



HR Liaison Reference

ALL THE STUFFS HR LIAISONS NEED TO KNOW

Links broken? Information needs updated? Email: mkirk4@gmu.edu

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What is an HR Liaison?

Roles and Responsibilities

As an HR Liaison (HRL), you are both a strategic partner with HR & Payroll and departmental resource. HR Liaisons assess and anticipate HR-related needs for their department/unit/school/college, communicate HR & Payroll information proactively to faculty and staff, submit HR & Payroll forms and transactions, and help faculty and staff with their HR & Payroll issues, or connect them to the appropriate resource or person in the HR & Payroll office for further assistance.

HR Liaisons are responsible for:

- Providing policy guidance and feedback to HR & Payroll
- Maintaining a working knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance
- Processing personnel transactions according to HR policy, procedures, and deadlines
- Managing data change requests in a timely manner

For example, if you notice that there are 5 faculty members in your department talking about planning to retire next year, we want HRLs to reach out to the benefits team to make sure we are aware and in contact with those who may need assistance through the retirement process. Or, perhaps there is a policy HR is drafting and you foresee departmental challenges we may not realize - we count on you to share those concerns with us.

Your colleagues on the HR & Payroll team are your active partners in your HR Liaison Role. Should you have any questions or concerns, we invite you to reach out to us so we can help!

HRL Meetings

HR Liaison meetings are held on a quarterly basis, although other meetings may be scheduled in response to timely announcements or updates. Invitations to HRL meetings are sent via Instant HR email announcements; meetings are video conferenced to the Arlington and SciTech campuses, as well as other remote campuses and locations, and are usually recorded for those who cannot attend. Meetings consist of legislative updates (so you can be aware of any changes that may be coming from the Commonwealth), updates from various HR teams, and a training opportunity.

HR Trainings

HR & Payroll's Organizational Development, Learning, and Coaching team offers training on EAPF submission, the hiring process, performance appraisals, supervisory topics, and more. Please visit their website at <http://hr.gmu.edu/learning/> to see the current offerings. To request training for your team, please contact hrlearn@gmu.edu.

HR Liaison Listserv

Human Resources and Payroll regularly communicates changes through our Instant HR/Payroll listserv. If you are not getting these emails, please email hrdm@gmu.edu requesting to be added to the HR Liaison listserv as the point of contact for your department.

Data Security and Standards

Security

HR Liaisons have access to highly confidential and sensitive information. It is the HR Liaison's responsibility to read and understand all pertinent University security standards and protocol. Please air on the side of caution before giving out sensitive information. The following is not permitted:

- Updating or viewing your own Banner records
- Sharing Social Security Numbers via email, whether it is typed or scanned
- Giving out salary or pay information to unauthorized individuals
- Never save sensitive information on your computer's hard drive. Always save sensitive files on the shared drive. If it is a file you would not like to be available for viewing to everyone with share drive access, you can save under "mydata" which is only viewable to you.

Standards

Information in Banner must be formatted in specific ways. Please refer to the [Data Standards Document](#) to ensure proper formatting of names, titles, etc.

Systems of Record

Banner

<https://patriotweb.gmu.edu/admin/>

Banner is the system that Mason uses for all record keeping, updating, and reporting for Human Resources, Registrar, Provost, Admissions, etc. Banner is used for many purposes. Information from Banner HR may impact the data generated for other departments. For instance, an HR record for a GRA will impact whether that student is considered a full-time student on the Registrar side.

Access

Access is given to individuals, based on their job duties, to view certain screens, orgs and update information in the system.

Those that will be submitting EPAFs must attend an EPAF training and submit a Banner Administrative Systems Accounts Request in order to get access to the HR system.

EPAF training is generally held once a month. The request form will be given at training and can also be accessed through Patriotweb. Please sign up for training at <http://hr.gmu.edu/learning/>. EPAF submitters must also take an EPAF refresher course, each year, to maintain access. The refresher course can be accessed through <https://typhon.gmu.edu/HR/mymasonhr/>

MasonOnBoard

Mason OnBoard is the system of record for all initial hiring and compliance paperwork for all employees. HR Liaisons are **ONLY** responsible for submitting MasonOnBoard packets for non-benefitted employee types. Welcome letters and resumes for wage, student wage, and Work-Study employees should be uploaded as an attachment within the MasonOnboard packet. Central HR will initiate and complete MasonOnBoard packets for all benefitted employees.

