminar

Arlington Campus Physical Well-Being Seminar for Supervisors: The Work/Life Impact of Chronic Conditions and Disabilities

Do you supervise a faculty or staff member who is managing a chronic condition or disability? Join Ruth Townsend from Compliance, Diversity and Ethics, and Bobbie Merritt, from HR & Payroll, at the Arlington Campus on November 16, 2017 for a better understanding of:

- Mason benefits
- Reasonable accommodations
- Family and Medical Leave (FMLA)
- Short-term disability
- Workplace accommodations
- And more!

To register, please click below or visit:

<http://hr.gmu.edu/learning/hr.php?campusid=2&txt=All Arlington Courses>

[Learn More](#)

Individual VRS Counseling

Virginia Retirement System (VRS): Individual VRS Counseling Session

Do you have questions about your Virginia Retirement System (VRS) pension plan?

A VRS consultant will visit Mason for on-campus individual counseling appointments with members of the VRS retirement plan.

Sign up for an individual consultation with a VRS Retirement Specialist to discuss your retirement goals and needs. For available dates and to schedule a counseling appointment, please click below or visit our website at: <http://hr.gmu.edu/benefits/retire/tiaa.php>

Questions? Contact benefits at benefits@gmu.edu

[Learn More](#)

Sick Leave Policy

Update on the Sick Leave Policy for Faculty under the Traditional Sick Leave Plan

[As a reminder from an Instant HR in September](#), the new sick leave policy is now in effect.

[It is updated and ready to view online!](#)

Please remember, for faculty, medical absences of 14 calendar days or more must be reported to the Benefits Team in HR & Payroll.

Contact the Benefits team at benefits@gmu.edu with any questions.

[Learn More](#)

Hunger Banquet

OXFAM invites you to [George Mason University's 2017 Hunger Banquet](#), on November 14, 2017 from 5 p.m. – 7 p.m. in Ike's Multipurpose at Mason's Fairfax Campus! This year's Hunger Banquet is hosted by Social Action and Integrative Learning (SAIL), in collaboration with the Office of Sustainability and Mason Dining. This event can help raise awareness as organizers and participants experience first-hand how our decisions affect others in the world.

To learn more about the OXFAM Hunger Banquet, please click the following link:

<https://www.oxfamamerica.org/take-action/events/oxfam-hunger-banquet/>

To RSVP, please click below or the following link: <https://goo.gl/forms/DbbKnn6T3MJkoyBQ2>

[Learn More](#)

Patriot Tech Appreciation Day

Patriot Tech is having a Faculty & Staff Appreciation Day at the store in the Johnson Center on Tuesday, November 14, 2017!

Turkey Trot

From Our Friends at the Science and Technology Campus: Do the Prince William Turkey Trot!

It's time again for the family friendly celebration of Thanksgiving on the Science and Technology Campus with the Prince William Turkey Trot.

Where: Science and Technology Campus

When: Thanksgiving Day, Thursday, November 23, 2017

Times:

- 8:30 a.m. Prince William Turkey Trot 5K
- 9:30 a.m. 1 Mile Run/Walk

Click below to register!

[Learn More](#)

Ashley Hill

Communications Specialist

Human Resources & Payroll | George Mason University

Alan and Sally Merten Hall, Office 4157

(703) 993-5807