Registration Available: HR Liaison Meeting
A reminder that we will be holding a HR liaison meeting on Thursday, June 13 from 1:30-3:30. The session will be presented in Fairfax, Research 1, Room 163 and videoconferenced to:

- Arlington in Founders Hall B119
- Prince William in Bull Run Hall 254
- Front Royal Videoconferencing Room

We'll be briefing you on the raise process and addressing your questions.

Please register at [http://hr.gmu.edu/learning](http://hr.gmu.edu/learning), click on the "Courses" tab, and select the location that is most convenient for you (Front Royal participants do not need to register).

If you can't join us on June 13, the session is being taped for rebroadcast. We'll keep you posted on how to access the taped version as soon as the information is available.

Reminder: 12-Month Faculty Leave Year Ends on June 24th
A reminder that the 12-month faculty leave year ends each year on June 24th. 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 can not be donated). A [Leave Sharing Donor Form](http://hr.gmu.edu/learning) can be found on the HR & Payroll website [forms page](http://hr.gmu.edu/learning). The 12-month faculty annual leave information is available in [Policy 2205](http://hr.gmu.edu/learning) and the [Types of Leave chart](http://hr.gmu.edu/learning). If you have any questions, please call Payroll at 3.2751.

The New Fiscal Year is Almost Here: Some Reminders
Please remind your faculty and staff that if they have a dependent care or medical Flexible Spending Account (FSA), they must incur eligible expenses by June 30, 2013 to be reimbursed. Additionally, the new fiscal year may impact net paychecks due to changes in optional life insurance premiums and increases in health insurance premiums including any open enrollment changes made. Additional information is available on the [HR & Payroll homepage](http://hr.gmu.edu/learning).