Access

After you are given access to EPAFs, you will be invited to attend a MasonOnBoard training to get access to this system. Access is granted to employees that attend both EPAF training and MasonOnBoard training. Once you have attended EPAF training, you will be invited to MasonOnBoard training to get access to submit hiring packets.

eWork

PeopleAdmin is the Applicant Tracking System (ATS) Mason uses to keep track of open positions, candidate applications, and candidate hiring proposals. Commonly referred to as eWork among Mason employees, PeopleAdmin can be utilized to review all application materials and can provide metrics on applicant demographics and hiring practices. The software is also used to select position advertising options with Mason's third-party advertising agency, Greystone.

Access

Access to PeopleAdmin is granted to Mason employees based on their job function. "Initiator" access is given to those who will initiate job postings as well as transition candidates (hired, not hired) during the search process. Typically, these individuals are often the department's HR Liaison and/or search committee coordinators. One individual in each department is granted "Department Approver" access as a secondary departmental review before each posting is sent to Human Resources for compliance and editing review. In order to be granted PeopleAdmin access, users must complete and submit an **eHR use access form** to jobs@gmu.edu. Once HR receives the form with the appropriate signatures, the individual will be scheduled for a brief 30 minute training on system functionality.

Request Tracking System

The Request Tracking system is used to hire Instructional and Research Faculty. This system is maintained and updated by the Office of the Provost.

Access

Log-in to the system with your Mason netID and password and create a user profile.

Resources

Faculty Hiring Workflow Instructions

Employee Classification Overview

Employee classifications are designated by their employee type, pay schedule, and FLSA status.

	Employee Classification FT/PT	Employee Type	Pay Schedule	FLSA Status	Timesheet method
Benefitted/ Permanent					
Classified	CE/PE	Classified	SM	Exempt	submits timesheet, records leave
	CN/CP	Classified	SM	Non-exempt	submits timesheet, records all hours
	CB/CD	Classified	BW (26)	Exempt	submits timesheet, records leave
	NC/CW	Classified	BW (26)	Non-exempt	submits timesheet, records all hours
	LE	Law Enforcement	BW (26)	Non-exempt	submits timesheet, records all hours
Faculty	FR/PR	12 Month Research	SM	Exempt	submits timesheet, records leave
	FG/PG	9 Month Research	SM	Exempt	leave tracked by department
	FI/PI	12 Month Instructional	SM	Exempt	submits timesheet, records leave
	F9/PG	9 Month Instructional	SM	Exempt	leave tracked by department
	FA/PA	Admin/Prof Faculty	SM	Exempt	submits timesheet, records leave
	AF	Admin/Prof Faculty	BW (26)	Exempt	submits timesheet, records leave
Non-benefitted/ Temporary					
	AD	Adjunct	SM	Exempt	no timesheet
	GR	Graduate Research Assistant	SM	Exempt	no timesheet
	GA	Graduate Teaching Assistant, Lecturer, or Graduate Professional Assistant	SM	Exempt	no timesheet
	RA	Resident Assistant	SM	Exempt	no timesheet
	MP	Miscellaneous	SM	Exempt	no timesheet
	WG	Wage	BW (26)	Non-exempt	submits timesheet, records all hours
	SW	Student Wage	BW (26)	Non-exempt	submits timesheet, records all hours
	WS	Work Study	BW (26)	Non-exempt	submits timesheet, records all hours

Benefitted Employee Overview

Benefitted Employee Classifications

Classified

Governed by the **Department of Human Resource Management**.

Faculty

Instructional

Governed by the **Faculty Handbook**. Faculty whose regular assignment is at least 50 percent instruction.

