HR Liaison Announcement:
On October 3, 2019, Lester Arnold, VP for HR & Payroll, sent announcements to all administrative/professional faculty and 12-month instructional/research faculty announcing that they will no longer receive email reminders when timesheets are due.

Please read the A/P faculty announcement and the 12-month I/R faculty announcement for more details. For reference, the payroll calendar is available online. If you have questions, please contact hr@gmu.edu or 703-993-2600.

Friendly reminder that Human Resources and Payroll supports your department or unit in making performance evaluations as successful as possible. Below are key dates and resources:
Dates

<table>
<thead>
<tr>
<th>Type</th>
<th>For the Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin/Prof Faculty</td>
<td>7/1/18 – 6/30/19</td>
<td>10/15/19</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>10/25/18 – 10/24/19</td>
<td>10/24/19</td>
</tr>
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Resources

- For guidance on how to conduct the performance evaluation process, please review the [2019 instructions and guidance](#).
- For forms and materials, please visit the [performance tab](#) of the HR & Payroll website.
- For frequently asked questions about performance evaluations, please review the [Performance Evaluation FAQs](#).
- Employees participating in the [performance evaluation pilot program](#) should continue to follow the instructions they received directly from MasonLEAPS.
- If you have questions, please contact the Classification and Compensation team at [workplan@gmu.edu](mailto:workplan@gmu.edu).

Save the date for Faculty-Staff Enrichment Day on Wednesday, December 4! This daylong event will feature two keynote speakers and a series of breakout sessions and activities centered around the theme “Adaptable, FLEXible, RESILIENT.”

More details and registration coming soon! Follow on Twitter [@MasonFSED](http://twitter.com/MasonFSED) for updates. For questions, contact [hrlearn@gmu.edu](mailto:hrlearn@gmu.edu).
Celebrate the launch of BurnAlong with Lewis Forrest, associate dean for University Life! Join Lewis for a walk around campus on **Wednesday, October 16 at noon in front of Merten Hall**. Bring your walking shoes, a smile, and any burning questions you have about BurnAlong!

Interested in signing up for BurnAlong? [Learn more here](#) and visit the [registration link](#) to sign up!

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### Webinar for 529 Presentations

**Details:** October 9, 2019, Live Webinars, 1 – 2 p.m.

A 529 plan is a savings plan that helps families save for future qualified higher education expenses. Taxpayers enjoy the additional benefit of a state income tax deduction on contributions to their 529 accounts. Learn about saving for future higher education expenses – for yourself or a loved one – at the Virginia529 and Maryland529 webinar!

Register for [the Virginia529 presentation](#) or [the Maryland529 presentation](#). If you have questions, email [hr@gmu.edu](mailto:hr@gmu.edu).

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### Reporting Accidents Reminder

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate action to protect the community.

**Please report the following situations to the university:**

- Student or Visitor Accident
  - Submit an [Incident Report form](#) when there is an unsafe condition, illness, or injury involving a student or visitor
- Employee Injury
  - Submit an [Employer’s First Report of Accident form](#) when an employee is injured while at work

**Resources Regarding:**

- Workplace injuries, exposures, or illnesses: [Accident and Incident Plan](#)
• Insurance, university property damage/theft, and automobile incidents: Contact Office of Risk Management at 703-993-2599
• Workers’ compensation: Contact Human Resources and Payroll Workers’ Compensation at 703-993-2600

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

Human Resources and Payroll
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