

Subject: Instant HR/Payroll: eWork Gremlin, Streamlined Wireless Communication Device Stipend, Performance Evaluations, College Colors Day, and Healthy Campus Week Opportunities
Date: Monday, August 7, 2017 at 12:16:15 PM Eastern Daylight Time
From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)
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eWork Gremlin

Many have experienced issues editing postings or transitioning candidates in PeopleAdmin (eWork). For some, a red box appears stating you do not have permission to transition candidates or perform other functions. Please be aware that we have reported the issue to PeopleAdmin and they are working on a remedy. It seems to be a system-wide issue, and not unique to Mason. We will send an update once the error has been fixed. Thank you for your patience! If you have questions, please contact Farzin Farzad at ffarzad@gmu.edu.

Policy and Procedure Update for Wireless Communication Device Stipend

Human Resources and Payroll, Information Technology Services, and Fiscal Services are pleased to announce a streamlined process for the wireless communication device stipend (e.g. cell phones) which will make it easier for you to manage stipends in your department. No action is needed by you. Wireless stipends will be automatically moved to a separate position number to allow for flexibility in funding source. In addition, you will no longer need to submit a yearly renewal form.

Please note: Supervisors are still responsible for reviewing the continued business need of wireless communication stipends on an annual basis as part of the salary reconciliation for the month/period ending June 30 of each year and a "Wireless Communication Device Stipend Agreement" form must be submitted to Human Resources and Payroll to establish any new stipend.

Procedures for conducting the annual review are outlined in [University Policy 1133](#) and step-by-step instructions are available in the [Wireless Communication Device FAQ](#).

Performance Evaluations

A friendly reminder that annual performance evaluations are coming up soon. All forms needed for the performance evaluation process can be found on the [forms page](#) of the HR & Payroll website.

Both Administrative/Professional Faculty performance appraisals for the period of July 1, 2016 through June 30, 2017 and Classified performance evaluations for the period of October 25, 2016 through October 24, 2017 must be received in HR/Payroll by Tuesday, October 24, 2017. If you have any questions concerning the performance evaluation process, please contact the Workforce Planning team at Workplan@gmu.edu

College Colors Day: UNITED WE ARE MASON

From our colleagues in Auxiliary Enterprises

[College Colors Day](#) seeks to celebrate and promote school spirit by encouraging fans to wear apparel of their favorite college throughout the day of **Friday, September 1, 2017**. Spread The Spirit on the North Plaza between 11am and 2pm on September 1 for music, food, games, giveaways, prize drawings, vendors, photos, and fun with the Mascot, Cheerleaders, and G-Men. College Colors Day also kicks off another school year of Spirit Fridays at Mason where everyone shows school pride by wearing Mason gear. Haven't gotten your Mason gear yet? Find local and online [retailers](#) to get your green and gold!

Remember, wear your colors on September 1!

Save the Dates: Healthy Campus Week

As part of Mason's collaboration with the Partnership for a Healthier America, we will be celebrating Healthy Campus Week from September 25-October 1. It's a terrific opportunity to connect with making the healthy choice, the easy choice! If you have an event that you would like to be promoted as part of Healthy Campus Week, please email the details to worklife@gmu.edu by August 16.

In the meantime, we wanted to share two opportunities – one is new this year and the other is a familiar sight in September:

- *New: Move to Improve Challenge*

The Partnership for a Healthier America (PHA), Charity Miles and Meredith Publishing Company have launched the Move to Improve Challenge with a goal of achieving 20.17 million miles of movement in 2017! Charity Miles raises support for PHA's mission for every mile logged.

This Challenge is free for Mason and is underway right now. The challenge will run through the end of 2017. The school with the most miles logged during Healthy Campus Week will be recognized across PHA's channels!

Here's How to Join Mason's Team:

- 1.) Download the free Charity Miles app on their mobile device, and go through the steps provided to create an account.
 - Click here for [Apple Phones](#)
 - Click here for [Android Phones](#)
- 2.) Press the Charity Miles menu button in the upper left corner of the home screen.
- 3.) Next, press the "Teams" option in the menu to go to the teams page. From there you can search for the Mason team page!
- 4.) When you find the Mason team, click on it and then click the big "Join Team" button on the team page.
- 5.) To ensure miles are logged under the Mason team, please open the app, designate the Partnership for a Healthier America as the charity of choice, and begin the activity to capture the miles logged walking, running, or biking.

- *Hold the Date: Annual Happy Heart Walk*

Mark your calendars for the annual [Happy Heart Walk](#) at noon on Wednesday, September 27 on the Arlington, Fairfax, and Science & Technology campuses. Additional information coming soon.