

Subject: Instant HR/Payroll: Verifying Years of Service for the Upcoming Salary Increase, New Fiscal Year Reminders, June is National Well-Being Month, Summer Recognition, PeopleFinder Update, and Some Reminders

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

Verifying Classified Years of Service

Early next week, an email will be sent to all classified employees asking them to verify their years of consecutive service on MyMasonHR for the upcoming August 10, 2015 salary increase. No action is required from our HR Liaisons, but we wanted you to be aware. Please contact workplan@gmu.edu if you have any questions.

New Fiscal Year Reminders

A reminder that if you have a dependent care or medical Flexible Reimbursement Account (FRA), you must incur your eligible expenses by June 30, 2015 to be reimbursed. Expenses charged on your card 7/1 or later go towards the new benefit year. Additionally, the new fiscal year may impact your net paycheck due to increases in health insurance premiums and any open enrollment changes you made. Additional information is available on the [Benefits homepage](#).

June is National Well-Being Month

Mason is a proud sponsor of National Employee Well-Being Month (<http://employeewellbeingmonth.com/proud-supporters/>). Time to create a healthier lifestyle at work and at home. Let the weekly themes – connect, move, nourish and recharge -- guide you on your path to increased well-being. This first week, connect with family, friends, and co-workers or try a device-free night. Visit <http://hr.gmu.edu/worklife> for additional resources and opportunities.

For more information, contact HR & Payroll at 703-993-2600 or worklife@gmu.edu.

Summer-Inspired Recognition

Reward & Recognition has some fun, summer-inspired awards perfect for spreading a little sunshine by recognizing a colleague.

- Flip Flops in small (6-7), medium (8) or x-large (11+). Please indicate size when ordering.
- Shoelace pouches hold keys or money, and clip to your shoelaces or belt. These are great to use while walking, running or when you don't want to bring your purse or wallet.

To request an item, send an email to awards@gmu.edu with the employee's name, G# and reason for the awards. <http://hr.gmu.edu/awards/recognition.php>

A note from our colleagues in University Information: Call for Directory Updates

University Information is gathering information to update [People Finder](#). Use the [update form](#) on the People Finder website to add or remove faculty and staff members or to update any information.

Please note: All Adjunct and Part-Time Faculty should be included in People Finder so students can contact them. We would recommend using the main department phone number as the contact if there is not a direct office line.

To remove someone from the system, include his/her name and type Remove in the comments field. To add someone to the system, include his/her name, fill out the appropriate fields, and type New Employee in the comments field. If you have multiple changes, send them to masondir@gmu.edu.

For questions, please contact University Information at masondir@gmu.edu.

Reminder: 12-Month Faculty Annual Leave Year Roll Over Coming Up

A reminder that the 12-month faculty leave year ends each year on June 24th. This is the last date for all faculty to use their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave cannot be donated). A [Leave Sharing Donor Form](#) can be found on the HR & Payroll website [forms page](#). The 12-month faculty annual leave information is available in [Policy 2205](#) and the [Types of Leave chart](#). If you have any questions, please call Payroll at 3.2751.

Reminder: Café Rio Discount and More!

With your Mason ID, faculty, staff, students, and retirees receive 50% off on the first Wednesday of every month through June 2015 at four Café Rio locations. For details, please see the Café Rio flyer (<http://bit.ly/1BfJEp1>)

Visit the life/work connections discount page (<http://hr.gmu.edu/worklife/discounts>) for other opportunities to save.

Please share excerpts of Instant HR/Payrolls with your faculty and staff as appropriate.
We rely on you to help us "get out the word". Thank you!