

**Subject:** Instant HR/Payroll: Winter Break Timesheet Reminder, End-of-Year News and Reminders, CDC Food Fridays, Family Matters Survey Extended  
**Date:** Friday, December 18, 2015 at 1:21:26 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

### **Winter Break Reminder for Bi-Weekly Faculty/Staff**

If you are paid bi-weekly, please get your timesheets in on time and preferably before we leave for Winter Break. Our dedicated Payroll team is coming in over the break to ensure that your pay arrives correct and on time. Please help them by submitting and approving timesheets as soon as possible. For the biweekly pay period beginning on December 13 and ending on December 26, timesheets are due no later than noon on Sunday, December 27. Approval is due on Monday, December 28 and the processing begins on December 28 at 10:00am. The bi-weekly pay date is Thursday, December 31, 2015.

### **End-of-Years News and Reminders**

Our [End-of-Year News and Reminders](#) information went out to all active employees who receive a paycheck from Mason on Tuesday; this includes student employees -- wage, GRAs, GTAs, and RAs -- as well as faculty and staff. Please encourage all of your faculty, staff, and student employees to review the reminders as there is timely and important information in there about W-2s and much more.

### **Child Development Center's Food Friday**

To continue to foster generosity and gratitude among the children of the Child Development Center (CDC), the CDC has set up a donation box in their lobby for Mason's [Pop-Up Pantry](#) (there's a box in the HR & Payroll office as well). Everyone is invited to bring an item of non-perishable food on Fridays for donation. The children and their teachers will be delivering the donations. For additional information and a list of donation suggestions, please see the [CDC Food Friday flyer](#). You can also follow the Pop-Up Pantry on [Facebook](#) for additional donation possibilities as they arise.

### **Survey Extended: Family Matters at Mason, An Invitation for Feedback**

A Mason working group composed of faculty, staff and administrators has been formed to explore faculty and staff needs and ideas in the area of family support. We are currently seeking feedback on two specific initiatives related to the child care needs of our faculty and staff living near or working on the Fairfax campus.

- Spring Break Camp for school-aged children, 12 and under
- Extended Hours Care (before 7:00am or after 6:00pm) for children 2 -12 years old

We also invite faculty and staff at all Mason locations to share their specific family care challenges, including child care, eldercare, special needs support, and other family care matters.

The survey will remain open through January. Preliminary feedback from the survey has already yielded significant interest in Spring Break camps for school-aged children. For more information, please visit the [Spring Break Camp Hold the Date flyer](#).



**Best wishes for a restful, safe,  
and joyous Winter Break. See  
you in 2016!**