HR Liaison Announcement:
The Classification and Compensation team has embarked on a large-scale project to complete a comprehensive analysis and evaluation of all classified staff and administrative/professional faculty positions across the university. As part of this endeavor, all Employee Work Profiles (EWP’s) and Position Descriptions (PD’s) will need to be reviewed by Human Resources and Payroll.

Action Item: By April 30, 2020, please send the most recent version of all EWP’s and PD’s within your department or unit to Human Resources and Payroll via email at workplan@gmu.edu or via interoffice mail to Attn: HR & Payroll/ Compensation at Merten Hall HR Suite 4100, MSN 3C3.

If you have forwarded an EWP or PD within the past two months, you do not need to resend the EWP or PD. The Classification and Compensation Team will work with individual departments or units as needed.

Please note: The standardization of working titles in Banner will be a critical component of ensuring the completion of a comprehensive market analysis, as well as long-term position maintenance. To ensure standardization, Human Resources and Payroll will be consolidating and cleaning up title variations. For example, the title “Administrative Assistant” is displayed multiple ways in Banner to include: “Admin Asst,” “Administrative Asst,” “Dept Admin Asst,” etc. The standardization of titles will not alter any component of employee compensation or position classification.

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

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