

Subject: Instant HR/Payroll: Toys for Tots, Winter Break Timesheet Guidance, You're Invited: Spring into Well-Being, and Financial Well-Being Resources

Date: Friday, December 11, 2015 at 5:18:55 PM Eastern Standard Time

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

To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Toys for Tots Donation Underway

A great big thank you to the Office of Military Services, Parking Services, and the Staff Senate for their special collaboration to collect toys for children in need through Toys for Tots. The toy donation is underway through next week. For details, please see the Toys for Tots flyer at

<http://parking.gmu.edu/PDF2016/canandfooddrive2015.pdf> or the Staff Senate information at

<http://staffsenate.gmu.edu/meetings/events/toys4tots/>.

Winter Break Timesheet Guidance Available

Winter Break will be here before we know it! With that in mind, the friendly folks in Payroll have developed information to ensure you complete your timesheet correctly. Visit [Winter Break Timesheet Guidance](#) for details.

If you have any questions, please contact our Payroll team:

Goli Ahmadijah at 3.5499 or gahmadij@gmu.edu

Drew Southers at 3.2629 or asouther@gmu.edu

Catalina Wheat at 3.2751 or cwheat@gmu.edu

Invitation to Participate: Spring into Well-Being 2016

Below please find a message from Linda Harber, Nance Lucas, and Rose Pascarell inviting you to participate in Spring into Well-Being 2016. As you and your faculty and staff are planning events, we hope you will keep this opportunity in mind to highlight the well-being activities that may be going on in your programs, units, and departments. We are excited to continue to support this celebration of well-being opportunities at Mason!

Dear University Colleagues,

You are cordially invited to participate in the 2016 Spring into Well-Being celebration. Spring into Well-Being is a series of awareness and educational events for the entire Mason community, supporting our strategic goal of becoming a well-being university. The 2016 theme is "Six Days/Six Domains of Well-Being" and **events will run from Wednesday, April 6 – Wednesday, April 13, 2016**. The events will include opportunities and resources advancing each of the domains of well-being including:

- Wednesday, April 6: Physical
- Thursday, April 7: Psychological
- Friday, April 8: Social
- Monday, April 11: Community
- Tuesday, April 12: Purpose/Career
- Wednesday, April 13: Financial

[How can I learn more about Mason's Well-Being University Initiative?](#)

To learn more about Mason's Well-Being University initiative, please visit <http://wbu.gmu.edu> or see Live Happy magazine's October 2015 article about Mason at ["Thrive U: George Mason](#)

[University's Well-Being Initiative Helps Students Thrive, Not Just Survive".](#)

How does it impact me?

We encourage you, on behalf of your Mason unit or group, to participate in a variety of ways. You can highlight an event you've already planned that will take place during the Spring into Well-Being timeframe (April 6-13, 2016), create a new event during that timeframe, or join us at any of the events. Details on events, as they're scheduled, will be available at wbu.gmu.edu. Any event or activity that focuses on one of the many aspects of well-being at Mason would contribute greatly to the celebration.

Deans, directors, and managers are encouraged to promote participation among faculty and staff. A reasonable amount of time participating in Spring into Well-Being events can be considered work time for professional development. As Spring into Well-Being 2016 takes shape, the Planning Committee will reach out to those of you with well-being themed events scheduled between April 6-13 to share additional information and opportunities.

If you have any questions about getting involved, please email Brandice Valentino at bvalent2@gmu.edu.

Thank you, in advance, for your support of Mason's well-being university.

Sincerely yours,

Linda H. Harber
Vice President, Human Resources & Payroll and Faculty/Staff Life

Nance Lucas
Executive Director, Center for the Advancement of Well-Being

Rose Pascarell
Vice President, University Life

Financial Well-Being

Kick off the New Year with a plan to enhance your financial well-being. Visit the [Financial Well-Being portal](#) for resources and information to assist you.

Just starting out in your career at Mason? Register for "The Starting Line: Why and How Retirement Savings Should Begin Now" with TIAA-CREF, scheduled for 1/21/16 at noon. You don't have to be a TIAA-CREF member to participate. For a description of the class and to register, please visit <http://hr.gmu.edu/learning/hr.php>.