

Subject: Instant HR/Payroll: Send us Your Wear Red Day Photos, University Day Service Awards Info, Session on Supervising Students, and much more!

Date: Friday, February 3, 2017 at 4:21:02 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

It's Wear Red Day Today!

If you have Wear Red day photos to share please visit our [Wear Red Day site](#) to see how to share them with us or email them to us at worklife@gmu.edu!

2017 University Day Service Awards

University Day Service Awards will be held over two days as in years past.

- Mason Green Day honoring 5, 10, and 15 years of service, Wednesday, April 5, 9:30 – 11:00 a.m. in Dewberry Hall
- Mason Gold Day honoring 20 through 50 years of service, Thursday, April 6, 9:30 – 11:00 a.m. in Dewberry Hall

We are partnering with a new awards vendor this year and are excited to unveil some new changes to the program:

- New certificates and pins, which comprise the awardees' Celebration Kit.
- All Celebration Kits will be mailed directly to the awardees whether they attend a ceremony or not. They should receive their kits in late March/early April.

We hope you can assist us in building excitement for the celebration. To that end:

- Please open the attached Excel file to see the awardees from your department. You can filter or sort the file in whatever manner works for you.
- Encourage the awardees from your department to visit the [Verify Your Personal Information](#) page before February 13th and follow the two steps listed on that page.
- If you have any corrections to names or departments, please contact Beth Baroody at bbaroody@gmu.edu before February 13th.
- Please visit the public site for [University day](#), which covers a lot of key information about the events.
- We have communicated directly via email with each awardee regarding the dates for the ceremonies, the [Group Photo date](#), and have asked them to visit the Verify Your Information Page by February 13. They will also receive an email invitation to the ceremony in early March.

Please contact Beth Baroody at bbaroody@gmu.edu or 3-2739 with any questions.

Supervising Students

Learn how to supervise a different type of employee: the student employee. The workplace has a different atmosphere and a different meaning for the student worker; join us to learn strategies for balancing work and school, leadership approaches, and ways to motivate and reward your student employees and foster a more productive workplace. All Mason supervisors are invited to join Robyn Madar from the Organizational Development, Learning, and Coaching team on Tuesday, February 7, from 9:30 am – 12:30 pm for this workshop. Please RSVP to rmadar@gmu.edu .

A Tax Information Note from HR & Payroll

The Form 1095 is an IRS form that provides information regarding health coverage for you and your dependents during calendar year 2016. If you have your health insurance through Mason, the Department of Human Resource Management (DHRM) started preparing and mailing 1095 forms beginning the week of

January 30, 2017. It will come to your home address of record. Please keep an eye out for it.

Upcoming Physical Well-Being Seminars

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

Are you or a loved one managing a chronic condition or disability? Join Ruth Townsend from Compliance, Diversity and Ethics and Bobbie Merritt from HR & Payroll and learn how your Mason benefits package and eligibility for reasonable accommodations in the workplace may be of assistance to you. Bobbie and Ruth will address the use of Family and Medical Leave (FMLA), short-term disability, workplace accommodations and more. Please feel free to bring your questions and your lunch. To register, please visit <http://hr.gmu.edu/learning/hr.php>.

Physical Well-Being Seminar: Time Management

Have problems getting everything done at work/home? Is there too much to do, too many distractions, too little time in the day? Join Rick Holt of HR & Payroll for this time management session. It will provide you with techniques to help you accomplish your goals, while minimizing your procrastination and distractions. Based on Covey's "7 Habits of Highly Effective People" this training session will help you identify how the choices you are making affect your time management. To register, please visit <http://hr.gmu.edu/learning/hr.php>.

Save the Dates: Spring into Well-Being

Spring into Well-Being 2017, a celebration of well-being at Mason, is being held from March 20-April 28. Spring into Well-Being is a wonderful opportunity to showcase Mason programs and events that highlight or support a dimension of well-being (physical, career, social, community, psychological and financial) and are open to the Mason community. Submit your program/event to the Google Doc (<http://bit.ly/SIWB2017>) by **February 24th** to be included in materials for the Spring into Well-Being celebration.

Spring into Well-Being and Mason's Well-Being University initiative are dedicated to helping faculty, staff, students, and alumni build lives of vitality, purpose, resilience, and engagement. To learn more, visit <http://wbu.gmu.edu>.

From Our Colleagues at the Center for the Advancement of Well-Being

Register for the *2017 Leading to Well-Being Conference (April 6th-8th)*, featuring keynote speakers *Dr. David Rock and Arianna Huffington*, to discover how well-being and leadership practices can empower your workplace to maximize success! The early-bird rate is available until Friday, March 3rd. Now in its eighth year—and widely regarded as the region's top gathering on the intersection of leadership and well-being—this conference attracts the nation's top experts in organizational leadership for deep and substantial learning. Learn more and register at leadingtowellbeing.gmu.edu.