

**Subject:** Instant HR/Payroll: Paperwork Request, Employee Well-Being Month Week 4, Affordable Care Act and Dependent Social Security Numbers, Timesheet FAQ Coming Soon, Free Potomac Nationals Tickets, Discounts, and More!

**Date:** Friday, June 19, 2015 at 4:23:27 PM Eastern Daylight Time

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**To:** HR-PAYROLL-L@listserv.gmu.edu

### **Paperwork Request**

As we approach the end of the fiscal year on June 30, we encourage you to get any salary, position or other changes in to us no later than Thursday, June 25.

### **Employee Well-Being Month: Week 4**

Next week is the last week of National Well-Being Month, and the theme is RECHARGE! Take time out of your busy schedule to relax by going to one of the “Recharge Spaces” available on the Fairfax Campus. Or take a walk in your neck of the woods and listen to the sounds of nature. For information on this and other resources, please visit [Employee Well-Being Month Resources](#).

Don’t forget to post selfies throughout the rest of June on Twitter @WorkingatMason #EWM15 on what Employee Well-Being looks like to you and you will be entered into a drawing to win fun prizes.

### **Affordable Care Act Requirements: Information Only**

In early 2016, employers are required by the Affordable Care Act (ACA) to report health coverage to the Internal Revenue Service (IRS). On behalf of the agencies, the Department of Human Resource Management (DHRM) will file ACA reporting with the IRS.

To assure proper ACA reporting, the information in the state benefits system must be accurate. We are missing some dependents’ (primarily newborn’s) Social Security Numbers (SSN); therefore members of the HR & Payroll Department will be contacting impacted faculty and staff directly to obtain this information. There is no action required on your part.

We realize that employees may be concerned about receiving a call asking for this information and we will provide different options for them to provide the SSN to the Benefits Team. If you have any questions, please contact [benefits@gmu.edu](mailto:benefits@gmu.edu).

### **Timesheet Charges**

Thanks for your questions and feedback on the FOCUS ON that went out to you on June 11 regarding timesheet charges. We’re compiling the questions and will have an FAQ for you shortly.

### **Potomac Nationals Tickets**

Batter up! Faculty and staff can sign up for 4 free tickets to a Potomac National’s home game – first come, first serve. A few conditions apply, the details are out at <http://www.signupgenius.com/go/10c0a44a9ac29a0fd0-potomac>.

### **DHRM and Tick Tocks**

Please remind your faculty and staff that discount opportunities abound. Because discounts come from different places, below are three links to keep in mind:

- Life/Work Connections: <http://hr.gmu.edu/worklife/discounts>
  - Includes Tick Tocks – Check out the latest one from [Texas de Brazil in DC](#) (conditions apply)
- Mason Merchants: <http://masonid.gmu.edu/masonmoney/masonmerchants.html>

- Department of Human Resource Management (DHRM):  
<http://www.dhrm.virginia.gov/employeediscounts>

**Reminder: NEW Center Parking Spaces Moving to Rappahannock River Deck after July 2**

After July 2, Parking Lot H will be closed for construction of the new Academic VII building. The complimentary New Employee Welcome (NEW) Center designated parking spots will be relocated to the visitor section of the Rappahannock River Parking Deck, specifically in spaces #21 and #22 (or any other space marked NEW Center). Visitors to the NEW Center do NOT have to pay to park as long as they are in a designated NEW Center parking space. Additional directions for NEW Center visitors are available at <http://hr.gmu.edu/welcome/newcenter.php>.

If you have any questions about NEW Center parking, please contact the HR & Payroll Customer Service Center at 3.2600.

*For information on Academic VII, please visit <http://building.gmu.edu/update-campus-construction-projects-2/>*

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<http://www.twitter.com/MasonTaOD>

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!