If you were enrolled in flexible spending accounts (FSA) during the 2018-2019 plan year, you have until **September 30, 2019**, to send Anthem your reimbursement claims and additional necessary documentation. These claims are for eligible expenses that were incurred between July 1, 2018, and June 30, 2019.

**Reimbursement Forms:**
- Reimbursement forms are available on our [forms page](#) (please make sure you use the forms for Anthem)
- For assistance with form and claims processing, please call Anthem FSA at 877-451-7244

**You may file reimbursement claims by:**
- Faxing them to 888-347-5212
- Mailing them to Anthem FSA, P.O. Box 660165, Dallas, TX 75266-0165
**Health FSA Participants:**
- Please provide documentation for expenses that were paid using the debit card
- You may be taxed on any amount spent for which there is no documentation

For questions, please contact Benefits at benefits@gmu.edu or 703-993-2600.

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**Supervisor Boot Camp**

Supervisor Boot Camp is a program designed to provide essential information, resources, and contacts to supervisors who are new to Mason or new to supervising! This boot camp includes four half-day sessions over the course of eight weeks from October 2, 2019, through November 13, 2019. **Participants must supervise at least one employee who is either administrative/professional faculty or classified staff.**

View the [Supervisor Boot Camp page](#) for more details!

**To register,** or if you have questions, contact Margaret Vu at mvu20@gmu.edu. Space is limited and registrations are first come, first served.

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**Flexible Work at Mason Seminar**

**Details:** September 19, Fairfax, Merten Hall 1202, 12 – 1 p.m.

As a follow up to the August Anthem Employee Assistance Program seminar, “Successful Teleworking,” Human Resources and Payroll is offering a seminar on flexible work options specific to Mason. This seminar is for employees who currently use or are looking to use one
of Mason’s many flexible work options and will discuss:

- Different flexible work options at Mason
- What flexible work option may work for you
- How to discuss flexible work options with your supervisor
- How to document and communicate your arrangement
- Policies related to flexible work
- Flexible work resources available

All employees are welcome to attend. To register, visit the Flexible Work at Mason details page on MasonLEAPS and then click “request.” If you have questions, please contact hr@gmu.edu or 703-993-2600.

Healthy Campus Week is September 23 – 27, 2019! Support your well-being by attending the available sessions on leading a healthy life. View the flyer to see a list of sessions throughout the week.

To register for a session, view the flyer, click on the session you would like to attend, and click “Request” on the MasonLEAPS session page. Sessions will be available via Webex on both the Arlington and SciTech campuses.

If you have any questions, email worklife@gmu.edu. To learn more about the Healthier Campus Initiative, visit the Partnership for a Healthier America website.
Details: September 25, noon, see flyer for locations

Bring your walking shoes and your best heart puns because it’s time to get “pumped!” It is time for our annual Happy Heart Walk! This year marks the 11th year of the Happy Heart Walk and we encourage you to join your fellow students, faculty, and staff for a walk across all campuses to promote heart health.

Awards will be given to the team with the most spirit and to the largest department team...so encourage your colleagues to attend! Did we mention there will be giveaways? Doesn’t that set your heart aflutter? (See what we did there?)

View the flyer for more details. No need to register! Questions? Please contact worklife@gmu.edu.

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

Human Resources and Payroll
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