Research

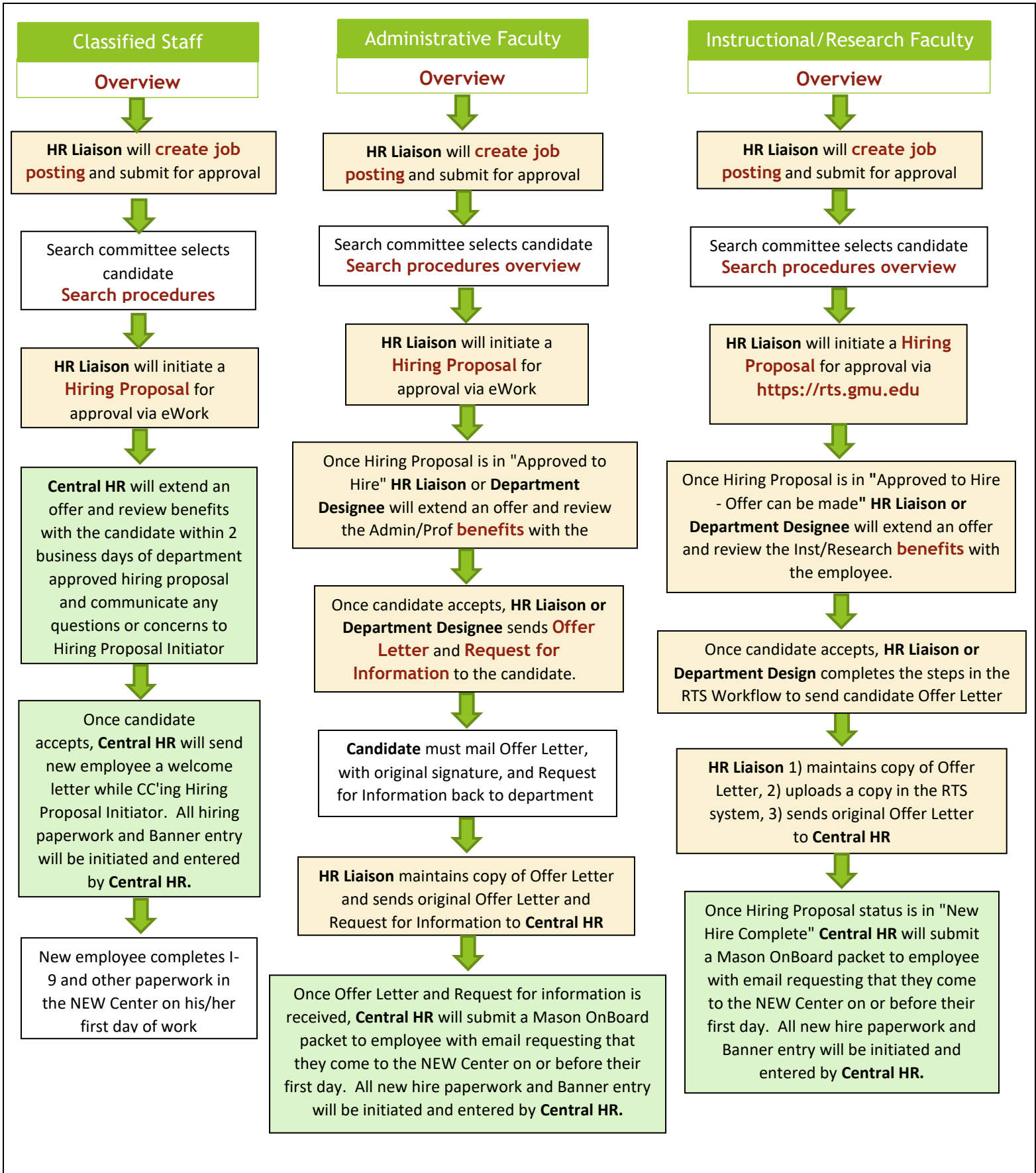
Governed by the **Faculty Handbook**. Faculty whose regular assignment is at least 50 percent research.

Administrative/Professional

Defined and governed by the **Administrative/Professional Faculty Handbook**.

Benefitted Employee Hire Process

Benefitted, or “permanent” employees are those that are hired into benefits eligible positions on a continuous assignment. These include: classified staff, administrative faculty, and instructional and research faculty.



Search Procedures

For an overview of search procedures please see the [Hiring Procedures Toolkit](#).

Recruitment Notes

Classified Staff and Administrative Faculty

All recruitment notes for classified staff and administrative faculty positions **must** be submitted to the Talent Acquisition team. 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 see the [Hiring Procedures Toolkit](#) for a few of the above sample documents.

Instructional/Research Faculty, Wage, Adjunct, Graduate Teaching/Research Assistants

All recruitment notes for Instructional/Research Faculty, wage, adjunct faculty, and Graduate Teaching/Research Assistants **must be kept for a minimum of three years** from date of hire within the department *or* they can be sent to Talent Acquisition for procedural filing. After the three-year mark, it is recommended departments send documents to Records Management for confidential destruction.

