

Subject: Instant HR/Payroll: Flexible Summer @ Mason, Open Enrollment Drop In Session Reminder, Payroll Drop-In Meetings, and National Employee Health and Fitness Week

Date: Friday, May 5, 2017 at 4:51:58 PM Eastern Daylight Time

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Career Well-Being: Flexible Summer @ Mason - Supervisor Session on May 18

Summer is right around the corner; so is "[Flexible Summer @ Mason](#)" which runs from June 18-August 12, 2017. During this time, it is strongly suggested that departments make a concerted effort to integrate some type(s) of flexwork into their daily operations, if and when possible.

Robin Mack, Director of Telework Technical Assistance at Telework! VA will be on campus May 18 at noon for a manager-specific session aimed at supervising and supporting flexworkers. Leadership techniques, measuring and evaluating performance, and clearly defining flexwork expectations will be discussed. The session will be videoconferenced to Arlington and SciTech. To register, visit <http://hr.gmu.edu/learning/hr.php>. For more information and an abbreviated agreement form, visit <http://flexwork.gmu.edu/>.

Physical and Financial Well-Being: Open Enrollment for Health Benefits and Flexible Spending Accounts

Open enrollment for health care and flexible spending accounts runs through May 15, 2017. The Benefits team is holding two more drop-in sessions for open enrollment questions.

- Tuesday, May 9th from 12-1:30pm
- Friday, May 12th from 1-2:30pm.

Both sessions will be held in Merten 4102. A member of the HR & Payroll team will be in attendance to translate into Spanish.

Additional important open enrollment information can be found on the Benefits homepage at <http://hr.gmu.edu/benefits>. Can't make a session and have a question? Please email benefits@gmu.edu.

Career Well-Being: Payroll Drop-In Meetings

Whatever your payroll-related question, we hope you will join us at our monthly Payroll Drop-In meeting. No need to RSVP or register, just drop by Merten Hall, Room 4104 between noon and 2pm (inside the HR & Payroll office) on either of the dates below.

- Friday, May 19
- Wednesday, June 21

If you have any questions about the meetings, please contact Catalina Wheat at cwheat@gmu.edu

Physical Well-Being: CommonHealth and National Employee Health and Fitness Week

Celebrate National Employee Health and Fitness Week with Mason and CommonHealth! Visit the CommonHealth website at <http://commonhealth.virginia.gov/commonhealthvirginia.htm> for terrific resources and challenges. Enroll your colleagues to drink more water, stretch, or take a walk. This week and every week! Take some pictures of your healthy choices and share them via social media (e.g. <http://www.facebook.com/workingatmason>, <https://www.facebook.com/CommonHealthVA/> and <http://www.twitter.com/workingatmason>). Here at Mason, join us on May 10 for Who's Walking Wednesday at noon in the Wellness Circle in front of Merten. Jeannie Brown Leonard will be leading the way!

CommonHealth is coming to Mason on May 24 at noon! Amy Moore will be presenting on the health benefits of fiber. See what amazing things can happen to your body when you eat enough fiber. Register at <http://hr.gmu.edu/learning/hr.php>.

