

Subject: Instant HR: Thanksgiving & End of the Year Hiring Deadlines
Date: Thursday, November 16, 2017 at 3:10:54 PM Eastern Standard Time
From: Ashley M Hill (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)
To: HR-PAYROLL-L@listserv.gmu.edu
Attachments: image001.png, image011.png, image020.jpg, image022.jpg, image003.jpg, image005.jpg, image006.jpg, image009.jpg, image010.jpg, image031.jpg, image012.png, image013.png, image015.jpg, image016.jpg, image017.jpg

Instant HR & Payroll

Good bye warm weather and hello sweater weather!

We're also saying hello to pre-holiday guidance for timesheets, pay, new recruitment, hiring deadlines, EPAF deadlines...and turkey. Lots of turkey! Read below to discover how to stay up to date with the pre-holiday HR & Payroll season before all the fun begins!

Holiday Schedule

Holiday Schedule

On Wednesday, November 22, the governor provided a half day off and Mason senior leadership added four additional hours for a full day off the day before Thanksgiving.

Thanksgiving Timesheet Deadlines

Thanksgiving Timesheet Deadlines

Semi-Monthly

- Employee timesheet submission deadline: **November 21 before 11:59 a.m.**
- Supervisor approval deadline: **November 27 before 11:59 a.m.**

Bi-Weekly

- Employee timesheet submission deadline: **November 26 before 11:59 p.m.**
- Supervisor approval deadline: **November 27 before 12:59 p.m.**

Thanksgiving Hours Guidance

Thanksgiving Hours Guidance

For November 22, 23, & 24

- 8.0 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE

- 4.0 hours for .50 FTE

To receive holiday pay, employees must work or be on paid leave on the work day before and after the holiday.

For a complete guide to Thanksgiving Timesheet guidance, please click below or visit:
<http://hr.gmu.edu/payroll/docs/HolidayHoursforThanksgiving2017.pdf>

Learn More

Recruitment and Hiring Deadlines

Reminder: Dates to Keep in Mind for Recruitment and Hiring

'Tis the season to make end of year job offers! HR requests hiring proposals and job postings are submitted to HR via eWork by the dates below. We appreciate your assistance to ensure each piece has time to go through the necessary hiring process.

- *Administrative/Professional Faculty (AP Faculty) Hiring Proposals*
 - Submit hiring proposals for AP Faculty with a start date prior to January 9, 2017 no later than **Friday, December 8, 2017**.
 - Deliver original *signed* contracts to Megan Kirk, 3C3 by **Friday, December 15, 2017**.
- *Classified Staff Hiring Proposals*
 - Submit hiring proposals for classified offers that need to be extended or approved by HR *before* the break no later than **Wednesday, December 13, 2017**.
- *Job Postings (if you would like to have the posting up before holiday break)*
 - Submit new job posting requests to HR by **Friday, December 15, 2017**
 - **If you are considering PRINT advertising, please submit requests for quotes no later than Wednesday, December 13, 2017.**

Pre-Winter Break EPAF Guidelines

Reminder: Pre-Winter Break EPAF Guidelines

With the extended holiday break, please be mindful of EPAF submission and payroll deadlines:

Semimonthly

Submit EPAFS for the 12/10/17 – 12/24/17 semimonthly pay period by 12/11/17.
They must be **fully approved** by 12/14/17.

Biweekly

Submit EPAFS for the 12/10/17 – 12/23/17 biweekly pay period by 12/11/17.
They must be **fully approved** by 12/14/17.

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 the HR queue receives

an EPAF on or before the **fully approved** date, it will be included in the payroll run. EPAF submitters are encouraged to track the progress of their EPAFs to ensure they make it to the HR queue in a timely manner.

Did you know there is an easier way to track the status of your EPAFs in NOAAPSM? Check out page 53 in the [Onboarding and EPAF Manual!](#)

Learn More

Have a Restful Holiday

Ashley Hill

Communications Specialist

Human Resources & Payroll | George Mason University

Alan and Sally Merten Hall, Office 4157

(703) 993-5807