

Subject: Instant HR/Payroll: Important Bi-Weekly Timesheet Deadline Change, FromYouFlower Discount Increases, Focus on Fiber Reminder, an On-Site Tobacco Free Program, and Virginia 529 Day
Date: Thursday, May 18, 2017 at 8:55:40 AM Eastern Daylight Time
From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)
To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Important Changes to Fiscal Year End Biweekly Payroll Processing

Because of the fiscal year end role process, it will be necessary to make a change to the biweekly payroll processing schedule. The biweekly payroll, for the pay period June 11 to June 24, pay date June 30, 2017 will be processed one (1) week earlier.

In order to meet this schedule:

Timesheets must be submitted by midnight Sunday June 18th.

Approvals must be completed by 1pm on Monday June 19th.

This means that you will be submitting/approving timesheets prior to the end of the pay period. Please submit estimated hours for the work days of June 19th through June 24th. If actual hours worked differ, a corrected timesheet must be completed, approved and faxed to payroll (703.993.2601) no later than Friday June 30th.

This situation only impacts timesheet submission and approval; there is no change in the actual pay date which remains June 30. Because of the limited time for processing, late timesheets will be held and paid on the next biweekly payrun (pay date July 14, 2017)

FromYouFlowers Discount Now 25%

More than just flowers are growing at FromYouFlowers! We're happy to announce that the discount for FromYouFlowers has increased from 20% to 25%. Visit Mason's customized website at <http://www.fromyouflowers.com/gmu> for details.

Reminder: Physical Well-Being, Focus on Fiber with CommonHealth

Fiber is an essential nutrient that we need in our diet. However, most Americans are falling short of the recommended daily amount in their diets. Most of us don't even know how much we need in the first place. But...amazing things can happen to our bodies when we eat enough fiber. Join Amy Moore of CommonHealth on May 24 at noon as she helps get to the bottom of our questions, sort myth from fact, and explore the many health perks of fiber.

This session will be videoconferenced to Arlington and SciTech. To register, please visit <http://hr.gmu.edu/learning/hr.php>.

Physical Well-Being: Dimensions Tobacco Free Program

Dimensions is a 6-week course that provides education and skills to people who want to gain and maintain a tobacco free life. An interest meeting, facilitated by Amanda Pusey of the Fairfax-Falls Church Community Services Board, will be held on Tuesday, June 6 from noon-1pm in SUB I, Room 4210. Classes will be held at noon on Tuesdays from June 13 through July 25 (no class the week of July 3). Sponsored by the Student Support and Advocacy Center, HR & Payroll, and the Fairfax-Falls Church Community Services Board. For additional information and to register for the interest meeting, please visit <http://ssac.gmu.edu/dimensions>.

Financial Well-Being: Virginia 529, Celebrate 529 Day 2017

Start savings for a loved one's higher education and you could win \$20,000. Open an invest account online by May 31, 2017 and set up automatic contributions for your chance to win. Important details at <https://www.virginia529.com/in-the-community/529-day/>