Position Maintenance forms

The Position Maintenance Form (PMF) is used to create new benefitted positions or to change an existing position (ex: from classified to admin faculty). The PMF is available in [Word & PDF](#), and [FY18 fringe rates](#) are available on the Budget Office's website.

Background Checks

Please visit [Background Investigation](#) link for all relevant policy and process information.

Benefit Summaries

[Classified Benefits](#)

[Administrative Faculty Benefits](#)

[Instructional and Research Faculty Benefits](#)

Pay Schedules

Semi-monthly

The semi-monthly pay schedule is generally paid on the 1st and 16th of the month. See [Pay schedules](#). Most classified and administrative/professional faculty are paid on the semi-monthly pay schedule, depending on their department. All instructional/research faculty as well as adjuncts, graduate assistants, and resident assistants are paid on the semi-monthly pay schedule.

Bi-weekly

The bi-weekly pay schedule is paid every other Friday. See [Pay schedules](#). Some classified and administrative/professional faculty are paid on the bi-weekly pay schedule. Non-student wage, student wage, and work study employees are all paid on the bi-weekly pay schedule.

FLSA Status

Exempt

Exempt employees are not overtime eligible and only record leave time on their timesheet. They are still expected to submit a timesheet with zero hours if no leave is taken. Compensatory hours may be approved under special pre-approved circumstances on an hour for hour basis for hours worked beyond 40 hours in a work week. Please see [Compensatory Leave and Overtime Guidelines](#)

Non-exempt

Non-exempt employees are overtime eligible and record all hours worked on their timesheet. Please see [Compensatory Leave and Overtime Guidelines](#)

Timesheets

Approving a timesheet

Please visit [Approvers Quick Reference Guide](#). Approvers will see the view, below:

Select the employee's name to access additional details.

COA:	1, George Mason University
Department:	431001, Human Resources Administration
Pay Period:	Jun 14, 2015 to Jun 27, 2015
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Jul 13, 2015, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending							
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Cancel	Other Information
G00	Duffy Kirk 00621Z - 01 HR Assistant	Approve	80.00	.00	Timesheet pending your approval		Change Time Record Leave Balance

In Progress							
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information		
G00	DaVinci Lim WG139Z - 01 HR Assistant		40.00		Timesheet opened, but not submitted. Once it is submitted it will be pending your approval.		

Not Started							
ID	Name, Position and Title	Other Information					
G00	Cesar Coray 02256Z Programmer						
G00	Wyatt Bachenberg SW139Z File Room Assistant						
G00	Cassie Irvin 05621Z Benefits Coordinator						
G00	Lily Donini WG332Z Benefits Assistant						

Employees that are in the same timesheet org number as the employees you approve time for. However, once the timesheet is opened it will be routed to the appropriate approver.

Changing a timesheet approver/supervisor

If there is an organizational or personnel change in your department, you should submit a [Supervisor and/or Timesheet Approver Change Form](#) to hrdm@gmu.edu to ensure that there is always a designated timesheet approver for employees within your department.

Setting up a timesheet proxy

All timesheet approvers/supervisors are encouraged to designate a proxy in the event they are not available to approve timesheets. Proxies can be set-up by the timesheet approver/supervisor in Patriotweb. Please see [How to set-up a Proxy](#).

Personnel Changes

Salary Increases

Information on the salary increase process outside of University-wide Mason & VA State increases is available in our **Quarterly Out-of-Cycle Salary Review Procedures**. How to pay for additional jobs or assignments is available in the **Supplemental Pay Procedures**

FTE change

Employees or departments may wish to change an employee's FTE depending on department/personal needs. A **Classified Transaction Form** or **Faculty Transaction Form** would need to be completed to change the employee's status. Changes must be effective at the beginning of the pay period and may affect benefits. Please note that an employee from a benefitted FTE cannot drop below .5 due to ACA.

Health Benefits

Full-time faculty and staff and part-time faculty and classified staff who work at least 30 hours per week as well as their eligible dependents. Premiums are shared between the employee and the university. Part-time faculty and classified employees who work a minimum of 20 hours but less than 30 hours per week are also eligible for health insurance but pay the total premium (Employer and Employee portions).

Leave

Leave would be accrued proportionate to the employee's FTE.

