

Subject: Instant HR/Payroll: Requesting Organizational Charts, Upcoming Seminars, Your Help Needed on an eWork Clean Up, Trevor Noah at Mason, and more!

Date: Friday, February 10, 2017 at 6:10:48 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

Action Item: Organizational Charts

Please provide us with updated org charts from each Department/School/Division by Friday, February 17. The org charts should include name & either the title or position number for all benefited faculty and staff positions. Non-benefited positions should be included too, but can be grouped into one box such as “4-6 SW/GR/GA, 2 WG, 4 Adjuncts” under their supervisor.

Please send the org chart(s) and/or questions to Workforce Planning at workplan@gmu.edu.

Financial Well-Being Seminar Series: Your Credit Report

Join Sarah Lieu of Apple Federal Credit Union on Thursday, March 9 at noon as she addresses the topic of credit reports. Credit reports and credit scores influence our lives in many ways. Your history of credit management affects the cost of loans, your ability to rent or buy a home, the insurance rates you are offered, and even your future employment opportunities. By understanding the world of credit reports, you can create a positive credit standing and good scores so you can achieve your goals quickly and at the least expense.

This session will be videoconferenced to Arlington and SciTech. To register, please visit <http://hr.gmu.edu/learning/hr.php>.

Aging in Place: Do Not Blame the House

Join Patrice Winter of the College of Health and Human Services on Wednesday, March 22 at 11:30 as she addresses easy-to-do modifications as well as more complex suggestions for better aging in place. Patrice will also address how to work with changes in sight, balance and physical abilities that may come with aging and how you can make your house work for you. Sponsored by the Retired Faculty Association.

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

eWork Clean Up: Your Help Needed

Talent Acquisition is making great strides to clean up eWork, so we can respond to requests with the most up to date information. Our office will be analyzing eWork data this spring and that data will be the basis for future workflow decisions and strategic initiatives. To ensure we have the best data, please review and update your postings from 2015 and 2016.

Please help us with Spring Cleaning by closing unneeded job postings, transitioning applicants to their final state once a candidate has been selected and ensuring that all currently active postings are indeed still open.

Need help? Come visit the Talent Acquisition team at our Open House Working Sessions available in Merten 4104 between February 21 and March 14 on:

- Tuesdays 9am-11am
- Thursdays 2pm-4pm



Trevor Noah at the Center for the Arts: Faculty/Staff Special Pricing

Trevor Noah of *The Daily Show* will be at the Center for the Arts on April 21 at 8pm, sponsored by the Office of Student Involvement. Tickets go on sale January 24 at 10:00am and Student Involvement is offering special pricing to faculty/staff. For important details please visit <http://cfa.gmu.edu/calendar/2477/>.

Tax Season Underway: Watch Out for Scams

With tax season underway, beware those who are looking to scam or phish. The IRS has released information about an ongoing W-2 scam. Information is available at <https://www.irs.gov/uac/dangerous-w-2-phishing-scam-evolving-targeting-schools-restaurants-hospitals-tribal-groups-and-others>. Stay safe when conducting tax transactions online. For additional resources, please see <https://www.irs.gov/individuals/taxes-security-together>.

Please share all or relevant parts of this Instant HR/Payroll with your faculty and staff. Thank you!