

Subject: Instant HR & Payroll: employee discounts, holiday timesheet guidance, records reminder, flex holidays, well-being seminars
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Instant HR & Payroll

This is the last full week before winter break! Do you have any big plans? You don't want to miss this Instant HR & Payroll because we have some goodies for you today! No goodies you can eat though...bummer.

Let's take a look at how to prepare your timesheet for the holidays, a records reminder, special flex holidays (yay!), upcoming well-being seminars, and new seasonal employee discounts!

Holiday Timesheet Guidance

Payroll Deadlines for December 29, 2017, Pay Date

Please be aware that semi-monthly and bi-weekly **timesheet submissions** and **approvals** are due early because of the upcoming winter break.

To Get Paid:

You must submit your timesheet and approvers must approve timesheets by the dates and times, listed below. Payroll cannot process late submissions until the next regular pay period. Thank you in advance for your cooperation.

Semimonthly Deadlines:

For pay period ending December 24, 2017, and pay date on December 29, 2017

- **Submission: Friday, December 15 by 11:59 a.m.**
- **Approval: Monday, December 18 by noon**

Please record anticipated hours worked by day for Monday, December 18 through Sunday, December 24.

Biweekly Deadlines

For pay period ending December 23, 2017, and pay date on December 29, 2017

- **Submission: Sunday, December 17 by 11:59 p.m.**
- **Approval: Monday, December 18 by noon**

Please record anticipated hours worked by day for Monday, December 18 through Saturday, December 23.

Timesheet Guidance:

Winter Break Timesheet Guidance:

<http://hr.gmu.edu/payroll/docs/HolidayHoursforWinterBreak2017.pdf>

General Information on Timesheets:

<http://hr.gmu.edu/payroll/timesheets.php>

If you have questions regarding timesheet deadlines or other payroll concerns, please email payroll@gmu.edu.

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Records Reminder

Records Reminder

From your friends at Talent Acquisition: Mason departments should keep hiring and recruitment records, for non-benefited positions, in accordance with the Library of Virginia's Records Retention and Disposition Schedule.

Please note below a few of the most notable records retention guidelines:

Onboarding Packets

With the effort to go paperless, Talent Acquisition no longer visits departments to audit hiring packets. This means all departments should retain the following records electronically:

- Include **Welcome Letters and resumes for wage, student wage, and Work-Study employees** with the MasonOnBoard packet.
 - Alternatively, the department can keep Welcome Letters and Work-Study forms in a shared file folder in case of audit.
- Due to a revision of the Records Retention Schedule, **Adjunct Faculty and Graduate Teaching/Research Assistants contracts** are now required to be kept separately **for 50 years**. You may keep these records on a shared drive folder by year.
 - Alternatively, the department may retain paper records. However, please send to Records Management after employee termination.

Recruitment Notes

Please continue to submit all recruitment notes for classified staff and admin faculty positions to Talent Acquisition. This packet should include:

1. [Search Completion Form](#)
2. Hiring Matrix
3. Confidentiality Agreements for all members of the search committee

4. Interview questions/notes
5. Reference checks

Please visit the Mason Toolkit for a few of the above sample documents:

<http://hr.gmu.edu/employment/index.php?t=3>

For all other positions including wage, adjunct faculty, and Graduate Teaching/Research Assistants:

- Please keep recruitment documents for a minimum of **three years** from date of hire or send to Talent Acquisition for procedural filing.
- After the three-year mark, it is recommended departments send documents to Records Management for confidential destruction.

Flex Holidays

Flex Holidays

Senior leadership provided 16 hours of flex holiday in 2018 for benefited faculty and staff. With supervisor approval, benefited faculty and staff can use these flex holiday hours anytime during calendar year 2018. Part-time faculty and staff will be given leave proportionately. All January new hires will receive the flex holiday hours.

The flex holiday hours will be available to use on the first pay check of 2018 (1/12/18 for bi-weekly and 1/16/18 for semi-monthly). When you use the flex holiday hours, please enter the number of hours used on your time sheet under "Special Flex Holiday."

Be sure to use your flex holiday hours! They expire at the end of the 2018 calendar year and are not eligible for pay out.

Please contact benefits@gmu.edu with questions.

Well-Being Seminar

2018 Physical Well-being Seminars

Start your new year on the path to well-being with the HR & Payroll Physical Well-Being Seminar Series. All classes are at **noon** and are video conferenced to Arlington and SciTech unless otherwise noted.

- January 24 – Foundations of Well-being: Mindfulness and Meaning
- February 21 – Metabolism Makeover
- March 21 – Compassion in the Workplace

For details and to register, please click below or visit:

<http://hr.gmu.edu/learning/hr.php>

Learn More

New Employee Discounts

New Employee Discounts

Happy Holidays for 2017! There are some new and exciting employee discounts just in time for the holiday season. Some of the special discounts include:

- Apple for the Holidays
- BJ's Special Offer for CVC
- Great Wolf Lodge
- Hewlett Packard
- Sprint
- Verizon Fios Holiday Offer
- Virginia Museum of Natural History – Dinosaur Exhibit
- Other Discounts for Education, Home and Office, Health & Fitness, Vacations and more...

Click below or here to check them out: <http://www.dhrm.virginia.gov/employeediscounts>

Learn More

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