

Subject: Instant HR/Payroll: HR Liaison Meeting Taped, Focus on Fiber, a new Tick Tock, DMV2Go in May, Square Up Your Savings, Flexible Work and the Holidays, Smoking/Vaping Policy Reminder, and Please Update PeopleFinder

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HR Liaison Meeting Taped

If you weren't able to join us at last Tuesday's HR liaison meeting, you can view the event at <https://vimeo.com/214865972>.

Physical Well-Being: Focus on Fiber with CommonHealth

Fiber is an essential nutrient that we need in our diet. However, most Americans are falling short of the recommended daily amount in their diets. Most of us don't even know how much we need in the first place. But...amazing things can happen to our bodies when we eat enough fiber. Join Amy Moore of CommonHealth as she helps get to the bottom of our questions, sort myth from fact, and explore the many health perks of fiber.

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

Financial Well-Being: Save Some \$ on the Life/Work Connections Discount Page, New Tick Tock at Choolaa Indian BBQ

We're always looking for ways to save you money! Visit the [Life/Work Connections Discount page](#) for opportunities from Mason and the Department of Human Resource Management (DHRM). Our newest "Tick Tock" – discount with a deadline – is from [Choolaa Indian BBQ](#). Until 5/15/17, enjoy a free lunch or dinner entree (Monday-Thursday). Conditions apply. Please email worklife@gmu.edu for a paper discount coupon; include your mailstop in the request. Choolaa is in the Mosaic District, next to the Angelika Theater.

Community Well-Being: DMV2Go in Fairfax, May 16 Take care of your Department of Motor Vehicle needs at a convenient Mason location! DMV2Go will be on the Fairfax campus in the Merten Hall parking lot from 9:00 am – 4:00 pm on Tuesday, May 16 (last time until August). For the full 2017 schedule, please visit [DMV2Go at Mason](#).

One More Reminder! Financial Well-Being and FUN! TIAA's Square Up Your Savings

Just a couple of more days to play TIAA's "Square Up Your Savings," available through May 5. You don't have to be a TIAA member to participate; all faculty and staff are eligible. Square Up Your Savings is an online game to build your financial knowledge with 10 missions that highlight savings education. Did we mention that there's a chance for faculty/staff to win a prize? Visit the HR & Payroll homepage at <http://hr.gmu.edu> for details.

Career Well-Being: Compressed Schedules and the Holidays

If your faculty and staff are utilizing the compressed schedule flexible work option they may wonder how to handle the upcoming summer holidays (Memorial Day, 4th of July, and Labor Day). With supervisor approval, they can go off their compressed schedule for the week, work 8 hours each day, and take the 8 hours of holiday leave. (Please note: These examples are based upon a full-time schedule; it would be prorated for part-time). If they choose to stay on their compressed schedule and the holiday falls on a day when they would normally not work, when they complete their timesheet, enter 8 hours under comp time earned. They then have 8 hours of comp time that can be used, with supervisor approval, anytime during

the 12 months after the holiday. If the holiday falls on a day when they would normally work, please remember that they receive 8 hours of holiday pay for the holiday. If they are on a 9 hour or 10 hour compressed daily schedule, they do have to account for the full amount of their work day on the holiday by working during that week or taking leave.

Community Well-Being: Smoking/Vaping Policy at Mason

A reminder that, as a state agency, Mason abides by Commonwealth policy on smoking as well as [Mason's own policy](#). Please do not smoke within 25' of any building entrance/exit, window, air intake or covered walkway (including parking structures). Additionally, please dispose of cigarette butts properly by putting them in a receptacle designed for this purpose. Please do not litter. The use of e-cigarettes follows the same guidelines as the use of all tobacco products. A flyer on courtesy bridging differences between non-smokers and smokers can be found at <http://wellnessbymason.gmu.edu/documents/SmokingCourtesyFlyer.pdf>.

From Our Colleagues in University Information: Updating PeopleFinder and Events on Today@Mason

- Updating PeopleFinder

As faculty and staff depart or join the Mason community at the end of the semester, please update their information on PeopleFinder.gmu.edu. It is also a good time to check if title or location changes have been captured.

Individual updates can be inputted at <http://iso.gmu.edu/facupdate.html>. For multiple entries, email masondir@gmu.edu for assistance.

- Events on Today@Mason

Have an event you want the community to know about, whether internal or external to Mason? Post it on Today@Mason! The only trick? It must exist in 25Live! You can control the title, the description, and even link people to your materials. If it is on 25Live and you don't see it on Today@Mason or for more information on how to use 25Live, e-mail gmutoday@gmu.edu.