Subject: Instant HR & Payroll: Happy Holidays!, New Adjunct Faculty Success Workshop, and Prepare for Winter Break

Date: Thursday, December 20, 2018 at 11:00:43 AM Eastern Standard Time

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

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

Attachments: image003.png, image006.png, image007.png, image009.png, image010.png, image011.png, image002.png, image005.jpg, image008.png

The upcoming New Adjunct Faculty Success Workshop is fast approaching on Saturday, January 12, 2019!

As always, HR Liaisons are critical to helping us get the word out to new adjunct faculty and we thank you for your support in sending out the registration information. Attending the workshop helps new adjunct faculty transition into their new role at Mason with professional development support, resources, and some friendly faces on campus.

New Adjunct Faculty Success Workshop Details
(Previously known as the New Adjunct Faculty Orientation)

Date: Saturday, January 12, 2019
Check-in Time: 9 a.m.
Workshop Time: 9:30 a.m. to 5 p.m.
**Location:** Mason Innovation Exchange (The MIX)
4400 University Drive, Fenwick A-Wing
MSN 1H9
Fairfax, VA 22030

**Action Items:**
- Please send this registration link to your new adjunct faculty as they are hired: [https://gmu.az1.qualtrics.com/jfe/form/SV_7OoTKzynCoM7sLr](https://gmu.az1.qualtrics.com/jfe/form/SV_7OoTKzynCoM7sLr)
- Please ask your new adjunct faculty to **RSVP by January 10, 2019**
- Please ensure all new adjunct faculty hires are entered into Banner, to ensure they can obtain their faculty ID and NetID and can participate in the important Blackboard and Patriot Web training on the day of the workshop

For more information, visit: [https://provost.gmu.edu/new-adjunct-faculty-success-workshop](https://provost.gmu.edu/new-adjunct-faculty-success-workshop).

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**Prepare for Winter Break**

A reminder from our friends in Information Technology Services (ITS): “Mason faculty, staff, and students, please remember to turn off non-essential devices, including computers, servers, printers, and monitors before leaving for winter break.

Also, please continue to be careful when responding to emails and/or phone calls from unknown people or companies. As the holidays grow closer, cyber criminals step up their attempts to compromise computers and/or to steal usernames and passwords.

Fraudulent emails often request immediate action, have misspelled words and requests for usernames and passwords. If an email has a link, make sure the link matches the URL by hovering the mouse over the link. If they do not match, the link is likely malicious.”

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*For a legend of the header icons, visit the Instant HR & Payroll legend page.*

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