Instant HR & Payroll

Hockey is over but the World Cup is here! Did you hear the United States, Canada, and Mexico will host the World Cup in 2026?

This Instant HR & Payroll has information specifically for 12-month faculty about their annual leave, a reminder for those with a flexible reimbursement account (FRA), application information for the Emerging Leaders Supervisor Series, and an Employee Well-Being Month highlight!

12-Month Faculty Annual Leave Year Roll

We want to make sure 12-month research, instructional, and administrative/professional faculty are using their annual leave! The 12-month faculty leave year ends on June 24, 2018.

This is the last date for all 12-month faculty to use their annual leave before the carryover. 12-month faculty may only carry over 25 days (200 hours) of annual leave.

Want to Donate Leave?
- Any annual leave in excess of 25 days can be donated to an employee in need through the leave sharing program
- A Leave Sharing Donor Form can be found on the HR & Payroll website
- Please note, sick leave cannot be donated

If you have any questions, please contact payroll at 3-2751 or payroll@gmu.edu

Learn More

Flexible Reimbursement Account (FRA)

Quick reminder, if you have a dependent care or medical Flexible
Reimbursement Account (FRA), in order to be reimbursed for plan year 2017-2018, you must incur your eligible expenses by **June 30, 2018**. Also, please note, claims need to be submitted before **September 30, 2018**.

Additionally, the new fiscal year may impact your net paycheck due to increases in health insurance premiums and any open enrollment changes you made.

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**Apply to Emerging Leaders Supervisor Series**

Apply for the next cohort of the Emerging Leaders Supervisor Series!

The series begins in September 2018 and runs until November 2019. In addition to the curriculum, participants will:

- Work with assigned workplace coaches to set goals related to their growth as a leader
- Complete a developmental project
- Work with peers across the university to learn more about the institution and to build a network of fellow supervisors

Find application materials and a program schedule at [http://hr.gmu.edu/learning/supervisor.php](http://hr.gmu.edu/learning/supervisor.php). **The application deadline is Friday, July 13, at 5 p.m.** Applicants must be Mason faculty or classified staff, and must supervise at least one employee who is faculty or classified staff.

Please contact Robyn Madar, Program Manager/Trainer, at rmadar@gmu.edu with questions.

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**WeightWatchers at Work**

June is Employee Well-Being Month and here is another opportunity to enhance your well-being!

If you or one of your colleagues are interested, WeightWatchers at Work meetings are held **every Friday at 11:30 a.m. in Merten Hall 2500**.

Courtesy of the Commonwealth of Virginia and WeightWatchers, eligible faculty and staff receive special pricing and a **50% reimbursement opportunity** on valuable and convenient weight-loss solutions.

For more information on how to join WeightWatchers at Work meetings, visit [http://hr.gmu.edu/learning/weightwatchers.php](http://hr.gmu.edu/learning/weightwatchers.php) or email hrlearn@gmu.edu.
For a legend of the header icons, visit the Instant HR & Payroll legend page.

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