DHRM Update: Another Chance to take a Health Assessment and Preliminary Biometric Screening Information

*Missed the Health Assessment?*
Eligible members who did not complete their Health Assessment during May 2013 will now be given another opportunity by DHRM to earn premium rewards for the second half of the plan year. Members who are enrolled in COVA Care, COVA HDHP and COVA HealthAware on or before July 1 may still complete their Health Assessment at [www.myactivehealth.com/COVA](http://www.myactivehealth.com/COVA). They then must complete their biometric screening between August 1 and October 31 to receive premium rewards for January 1 through June 30, 2014.

*Please note: Members who did not complete the Health Assessment during the month of May will not be eligible for premium rewards from July 1 through December 31, 2013.*

*Took or Taking the Health Assessment?*
By mid-July, eligible members in COVA Care, COVA HDHP, and COVA HealthAware may make an appointment to have a biometric screening done. A letter will be sent to members from DHRM and Active Health shortly outlining the biometric screening process. It will reference on-site agency screenings as one of three ways to obtain a biometric screening (the others are visiting a LabCorp Patient Service Center or visiting your doctor). Mason will be an on-site agency. We are currently finalizing dates and times for the Arlington, Fairfax, and Prince William campuses to have multiple opportunities during the late summer and early fall. Once finalized, we’ll post them to the [HR & Payroll benefits site](http://hr.gmu.edu/benefits/) and announce the dates to the Mason community.

As we receive information on the process, we will continue to share it with you.

Outstanding Achievement Awards
It’s time to [nominate](http://hr.gmu.edu/awards/) an employee or colleague for an Outstanding Achievement Award! We will be accepting nominations for the Outstanding Achievement Award, Exceptional Support Award, David W. Rossell Quill Award, Martha J. Reiner Quality Customer Service Award, Margaret C. Howell Award and the Team Excellence Award as well as several new awards, to be announced soon.

The nominations are due in Human Resources & Payroll (MSN: 3C3) by close of business on Friday, September 6, 2013.

The presentation ceremony is scheduled for 10:00 a.m. on Wednesday, October 16, 2013. For a detailed list of awards, please go to [http://hr.gmu.edu/awards/](http://hr.gmu.edu/awards/).

Non-Exempt Employees Can Choose Leave or Pay for Their Overtime Hours
Effective August 1st, 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 Monday, September 2.

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

Please remember that an election commits him or her 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.

**Plan Year Changes: Health Flexible Spending Accounts (FSA)**

Just a reminder that your faculty and staff enrolled in health FSAs should be receiving their Elite VISA® Benefit cards and Welcome Kits soon. The cards were mailed beginning June 21 to participants’ home addresses. Please remind your faculty and staff to:

- Use their new Elite VISA card for services on or after July 1 and their current Wage Works card until that date.
- Address FSA questions or concerns about the accounts for the current 2012-2013 plan year to Wage Works.
- Contact Anthem, the new FSA administrator, on or after July 1 about accounts for the 2013-2014 plan year.