Subject: Instant HR/Payroll: Age Verification for Minor Workers, Timesheet Charge FAQ Updated, and

Mason Summer Chillin'

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From: Janet P Walker (sent by HR/Payroll Department Contacts < DEPARTMENT-CONTACTS-

L@listserv.gmu.edu>)

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

Age Verification for Minor Workers

We have received some questions about employing minor workers at Mason and wanted to share some information and resources on the topic. Any minor applying for an Employment Certificate must show a form from the prospective employer, stating that it is about to employ the minor and stating the type of occupation and the work hours. The employer must also verify the age of the minor by acquiring proof of age and keeping that document on file. Details can be found on the Virginia Department of Labor and Industry website at:

- * FAQ on Child Labor Law http://www.doli.virginia.gov/laborlaw/laborlaw_faqs_childlaborlawp1.html
- * Employment Certificate Application Instructions
- http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html
- * Employer Intent to Employ Form
- http://www.doli.virginia.gov/laborlaw/pdfs/Employer_Intent_to_Employ_Form.pdf

Additionally, The Code of Virginia (§ 2.2-3106) prohibits supervision by an employee of a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent.

If you have any questions, please contact workplan@gmu.edu.

Timesheet Charges FAQ Update

We have made some revisions to the <u>Timesheet Charges FAQ</u> for your information and review. Please remind your faculty and staff that the timesheet charge process is about management accountability for accurate recording of hours worked. It takes all of us – submitters and approvers – to ensure that the payroll process works in a timely, accurate, and effective manner. Thank you for all that you do, every pay period, to make that happen!

Mason Summer Chillin'

Chill out with fellow faculty and staff on July 22 between 1:00 and 3:00 pm with complimentary frozen treats at Mason Summer Chillin. Two locations – Merten Hall and Facilities Administration. Enjoy the musical stylings of the children from the Child Development Center at Merten Hall at 1:15.

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!