

**Subject:** Instant HR/Payroll: Reminders on Search Firms, Temp Agencies, and Bonuses and Enhancing Your Financial Well-Being This Summer

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**Reminder: Search Firms and Temp Agencies**

Please remember that prior to engaging an **external search firm** or **temporary staffing agency** be sure to obtain approval from Talent Acquisition by emailing your request to [jobs@gmu.edu](mailto:jobs@gmu.edu).

**Reminder: Bonuses**

A friendly reminder to work with Human Resources and Payroll on sign-on, project completion, and retention bonuses before any discussions with the employee. The bonuses are drafted in HR after the requesting department provides background information on the bonus; they are not prepared in the schools/units. If you have any questions on bonuses, please reach out to Workforce Planning at [workplan@gmu.edu](mailto:workplan@gmu.edu).

**Financial Well-Being**

- [Saving Money](#)

Please check out the Life/Work Connections discount page at <http://hr.gmu.edu/worklife/discounts> for some money-savings opportunities. There are some terrific and timely summer savings opportunities out there from the Commonwealth's Department of Human Resource Management. You can also visit them directly at <http://www.dhrm.virginia.gov/employeeediscounts>.

- [On-Line Webinars](#)

Our in-person financial well-being sessions are on hiatus until the fall but there are still some fabulous opportunities to enhance your financial knowledge during the summer. You don't have to be a member of TIAA, Fidelity, or the Virginia Retirement System (VRS) to participate. Check out:

- [TIAA](#): Several topics are available in July including a Quarterly Economic and Market Update (July 13) and All About IRAs (July 19). Visit [TIAA](#) for details on all of the available sessions and to participate. For the slate of all TIAA classes in July, August, and September, please visit the [TIAA Calendar](#).
- [Fidelity](#): Two sessions are currently available - Financial Do's and Don'ts of Divorce (on demand) and Role Reversal: Taking Care of Older Loved Ones (August 15 or 16). Visit [Fidelity](#) for details and to participate.
- [Financial Well-Being Portal](#): Lots of resources are available on the Portal including webinars from the Virginia 529, the Virginia Retirement System (VRS), and more.



*Have a great weekend!*