

Subject: Instant HR/Payroll: Important Details and an Updated Mason Flexible July FAQ, MasonOnBoard, Overtime Open Enrollment, New TIAA Online Classes, and a CommonHealth Wellness Note

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Important Details and an Updated FAQ for Mason Flexible July

In response to some questions we received, we've updated the [Mason Flexible July FAQ](#). Q13 and Q14 are new additions. The FAQ also includes details for salaried faculty and staff who work after 12:30pm on July 1.

Summary

- Four hours of additional holiday leave when Mason closes administrative offices at 12:30pm on Friday, July 1.
- Four hours of additional Special Flex Holiday leave that can be used, with supervisor permission, during July or August of 2016.
- A special promotion of flexible work schedules for the month of July to encourage the use of flexible scheduling such as working four 9-hour days and one 4-hour day.

Information on Academic Classes from the Office of the Provost

While administrative offices will close on Friday, July 1st after 12:30pm, all university classes will continue to meet as scheduled during this time and on Saturday, July 2nd. Buildings and rooms associated with these classes will remain open. Faculty who are unable to access their regularly scheduled classroom should contact University Police at 703.993.2810.

July 5 is an Important MasonOnBoard Date

Do you (or a faculty/staff colleague) hire non-benefited employees?

- Graduate Assistants
- Graduate Lecturers
- Work-Study Students
- Student Wage
- Non-Student Wage
- Adjunct Faculty

Please remember that the transition to MasonOnBoard will be ending on Friday, July 1. During the transition, you could submit non-benefited employee new hire information either on paper or through MasonOnBoard. Beginning Tuesday, July 5, hiring for all of these employee classes will be done exclusively via the MasonOnBoard system. You can access it at <http://MasonOnBoard.gmu.edu>. Information on MasonOnBoard, including some templates, a job aid, and an FAQ is available at <http://hr.gmu.edu/onboarding/>.

If you are new to the hiring role and have not received training for MasonOnBoard, please contact Helga Yunker at 3.4057.

Non-Exempt Employees Can Choose Leave or Pay for Their Overtime Hours

Effective August 1, non-exempt employees (i.e. overtime eligible for all hours over 40 worked in a week) can initiate or change their election regarding how their overtime is to be handled by the Payroll Department. All non-exempt employees have the option of being paid for their overtime (which is the default) or to accumulate their overtime as leave.

If a non-exempt employee has made an election in the past and does not want to change their election, they do not have to do anything. If they want to continue to receive pay for any overtime earned, they also do not have to complete a form. However, if the non-exempt employee would like to change their election from receiving pay to receiving leave or receiving leave to receiving pay, please ask him or her to complete an [Overtime Leave Agreement Form](#) and submit it to the Payroll Department no later than Friday, September 2.

Unfortunately this deadline is firm and we cannot accept forms after that date.

Please remember that an election commits the employee to their choice for one year until the next open enrollment period. This means that if the non-exempt employee elects leave accumulation he or she will receive leave and not pay for any overtime worked during the next academic year.

Please contact Catalina Wheat at 3.2751 if you have any questions.

New Online Financial Well-Being Classes from TIAA

As we start a new fiscal year on July 1, Q3 brings some new financial well-being offerings from TIAA. You don't have to be a TIAA member to participate. This quarter features some "Special Topic" *live webinars* that may be of particular interest including:

- An Economic Update with TIAA Chief Economist, Tim Hopper
- Estate Planning
- Annuities
- Social Security
- Demystifying Life Insurance
- 529 College Savings Plans

For a complete schedule, including dates and times, please visit [TIAA Q3 Webinars](#); register for webinars at <http://tiaa.org/VE>.

From Our Colleagues at CommonHealth: A Wellness Note

As we make our plans for the holiday weekend, CommonHealth asks us to take a moment to consider [our pets](#). Pets may not associate the noise, flashes, and burning smell of pyrotechnics with celebrations. Pets are sometimes terrified of fireworks, and often panic at the loud whizzes and bangs they produce. Some people may also find the noise and flashes disconcerting. Please keep this in mind during your holiday celebrations.



Have a happy, safe, and restful Fourth of July holiday weekend!