Subject: Instant HR & Payroll: Spring HR Liaisons Meeting Tomorrow and HR Liaisons COACHE Survey Assistance

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From: HR/Payroll Department Contacts on behalf of Human Resources & Payroll Communication

To: DEPARTMENT-CONTACTS-L@LISTSERV.GMU.EDU

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**Instant HR & Payroll**

**Spring HR Liaisons Meeting**

**HR Liaison Announcement:**

**Details:** April 25, 1–3 p.m., Merten Hall, 1201

A reminder that the spring HR Liaisons meeting is tomorrow! Come ready to ask questions and learn how to make the most of your important role. The meeting will be video-conferenced to:

- Arlington in Founders Hall 720
- SciTech in Colgan Hall 221

To register, please visit the [HR Liaisons Meeting details page on the Learning Management System](mailto:) and click “Request” to register. If you have any questions or if you would like the meeting to be videoconferenced to Loudoun or Front Royal, please contact hrlearn@gmu.edu.

**Learn More**

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**HR Liaisons COACHE Survey Assistance**

**HR Liaison Announcement:**

HR & Payroll and Faculty Affairs are collaborating on administering the Collaborative on Academic Careers in Higher Education (COACHE) Faculty Exit and Retention survey.

In order for separating instructional and research faculty to be contacted by Harvard COACHE, we need to collect their forwarding contact information. Faculty leaving Mason will receive a message from the Office of the Provost, after you submit the Faculty Separation Form (FSF) to HR and Payroll, which asks them to complete a Contact Information Form.
HR Liaisons have an important role in the survey process. We hope you will help us by ensuring the FSF is submitted as soon as possible and by encouraging exiting instructional and research faculty to look for and respond to the Provost's Contact Information Form.

Thank you for your assistance!

For a legend of the header icons, visit the Instant HR & Payroll legend page. For previous announcements, visit the Instant HR & Payroll Archives page.

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