

**Subject:** Instant HR/Payroll: July 3-4 Holiday, June is Well-Being Month, Who's Walking Wednesday, Individual Retirement Counseling, Financial Webinars, Discounts, and some Important Reminders

**Date:** Friday, June 2, 2017 at 5:12:08 PM Eastern Daylight Time

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### **Career Well-Being: Holiday Calendar**

A reminder that the holidays include Monday, July 3 and Tuesday, July 4 this year.

### **June is National Well-Being Month**

June is National Well-Being Month! Small changes can make a big difference over time. So, if you can, work some exercise into your daily routine, disconnect and unwind every day, and fuel your day with nutritious whole foods. Visit <http://hr.gmu.edu/worklife> for a sample of resources and opportunities.

- **Physical Well-Being: Who's Walking Wednesday**  
We hope you'll join us for Who's Walking Wednesday, each Wednesday at noon, starting in the Merten Hall Wellness Circle. We're in need of summer walk leaders; sign up by visiting <http://hr.gmu.edu/worklife/lunch> and scrolling to Who's Walking Wednesday. Encourage your colleagues to join you!
- **Financial Well-Being: Individual Retirement Counseling Sessions**  
Healthy finances are a cornerstone of your own personal well-being. It's always important to be saving for your longer term goals – retiring student debt, buying a car or home, saving for the kid's or grandkid's college education, and the big one ..... retirement. No matter your age, retirement is one of everyone's long term goals. To help you with your plans, take advantage of on-campus individual retirement counseling sessions offered by TIAA, Fidelity, and ICMA-RC. For dates and times, please visit <http://hr.gmu.edu/benefits/retire/tiaa.php>.
- **Financial Well-Being: Give it a Boost with Live Webinars**  
A reminder that both TIAA and Fidelity have live webinars available. To see what's coming up and to register you can visit the [Financial Well-Being portal](#) or head directly to the schedules for [TIAA \(June\)](#), [TIAA \(July\)](#) and [Fidelity](#). Topics include "Dismantling Myths About Annuities" (TIAA, June 14 at noon), "The Starting Line: Beginning to Save for Retirement" (TIAA, June 15 at 3:00), and "Role Reversal: Taking Care of Older Loved Ones" (Fidelity, August 15 at 1:00 or August 16 at 3:00).

### **Discount Opportunity: GlobalFit**

Faculty and staff can always save some cash through the [Life/Work Connections discount page](#). It's a great place to price compare! To that end, we wanted to share the new offerings from GlobalFit. It's not just gym discounts anymore. In addition to savings offers at over 9000 gyms, fitness centers, and studios nationwide, check out GlobalFit for group fitness on demand, exercise DVDs, or wearable fitness trackers. They also have offers from Diet-to-Go, Nutrisystem and more. Log in to the discount page and select "Athletics and the Arts" from "myDiscounts" on the left-side navigation or visit them directly at <http://www.globalfit.com/georgemasonuniv>.

### **Discount Opportunity: STEM exCEL Fairfax City Summer Camps**

STEM exCEL has summer camps at its [Enrichment Center in Fairfax City](#) all summer long! **Until July 4th**, for all Mason faculty and staff, STEM exCEL is offering 20% off its week-long full-day camps at the [Enrichment Center](#)! Please use **GMUsummer** upon checkout to receive 20% off.

Check out the Maker Camp, Gamer Week, Minecraft Mania, & Digital Art Camp week-long offerings. STEM exCEL is located at 4010 University Drive, a 5 minute drive from the Fairfax Campus.

If you have any questions, please email [info@stemexcel.org](mailto:info@stemexcel.org) or call 571-349-0048.

**Reminder: Important Changes to Fiscal Year End Biweekly Payroll Processing**

Because of the fiscal year end roll process, it will be necessary to make a change to the biweekly payroll processing schedule. The biweekly payroll, for the pay period June 11 to June 24, pay date June 30, 2017 will be processed one (1) week earlier.

In order to meet this schedule:

Timesheets must be submitted by midnight Sunday June 18<sup>th</sup>.

Approvals must be completed by 1pm on Monday June 19<sup>th</sup>.

This means that you will be submitting/approving timesheets prior to the end of the pay period. Please submit estimated hours for the work days of June 19<sup>th</sup> through June 24<sup>th</sup>. If actual hours worked differ, a corrected timesheet must be completed, approved and faxed to Payroll (703.993.2601) no later than Friday June 30<sup>th</sup>.

This situation only impacts timesheet submission and approval; there is no change in the actual pay date which remains June 30. Because of the limited time for processing, late timesheets will be held and paid on the next biweekly payrun (pay date July 14, 2017).

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

A reminder that the 12--month faculty leave year, including Research, Instructional, and Administrative/Professional faculty, ends each year on June 24<sup>th</sup>. 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](#). If you have any questions, please call Payroll at 3.2751.