

Subject: Instant HR/Payroll: Patriots Tickets Deal, Thanksgiving Timesheet Guidance, 2016 Holiday Schedule Available, Holidays and Job Postings; Winter Break and Timesheet/EPAF Submissions and a Veteran's Day Discount from Coyote Grill

Date: Tuesday, November 10, 2015 at 5:49:09 PM Eastern Standard Time

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To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Special Deal on Mason Patriots Basketball Tickets From Intercollegiate Athletics

Sweet Deal!

From The Washington Post and George Mason Basketball!



Get **2** tickets



...and **2** vouchers
for Hershey's hand-dipped ice cream cones



EAGLEBANK ARENA

Valid for these games:

Friday, November 13, 20157 p.m vs. Colgate
Saturday, February 13, 2016.....4 p.m. vs. Davidson (Homecoming)
Saturday, March 5, 20166 p.m. vs. Richmond

All games at EagleBank Arena. George Mason University. Fairfax. Virginia

How to order here...

http://www.gomason.com/pdf9/4028507.pdf?DB_OEM_ID=25200



Gobble, Gobble: Thanksgiving Timesheet Guidance

Please check out our [annual timesheet guidance](#) for the Thanksgiving holiday.

Holiday Schedule for the Remainder of 2015 and All of 2016

The holiday schedule for the rest of this year and for 2016 is available on the [Benefits website](#) or directly at [Holiday Schedule](#).

The Holidays Will Be Here Soon: Dates to Keep in Mind for Recruitment and Hiring

'Tis the season to make job offers! To help us accommodate the high volume at this time of year, HR requests that hiring proposals and job postings be submitted to HR via eWork by the following dates:

- Administrative/Professional Faculty Hiring Proposals
 - Hiring proposals for Administrative/Professional Faculty with a start date prior to January 5, 2015 must be submitted no later than **Monday, December 7, 2015**. This will allow ample time for review by HR, the Provost Office, and Compliance, Diversity and Ethics.
 - Hiring proposals for Administrative/Professional Faculty with a start date of January 5, 2015 or later that require approval for offer before winter break must be submitted no later than **Monday, December 11, 2015**.
- Classified Staff Hiring Proposals
 - Hiring proposals for Classified offers to be extended or approved by HR *before* the break should be submitted no later than **Friday, December 11, 2015**. This will ensure ample time to contact candidates, allow them to consider, and make any necessary negotiations. Keep in mind that the closer we get to the break, some candidates may have already gone out of town for the holidays and we may not be able to reach them.
- Job Postings
 - New job posting requests should also be submitted to HR by **Friday, December 11, 2015**. Departments may want to consider that, historically, the holiday season is not the best time to place external advertisements for maximum candidate exposure vs. advertising cost.

Pre-Winter Break EPAF Guidelines

As Sue mentioned at the HR Liaison Meeting, with the extended holiday break, please be mindful of EPAF submission and payroll deadlines:

Semimonthly –

For the 12/10/15 – 12/24/15 semimonthly pay period, EPAFs should be submitted by 12/9/15 and must be **fully approved** by 12/15/15.

Biweekly -

For the 12/13/15 – 12/26/15 biweekly pay period, EPAFs should be submitted by 12/11/15 and must be **fully approved** by 12/17/15.

Our HR Assistants work diligently and constantly monitor the EPAF queue to review and approve EPAFs for

all colleges and departments within the University. If an EPAF is received in the HR queue on or before the **fully approved** date, it will be included in the payroll. EPAF submitters are encouraged to track the progress of their EPAFs to ensure they make it to the HR queue in a timely manner.

Upcoming Financial Well-Being Seminars

Financial education classes are just a click away! Upcoming on-site classes are below. All sessions are videoconferenced to Arlington and Science & Tech. Please visit <http://hr.gmu.edu/learning/hr.php> to register. Additional online offerings are available on the [financial portal](#).

- * November 16 at noon: *Money at Work: Foundations of Investing* with Marilyn Huang of TIAA-CREF
- * December 3 at noon: *Raising Money Smart Teens* with Tom Katovsich of the Virginia Credit Union
- * December 10 at noon: *Halfway There, A Retirement Check Up* with Marilyn Huang of TIAA-CREF

Upcoming Physical Well-Being Seminar Series

Keep physical well-being at the top of your to-do list. Here are some upcoming sessions that may help. Please visit <http://hr.gmu.edu/learning/hr.php> for more information and to register.

- *December 7 at noon in Fairfax: *Healthy Cooking Demonstration (winter soups)* with Lois Durant of Mason Dining
- *December 8 at **10:00am** in Fairfax: *Stress Management Workshop* with Lori Ann Roth of Human Resources & Payroll

Discount from Coyote Grill on Veteran's Day

Veterans and Active Military are invited to Coyote Grille on Veterans Day, November 11, to enjoy a FREE MEAL (up to \$12.00 value) with purchase of a drink and proof of military service.