Separations

When employees leave the University, HR Liaisons are expected to:

1. Complete a **Classified Separation Form** or **Faculty Separation Form** as soon as they are notified of an employee's separation. A resignation letter should be attached.
2. Ensure a **Property Clearance Checklist** (either done by the HR Liaison or supervisor) is done for all separating employees.
3. If departing employee supervises others, submit a **Timesheet/Supervisor Change Form** to ensure employees can continue submitting timesheets and having their time approved.
4. Remind separating employees to update their address in PatriotWeb, if they are relocating.
5. Direct employees to <http://exitsurvey.gmu.edu> if they wish to complete an exit survey.

The original property clearance checklist and a copy of the separation form and resignation letter should be maintained in the department file.

A separation form does not need to be done for a benefitted employee moving to another benefitted position within Mason.

Please note that a 26 week break is required for all benefitted employees moving to a non-benefitted position as required by ACA. For instance, if a benefitted faculty member wants to become an adjunct, a 26 week break is required before he/she can be in the adjunct position.

Performance Evaluations

Performance evaluations are due in to HR/Payroll for Classified employees and Admin/Professional faculty on October 24th every year. For more information, please see the **Performance Evaluation Memo**.

Rewards and Recognition

Human Resources and Payroll has various formal and informal rewards and recognition programs for faculty and staff - from sending a colleague an eCard, Mason swag, or a Gift card for a job well done to nominating them for an Outstanding Achievement Award to be formally recognized by the University.

Please check out **Rewards and Recognition**

Non-Benefitted Employee Overview

Non-Benefitted, or “temporary” employees are hired on an assignment basis for a limited duration. This includes hourly wage employees (student and non-student), adjuncts, and graduate assistants. For a complete overview, please review the **Onboarding and EPAF Manual**.

Non-Benefitted Employee Classifications

Adjunct

Hired on a course-by-course basis.

Graduate Assistant

Includes Graduate Teaching Assistant, Graduate Research Assistant, Graduate Lecturer, and Graduate Professional Assistant. Governed by the **Graduate Student Hiring Rules and Procedures**

Resident Assistant

Hired on a semester or academic year basis supporting residence halls, university programs, or mentorship.

Wage

Hired on an hourly basis. Governed by **University Policy 2217**

Student Wage

Student worker hired on an hourly basis. To classify as a student worker, they must be taking 9 credits and above as an undergraduate or 6 credits and above as a graduate student. Governed by **University Policy 2217**.

Work Study

Governed by **Federal Work-Study Student Employment Guide** and **University Policy 2217**.

Mason Talent Temps



Mason Talent Temps is our in-house temporary employment service. Talent Acquisition maintains this pool to assist our hiring managers in filling temporary long- and short-term vacancies and to aid job applicants seeking temporary employment. Mason Talent Temps provides temporary staffing coverage for various needs throughout the University during vacations, leaves of absence, special projects, seasonal peaks and unexpected business demands. Departments also may utilize our services to acquire talent in Temp-to-Hire scenarios.

Need to know how to hire a temporary employee? Visit Mason Talent at <http://hr.gmu.edu/employment/index.php?t=5&topic=temps>.

