

**Subject:** Instant HR & Payroll: Important Biweekly Timesheet Information  
**Date:** Monday, June 4, 2018 at 10:32:10 AM Eastern Daylight Time  
**From:** Ashley M Hill (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)  
**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu  
**Attachments:** image001.png, image002.png

A green banner with a white 'M' logo on the left and the text 'Instant HR & Payroll' in white on the right.

## Instant HR & Payroll

### Important Biweekly Timesheet Information:

We want to make sure you receive your paycheck on time! Due to the fiscal year-end roll process, biweekly payroll for the pay period **June 10 to June 23, (pay date June 29), will be processed one (1) week earlier.**

### Action Items:

- Submit timesheets **by midnight Sunday, June 17**
- Approve timesheets **by 1 p.m. on Monday, June 18**

### Important notes:

- Please enter estimated hours that will be worked for June 18 through June 23.
  - If actual hours worked differ, please complete and submit to your supervisor [a corrected paper timesheet \(found under “Payroll Forms”\)](#)
  - Then fax the approved paper timesheet to payroll (703.993.2601) no later than Friday, June 29.
- Remember, there is **no change** in the actual pay date of June 29.
- Due to the limited time for processing, late timesheets will be held and paid on the next biweekly pay run (pay date July 13, 2018).
- If you have questions, please contact HR & Payroll at 703-993-2600 or [payroll@gmu.edu](mailto:payroll@gmu.edu).

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