

Subject: Instant HR/Payroll: Holiday Reminders

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As a follow up to the Instant HR/Payroll of November 10, we wanted to share these important reminders once again.

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 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, 2016 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, 2016 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.

Reminder: 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.

