

**Subject:** Correction: Instant HR/Payroll: Dates for Recruitment and Hiring at the Holidays, Pre-Winter Break EPAF Guidelines, IRS Limits for 2017, FLSA Timesheet Training and More

**Date:** Wednesday, November 9, 2016 at 11:07:29 AM Eastern Standard Time

**From:** Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

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

**Correction: From Our Colleagues in the Office of International Programs and Services: HR Liaison Training for Departments Hiring International Students, Faculty, or Hosting Exchange Visitors**

With sincere thanks to our eagle-eyed HR liaisons, the OIPS session described below is scheduled for Thursday, November 17.

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**From:** Janet P Walker

**Sent:** Wednesday, November 09, 2016 10:32 AM

**To:** 'DEPARTMENT-CONTACTS-L@listserv.gmu.edu' <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>

**Cc:** Christina Lehnertz <clehnert@gmu.edu>

**Subject:** Instant HR/Payroll: Dates for Recruitment and Hiring at the Holidays, Pre-Winter Break EPAF Guidelines, IRS Limits for 2017, FLSA Timesheet Training and More



**Reminder: 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 prior to the extended winter break, HR requests that hiring proposals and job postings be submitted to HR via eWork by the dates below. We understand that there a number of deadlines and truly appreciate your assistance in helping us with the schedule.

- Administrative/Professional Faculty (AP Faculty) Hiring Proposals
  - Hiring proposals for AP Faculty with a start date prior to January 9, 2017 must be submitted no later than **Friday, December 9, 2016**.  
Original *signed* contracts and the "Request for Information" form must be delivered to Megan Kirk, 3C3 by **Friday, December 16, 2016**.
    - This will allow ample time for review by HR, the Provost Office, and Compliance, Diversity and Ethics; and
    - Allows HR time to enter the employee into relevant databases
- Classified Staff Hiring Proposals

- Hiring proposals for Classified offers that need to be extended or approved by HR *before* the break should be submitted no later than **Wednesday, December 14, 2016**.
  - This will allow 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 **Wednesday, December 14, 2016**.
    - This will allow ample time to approve the posting and obtain quotes for external advertising, if desired.
    - 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. **If PRINT advertising is being considered, submit requests for quotes no later than Monday, December 12, 2016.**

#### **Reminder: Pre-Winter Break EPAF Guidelines**

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

#### **Semimonthly** –

For the 12/10/16 – 12/24/16 semimonthly pay period, EPAFs should be submitted by 12/12/16 and must be **fully approved** by 12/15/16.

#### **Biweekly** -

For the 12/11/16 – 12/24/16 biweekly pay period, EPAFs should be submitted by 12/16/16 and must be **fully approved** by 12/20/16.

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.

#### **IRS Limits for 2017**

The IRS announced cost-of-living adjustments (COLAs) affecting the dollar limits for pension plans and other retirement-related items for the 2017 tax year. There is no change from 2016. For details and information on how to make changes, please visit “Happening Now” on <http://hr.gmu.edu/benefits>.

#### **Fair Labor Standards Act (FLSA) Timesheet Training**

Do you have questions about how to complete your timesheet? Due to the upcoming Department of Labor’s changes to the Fair Labor Standards Act (FLSA) being implemented at the end of November, there are some employees at Mason who will be moving from being exempt from overtime to being eligible for overtime. Others may just have general questions on how to complete their timesheets. No matter your timesheet question, the HR & Payroll team will be hosting three Timesheet Training sessions. These sessions are all drop-in roundtables, no need to register, just come with your questions. All sessions will be held in Merten 4102 on the following dates:

- Wednesday, November 9, 1-3pm
- Thursday, November 17, 10am-noon
- Friday, November 18, 10am-noon

For an FAQ on the FLSA changes, please visit <http://hr.gmu.edu/workforceplanning/>.

**From Our Colleagues in the Office of International Programs and Services: HR Liaison Training for Departments Hiring International Students, Faculty, or Hosting Exchange Visitors**

Does your department invite international scholars; hire international students, researchers, or faculty? Are you asked to advertise for positions, sign paperwork, submit an EPAF for these people? Worried about not knowing what to do?

George Mason University hires many international employees on nonimmigrant visas and there have been changes since May 10, 2016 to a popular work option, STEM Optional Practical Training. Supervisors and HR Liaisons are now required to complete a federal form I-983 Training Plan with the hires seeking STEM Optional Practical Training.

The Office of International Programs and Services will host an HR Liaison Training this month to help you feel confident and prepared for these new requirements, refresh your knowledge on procedures to invite and hire international students and scholars, and provide information about upcoming increases in DHS processing fees for common applications.

Date: ~~Tuesday~~, Thursday, November 17

Time: 2-4pm

Location: Student Union I, Suite 4300

Contact: Christina Lehnertz, Associate Director for Immigration Compliance, 3.2952 or Irina Chizhova, Assistant Director for International Faculty and Scholars, 3.5673.

References:

DHS Study In The States STEM OPT Hub:

<https://studyinthestates.dhs.gov/stem-opt-hub>

<https://studyinthestates.dhs.gov/form-i-983-overview>

Office of International Programs and Services:

<http://oips.gmu.edu/faculty-and-scholars/>

<http://oips.gmu.edu/stem-opt-extension/>

**From Masonvale**

Masonvale is now leasing 2 bedroom homes starting at \$1828/month. For details, please see the [Masonvale flyer](#).