Thanksgiving break is two weeks away! Reference the Thanksgiving Timesheet Guidance for information about:

- Holiday hours
- Requirements to receive holiday pay
- Rate of holiday pay
- How the holiday may affect alternative work schedules

‘Tis the season to make end-of-year job offers! HR requests that hiring proposals and job postings are submitted to HR via eWork by the dates below. We appreciate your assistance to ensure each piece has time to go through the necessary hiring process.

- **Administrative/Professional Faculty (AP Faculty) Hiring Proposals**
  - Submit hiring proposals for AP Faculty with a start date prior to January 9, 2019, no later than **Friday, December 7, 2018**.
  - Deliver original *signed* contracts to Megan Kirk, 3C3 by **Friday, December 14, 2018**

- **Classified Staff Hiring Proposals**
Submit hiring proposals for classified staff offers that need to be extended or approved by HR no later than **Wednesday, December 12, 2018**

- **Job Postings** *(if you would like to have the posting up before holiday break)*
  - Submit new job posting requests to HR by **Wednesday, December 19, 2018**

---

**EPAF Guidelines**

With the extended holiday break, please be mindful of EPAF submission and payroll deadlines:

**Semimonthly**
- Submit EPAFS for the 12/10/18 – 12/24/18 semimonthly pay period by **Tuesday, December 11, 2018**
- They must be **fully approved** by **Thursday, December 13, 2018**

**Biweekly**
- Submit EPAFS for the 12/9/18 – 12/22/18 biweekly pay period by **Monday, December 10, 2018**
- They must be **fully approved** by **Thursday, December 13, 2018**

Our HR assistants work diligently and constantly monitor the EPAF queue to review and approve EPAFs for all colleges and departments within the university. If the HR queue receives an EPAF on or before the **fully approved** date, it will be included in the payroll run. EPAF submitters are encouraged to track the progress of their EPAFs to ensure they make it to the HR queue in a timely manner.

---

**Banner 9 Tips and Tricks**

Halloween is over but we still have some “tricks” up our sleeves! The HRIS team put together some quick tips and tricks to help you transition to Banner 9. Take a look at these **“Banner 9 Tips and Tricks”** to discover what else you can learn to improve your Banner 9 experience.

---

**Dynamic Forms and the Exit Process**

HR and Payroll will begin converting select HR maintained forms to Dynamic Forms in an effort to provide added flexibility and efficiency to HR processes.

**About Dynamic Forms**
Dynamic Forms is a web-based interface that gives employees and departments the flexibility to submit/approve forms through an online workflow, track the status of forms in the workflow, and retrieve and save HTML and PDF versions of forms.

**What does this mean for me?**
- **Effective January 2019,** *Separation Forms* will no longer be processed through paper forms
  - The word version of the separation form will be replaced with the dynamic form link on the forms page
- **HR Liaisons** will no longer be asked to send an email to *exitalrt@gmu.edu* when employees separate
  - Instead, they should complete the dynamic form immediately after they know of the resignation

**What's next?**
*Wireless Communication Device Stipend Agreements* and *Flexible Work Agreements* will be coming soon to an electronic workflow near you!

If you have any questions about Dynamic Forms, please reach out to Megan Kirk, Senior Human Resources Consultant, at *mkirk4@gmu.edu*.

---

**Happy Heart Walk Results**

Mason Nation had a great time participating in the Happy Heart Walk in September. The results for the Largest Team award and the Heart of Gold award are in!

*Drum roll, please!*  
The Science & Technology team won the Heart of Gold award and the Child Development Center won the Largest Team award! Thank you to all who participated in the event and congratulations to our winning teams!

---

**Monthly Discount Highlight**

Whether you are hosting Thanksgiving or are visiting friends and family, fresh flowers always make a table...
friends and family, fresh flowers always make a table look beautiful.

Save 25% on your order at FromYouFlowers. The faculty/staff discount provides savings on flowers, plants, gift baskets, and gourmet baked goods. To start saving, visit www.fromyouflowers.com or call (800) 838-8853 and mention code 66D.

For more discounts, please visit our discount page.

Human Resources & Payroll
George Mason University
Alan and Sally Merten Hall, Office 4100
(703) 993-2600 | hr@gmu.edu