

Subject: Instant HR & Payroll: 2018 Bonus FAQs
Date: Tuesday, September 25, 2018 at 2:00:23 PM Eastern Daylight Time
From: HR/Payroll Department Contacts on behalf of Ashley M Hill
To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu
Attachments: image001.png, image002.png, image003.png, image004.png

Instant HR & Payroll

By now, everyone has heard Dr. Cabrera's wonderful news about the upcoming bonus! For more information about the bonus, please review [the November 2018 Bonus FAQs](#). If you have additional questions, please contact the Workforce Planning team at workplan@gmu.edu.

We are asking our HR liaisons for some pre-bonus preparation help:

1. Please go through your WG rosters and end all inactive assignments.
2. Double check that all employees and assignments are properly classified (ex: no GTAs with PO assignments, and no students with WG assignments).
3. Please have all EPAF corrections to HR & Payroll no later than Friday, October 5, 2018.
4. Between now and November 9, please process all promotions, transfers, and resignations in a timely manner.

Questions?

For EPAF help, please check the [EPAF Guide](#) or contact our EPAF experts at HRDM@gmu.edu. For questions on promotions, transfers, resignations, and wage and adjunct primary positions, please contact the Workforce Planning team at workplan@gmu.edu.

[Learn More](#)

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