Weather and Commuting
This week’s challenging commute after the heavy rains and power outages had many people arriving late to work. We want to remind supervisors that they have discretion with respect to their employees’ late arrivals due to weather. Policy 2207, Inclement Weather/Emergency Closure policy states, “In general, the State’s policy is that persons working on site should be shown forbearance when inclement weather causes them to be late for work.”

July 4 Holiday
Sometimes it can get a little confusing when a holiday is celebrated on an alternate date. This is one of those times. July 4 falls on a Saturday so the holiday is recognized on Friday, July 3 (for you holiday aficionados, if a holiday falls on a Sunday, the Commonwealth recognizes it on the following Monday.) For people who work weekends as part of their regular schedule, the holiday is still July 3.

In all cases, it helps to think of it this way, whether you work five 8-hour days or any version of a compressed schedule, if you are full-time, you must always account for a 40 hour work week (Sunday-Saturday) by working or taking leave.

For those on compressed schedules, please remember that the holiday is a maximum of 8 hours (pro-rated for part-time). For additional guidance on holidays and compressed schedules, please see http://flexwork.gmu.edu/currentflexworkers/.

FAQ for Timesheet Charges
We’re finalizing the list of Frequently Asked Questions (FAQ) to assist you in communicating with your faculty and staff about the charge that will be implemented with the 26-15 bi-weekly payroll and will have it out to you early next week.

As a reminder to the June 11 FOCUS ON, beginning July 13, 2015, HR & Payroll will start charging a fee of $100 for each bi-weekly wage or student wage timesheet that is not properly approved. Please remind your timesheet approvers that our intent in implementing this charge is only to signal how important proper timesheet approval is to the Mason community. We sincerely hope that there will be no charges required to be paid by any department at Mason.

In the meantime, this is a great time to make sure that proxies are established and any timesheet approver responsibilities that need to be shifted are addressed. Resources for both are at: Timesheet Approver Change Form Information on Creating a Proxy

Non-Exempt Employees Can Choose Leave or Pay for Their Overtime Hours
Effective August 3rd, non-exempt employees (i.e. overtime eligible for all hours over 40 worked in a week) can initiate or change their election regarding how their overtime is to be handled by the Payroll Department. All non-exempt employees have the option of being paid for their overtime (which is the default) or to accumulate their overtime as leave.
If a non-exempt employee has made an election in the past and does not want to change their election, they do not have to do anything. If they want to continue to receive pay for any overtime earned, they also do not have to complete a form. However, if the non-exempt employee would like to change their election from receiving pay to receiving leave or receiving leave to receiving pay, please ask him or her to complete an Overtime Leave Agreement Form and submit it to the Payroll Department no later than Friday, September 4. Unfortunately this deadline is firm and we cannot accept forms after that date. Please remember that an election commits the employee to their choice for one year until the next open enrollment period. This means that if the non-exempt employee elects leave accumulation he or she will receive leave and not pay for any overtime worked during the next academic year. Please contact Catalina Wheat at 3.2751 if you have any questions.

Please share excerpts of Instant HR/Payrolls with your faculty and staff as appropriate. We rely on you to help us "get out the word". Thanks!