We want to make sure you receive your paycheck on time! Due to the fiscal year-end roll process, biweekly payroll for the pay period June 7 to June 20, (pay date June 26), will be processed one (1) week earlier.

Action Items:
- Submit timesheets by midnight Sunday, June 14
- Approve timesheets by 1 p.m. on Monday, June 15

Important notes:
- Please enter estimated hours for June 15 through June 20
  - Classified and Faculty: If actual hours submitted differ, please complete a corrected paper timesheet (found under “Payroll Forms”), then e-mail the approved paper timesheet at payroll@gmu.edu
  - Wage and Student Wage: If actual hours submitted differ, please complete a corrected paper timesheet (found under “Payroll Forms”). Make sure to enter your timesheet approver’s name and e-mail address. They will be routed to Payroll upon approval.
- Remember, there is no change in the actual pay date of June 26
- Due to the limited time for processing, corrections will be held and processed on the next biweekly pay run (pay date July 10, 2020)

If you have questions, please contact HR & Payroll at payroll@gmu.edu.
The **final** health care premiums for the 2020-2021 plan year will remain the same as the current year. The Commonwealth of Virginia state employee health care premiums will become effective on July 1, 2020.

Please review the **Final Premiums for 2020-2021** for more information.

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**Online EAP Resources to Wage and Waived Employees**

To assist with work, family and other personal issues during the COVID-19 pandemic, state wage and waived employees may access website resources through the Anthem and Aetna Employee Assistance Programs until June 30, 2020. These online educational services are offered at no cost to wage and waived employees who are not covered by a state health plan.

Individual services such as face-to-face counseling, legal consultation, telephonic financial counseling, and life/work consultation services are not included.

**Anthem:** Services can be accessed by going to [www.anthemeap.com](http://www.anthemeap.com) and entering the Company Code *EAP Can Help*.

**Aetna:** Employees can contact [Aetna Resources For Living (RFL)](http://www.aetna.com) for support and resources.

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*For a legend of the header icons, visit the Instant HR & Payroll legend page.*
*For previous announcements, visit the Instant HR & Payroll Archives page.*

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