

**Subject:** Instant HR/Payroll: Health Benefits and Flexible Spending Accounts Open Enrollment Ends Monday, 2017 Faculty/Staff Book Scholarship, Flexible Summer @ Mason, Background Check Process Reminder, and Family Matters Podcast Opportunity

**Date:** Wednesday, May 10, 2017 at 8:59:42 AM Eastern Daylight Time

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

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

### **Health Benefits and Flexible Spending Accounts Open Enrollment Ends Monday**

Please remind your faculty and staff this week that open enrollment for health care and flexible spending accounts runs through the close of business on Monday, May 15, 2017. For details, please see the Benefits page at <http://hr.gmu.edu/benefits>. Questions? Please email [benefits@gmu.edu](mailto:benefits@gmu.edu) or call HR & Payroll at 703.993.2600 and ask for the Benefits Team.

### **Career Well-Being: 2017 Faculty/Staff Book Scholarship**

Mason is offering a competitive \$250 book scholarship for faculty and staff enrolled in a degree or graduate certificate program at Mason, and the application deadline is Friday, June 16. For details and the application, please visit the Faculty/Staff Book Scholarship [web page](#).

Questions? Please contact Beth Baroody at 3-2739.

### **Career Well-Being: Flexible Summer @ Mason**

Summer is right around the corner. Time to prepare for “[Flexible Summer @ Mason](#)” which runs from June 18 – August 12, 2017. While the use of flexible schedules like telework, flextime and compressed schedules is encouraged throughout the year, it is strongly suggested that departments make a concerted effort to integrate some type(s) of flexwork into their daily operations over the summer, if and when possible.

#### ***What is “flexwork”?***

Go to <http://flexwork.gmu.edu/options/> for specific examples of [compressed schedules](#), [flextime](#), [telework](#), and more.

#### ***Looking for suggestions on how best to supervise or manage flexworkers at Mason?***

Join us for a supervisor/manager-specific training on Thursday, May 18 from 12-1pm in Merten Hall, Room 2001. The session will focus on leadership techniques, measuring and evaluating performance, and clearly defining expectations. At the conclusion of the training session, managers will be able to more effectively supervise and support flexworkers. Register today at [hr.gmu.edu/learning](http://hr.gmu.edu/learning).

#### ***Want to stop by to speak with an HR and Payroll flexwork representative?***

The Life/Work Connections Team will host two drop in sessions on the Fairfax Campus to answer questions about flexible work and offer suggestions on how to have a more flexible summer at Mason:

- Tuesday, May 16th from 10:00am – 11:00am
- Tuesday, May 23<sup>rd</sup> from 11:30-1:00pm

Both sessions will be in Merten Hall, Room 4102.

Please remember to take office coverage into consideration when implementing flexwork in your office. For your convenience, a special abbreviated “[Flexible Summer @ Mason](#)” [agreement form](#) can be found at [flexwork.gmu.edu](http://flexwork.gmu.edu). Please contact Wendi Carroll at [wcarrol2@gmu.edu](mailto:wcarrol2@gmu.edu) with any questions.

### **Career Well-Being: Background Check Process Reminder**

As you know, the [Background Check Policy](#) now includes all employees. We are writing to remind you of the process that's required for new or rehired benefited and non-benefited employees. Please visit our [webpage](#) for background check process details.

Questions regarding the policy, our vendor, or the background check process? Contact Jessica Cain at 3.5298 or email [jcain4@gmu.edu](mailto:jcain4@gmu.edu).

### **Social Well-Being: Family Matters Podcast Series**

Are you a working parent trying to manage your career and personal life? Do you have a parent who lives across the country and you don't know how to care for them? Or are you just looking for some general tips on parenting?

Tune into the [Family Matters podcast series](#), brought to you by Bright Horizons®, for information on parenting, caregiving, and managing work with everyday life. Throughout the hustle and bustle of daily life, you may have questions, concerns, or simply need support. Bright Horizons parenting and education experts are here to help you navigate the parenting journey.

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