Employing Minors

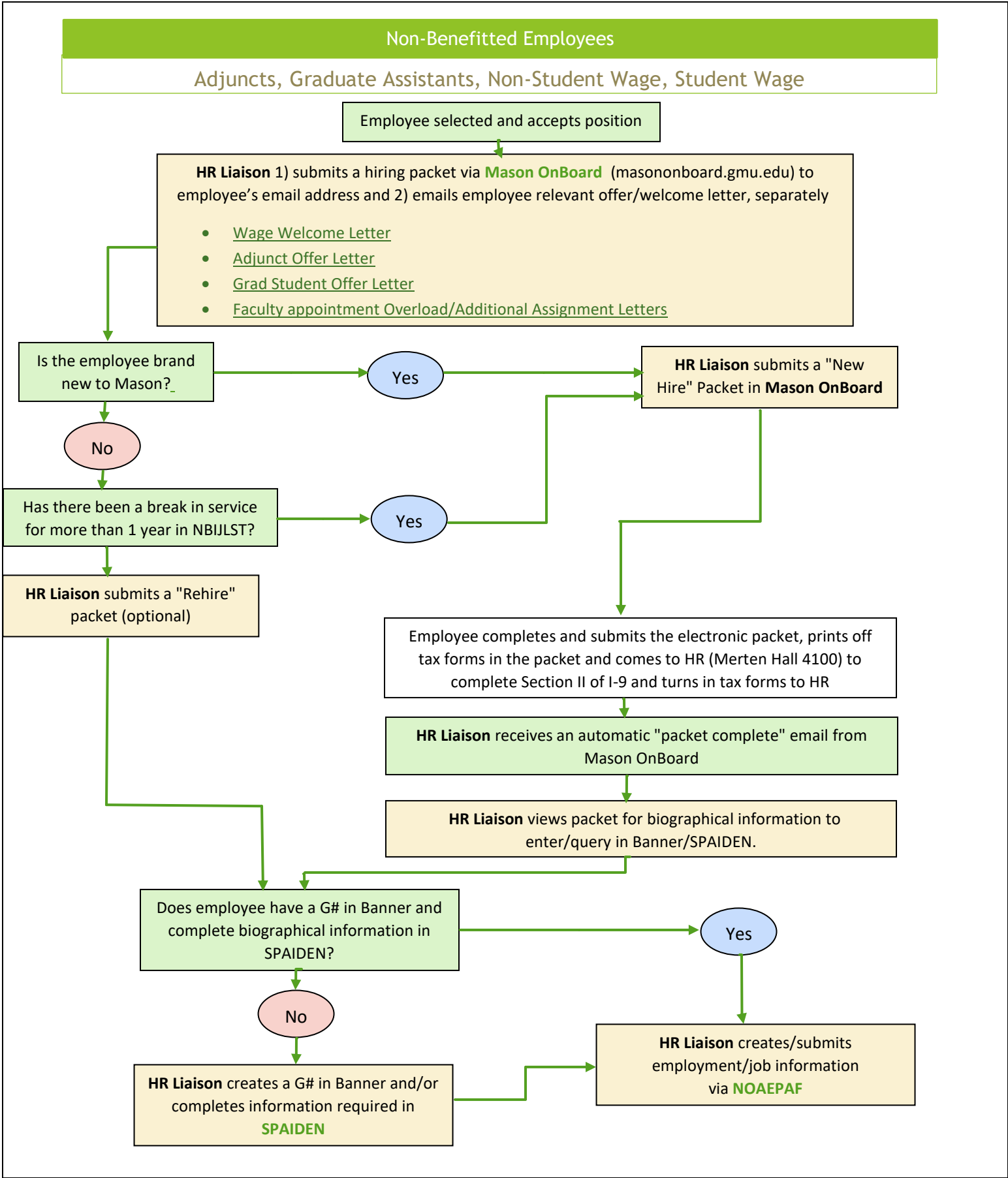
To employ a minor aged 14 and 15 at Mason:

1. The minor, the minor's parent/guardian/custodian, and the department hiring the minor need to complete the **Electronic Employment Certificate process**:
 - a. The minor should complete *Step 1: Youth Registration* and share the "Youth Unique Identifier" with the department
 - b. The department needs to complete *Step 2: Employee Registration*
 - c. The parent/guardian/custodian needs to complete *Step 3: Parent/Guardian/Custodian Registration*
2. The department should keep a document on file that verifies the age of the minor (e.g. birth certificate)

Please note:

- The Fair Labor Standards Act (FLSA) sets the minimum age for employment at 14 years of age and **limits the number of hours worked by minors under the age of 16.**

Non-Benefitted Employees Hire Process



Records Retention

Recruitment Notes

All recruitment notes for non-benefitted positions **must be kept for a minimum of three years** from date of hire within the department *or* they can be sent to Talent Acquisition for procedural filing. After the three-year mark, it is recommended departments send documents to Records Management for confidential destruction.

Offer letters/Contracts

All departments should retain the following records electronically:

- Include **Welcome Letters and resumes for wage, student wage, and Work-Study employees** as an attachment within the MasonOnBoard packet.
- 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.

The Affordable Care Act

The Affordable Care Act (ACA), also known as ObamaCare, requires all non-benefited employees (wage workers, adjuncts and students) not work more than 1450 hours per ACA year. More information on **ACA & ACA FAQs** are available on our website.

Electronic Approval Actions Forms (EPAFs)

Electronic Approval Actions Forms (EPAFs) are the way colleges, units, and departments submit temporary assignments for employees. Temporary assignments include Non-student wage, Student wage, Work study, Adjunct, Graduate Assistant, Resident Assistant, and Miscellaneous assignments. A SPAIDEN record must first exist before an EPAF can be submitted. An EPAF must be submitted for each assignment and the appropriate paperwork must be completed for the employee.

Onboarding and EPAF Manual