

Subject: Instant HR & Payroll: Performance Evaluations Dates, EPAF Banner 9 Sessions, Member Benefit Profiles, Performance Evaluation Sessions, and Military Spouses and Partners Group

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From: Human Resources & Payroll List on behalf of Ashley M Hill

To: HR-PAYROLL-L@listserv.gmu.edu

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Instant HR & Payroll

Are you or your colleagues looking for support with performance evaluations or EPAF Banner 9? Read below for details about performance evaluation walk-in refresher sessions and EPAF Banner 9 sessions.

Also, for VRS participants, annual member benefit profiles are now available. Finally, if you or someone you know is a military spouse, be sure to pass on the information below about an upcoming social event.



2018 Performance Evaluations

Friendly reminder that the 2018 Performance Evaluations are **due Wednesday, October 24**. All forms needed for the performance evaluation process can be found on the [performance tab](#) of the HR & Payroll website.

For more information, please review our [FAQs](#). If you have questions, please contact the Workforce Planning team at workplan@gmu.edu.

[Learn More](#)



Performance Evaluation Sessions

Supervisors and employees are invited to attend performance evaluation

walk-in refresher sessions to:

- Refresh on Mason's evaluation process
- Get tips on how to make the most of the performance evaluation meeting
- Empower supervisors to conduct effective evaluations
- Align employees' efforts with supervisor expectations

The next walk-in sessions are:

- 9/20, 9:30 – 11:00 am, Merten Hall 1202
- 9/27, 10:00 – 11:30 am, Merten Hall 1204
- 10/4, 3:30 – 5:00 pm, Merten Hall 1204

For questions, please contact hrlearn@gmu.edu.



EPAF Banner 9 Sessions

EPAF Banner 9 training sessions are available for September and October. Participating in any of these training opportunities will satisfy the EPAF refresher requirements, due September every year, in order for EPAF submitters to maintain access.

The next sessions are:

EPAF Banner 9 Sessions:	9/26 – At Arlington <ul style="list-style-type: none">• 11:00 – 12:00 p.m.• 12:00 – 1:00 p.m.
10/3 – At Sci-Tech <ul style="list-style-type: none">• 11:00 – 12:00 pm• 12:00 – 1:00 pm	10/15 <ul style="list-style-type: none">• 1:00 – 2:00 pm• 2:00 – 3:00 pm
9/27 <ul style="list-style-type: none">• 10:00 – 11:00 am• 11:00 am – 12:00 pm	10/25 <ul style="list-style-type: none">• 10:00 – 11:00 am• 11:00 am – 12:00 pm

Laptops will be set up for users to log-in to the training site and work through transactions with HR Assistant support. **For session locations and to register,** please visit <http://hr.gmu.edu/learning/hr.php>.

Online Training

As a reminder, you can also complete the training on your own. You will be able to log-in to Banner 9 pre-production to complete the training at your convenience.

As part of the online training, please complete the [Banner 9 EPAF Training Worksheet](#). Please submit the worksheet to HR & Payroll, at MS 3C3, to satisfy the requirements of the EPAF Refresher. There is also an opportunity to win a prize!

[Learn More](#)



Annual Member Benefit Profiles

Annual Member Benefit Profiles (MBPs) are now available for faculty and staff who are enrolled in Plan 1 and Plan 2 of the Virginia Retirement System (VRS). You can view your profiles by logging in to your account at <https://myvrs.varetire.org/login/>.

MBPs provide information about your retirement and other benefits you have as a member of VRS.

MBPs are currently not available for Hybrid Retirement Plan members. However, these employees can look up their current defined benefit and defined contribution account balances and other information through the [Hybrid Retirement Plan site](#).

Questions? Please email benefits@gmu.edu or call 703-993-2600.

[Learn More](#)



Military Spouses and Partners Group

From our friends at the Military Spouses and Partners Group:

“Calling all military spouses and partners employed at George Mason University! Come join other military partners and spouses on September 26, 12 p.m. at the MIX next to Fenwick Library. Bring your lunch or a cup of coffee and meet new friends.

This will be a great opportunity to connect with others, share advice, and discuss how this group can be a valuable resource for Mason military spouses and partners going forward.”

Questions? Please contact Kim Coryell, proud military spouse for over 20 years, at kcoryell@gmu.edu.”

For a legend of the header icons, [visit the Instant HR & Payroll legend page](#).

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