

Subject: Instant HR/Payroll: Mason Kids Club, Mindful Wednesday, Mason Positions on Google, Overtime Open Enrollment, Check Your Paystub, and Mandatory Child Abuse and Neglect Reporting

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Social Well-Being: Mason Kids Club

Wondering what to do with your school-age child between the ages of 6-11 once camp ends and school hasn't started? Sign up for Mason Kids Club, managed by the George Mason University Child Development Center, from August 14-August 25. Two one-week sessions will be offered with fun, hands-on activities, and engaging campus field trips. For details and registration, please visit www.regonline.com/masonkidsclubsummer2017. If you have any questions, please call the Child Development Center at 703.993.5960.

Psychological Well-Being: Mindful Wednesdays

Try incorporating your personal well-being into at least one aspect of your life at home and at work. One way to do it this summer is to participate in [Mindful Wednesdays](#). Each Wednesday from 12:30-1:15, join your colleagues in SUB 1, Room 3008 for mindfulness practices such as guided meditation, silent meditation, and journaling. It's a great opportunity to re-focus and take a mid-week breather. If you have any questions, please contact Katie Clare at kclare@gmu.edu.

Career Well-Being: [Google and HERC](#), More Visibility for Your Job Postings

We are happy to announce that the Mid-Atlantic Higher Education Recruitment Consortium [aka HERC](#) (of which Mason is a member) has teamed up with Google to give more visibility to [Mason job postings](#). Beginning on June 21, Mason jobs are now easily visible in this new Google search tool. Try it out by visiting [Google](#) and typing in "jobs near me at Mason".

Career Well-Being: Non-Exempt Employees Can Choose Leave or Pay for Their Overtime Hours

Effective August 1, non-exempt employees (i.e. overtime eligible for all hours over 40 worked in a week) can initiate or change their election regarding how their overtime is to be handled by the Payroll Department. All non-exempt employees have the option of being paid for their overtime (which is the default) or to accumulate their overtime as leave.

If a non-exempt employee has made an election in the past and does not want to change their election, they do not have to do anything. If they want to continue to receive pay for any overtime earned, they also do not have to complete a form. However, if the non-exempt employee would like to change their election from receiving pay to receiving leave or receiving leave to receiving pay, please ask him or her to complete an [Overtime Leave Agreement Form](#) and submit it to the Payroll Department no later than Friday, September 8.

Unfortunately this deadline is firm and we cannot accept forms after that date.

Please remember that an election commits the employee to their choice for one year until the next open enrollment period. This means that if the non-exempt employee elects leave accumulation he or she will receive leave and not pay for any overtime worked during the next academic year.

Please contact Catalina Wheat at 3.2751 if you have any questions.

Financial Well-Being: New Fiscal Year May Bring Paycheck/Benefits Changes

Remember to check your pay stub every pay period. It's easy to do at <http://patriotweb.gmu.edu>. Log-in and go to Employee Services, then Pay Information, and Pay Stub. The first paycheck of the fiscal year (7/14/17 for bi-weekly and semi-monthly) will reflect any changes in health insurance premiums as well as Flexible Spending Accounts elected during open enrollment.

Community Well-Being: Child Abuse and Neglect Mandated Reporting

A reminder that all University employees have an obligation under state law to report any suspected child abuse or neglect. For details, please visit [reporting child abuse](#).