‘Tis the season to make end-of-year job offers! HR & Payroll 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 (AP) Faculty Hiring Proposals**
  - Submit hiring proposals for AP faculty with a start date prior to January 6, 2020, no later than **December 6, 2019**.
  - Deliver original *signed* contracts to MSN 3C3 by **December 13, 2019**

- **Classified Staff Hiring Proposals**
  - Submit hiring proposals for classified staff offers, that need to be extended or approved by HR & Payroll, no later than **December 11, 2019**

- **Job Postings (if you would like to have the posting up before holiday break)**
  - Submit new job posting requests to HR & Payroll by **December 18, 2019**

- **Mason Temps Requests**
  - Submit requests for temporary staff assistance, needed prior to January 15, 2020, to Mason Talent Temps no later than **December 6, 2019**

If you have questions, email [hr@gmu.edu](mailto:hr@gmu.edu).
With the holiday break, please be mindful of EPAF submission and payroll deadlines. Our HR assistants 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 & Payroll queue in a timely manner.

**Semimonthly**
- Submit EPAFS for the 12/10/19 – 12/24/19 semimonthly pay period by **December 10, 2019**
- Fully approve EPAFs for the 12/10/19 – 12/24/19 semimonthly pay period by **December 12, 2019**

**Biweekly**
- Submit EPAFS for the 12/8/19 – 12/21/19 biweekly pay period by **December 9, 2019**
- Fully approve EPAFs for the 12/8/19 – 12/21/19 biweekly pay period by **December 12, 2019**

If you have questions, email **hr@gmu.edu**.

**Commonwealth of Virginia Campaign**

It’s that time again! Time for this year’s Commonwealth of Virginia Campaign (CVC), the annual charity drive for Commonwealth employees. CVC participation is easy; simply visit [https://cvc.tfaforms.net/40](https://cvc.tfaforms.net/40) to make a pledge for the charity of your choice through payroll deductions or a one-time credit card donation.

Be sure to check out the CVC website for helpful tools and tips like “2019 Giving Guide” where you can choose from over 900 charities. There is also the option to “Start a Fundraiser” for the charity of your choice. You could also create a fundraising event for your designated charity, such as a run/walk or a benefit dinner.

If you have any questions, please feel free to contact Kimberly Shaw-Mack at **kshawmac@gmu.edu**.
Submit your nomination by **December 3, 2019**, for the Goldie and Diane Hattery Award for Excellence. This new award will honor a Mason Facilities Management or Housing and Residence Life employee who demonstrates excellent customer service and goes above and beyond the call of duty.

The first ever recipient of this prestigious award will be honored at the 2019 Mason holiday party.

The nomination form is attached and can be submitted in English or Spanish.

If you have any questions, please contact Beth Baroody at bbaroody@gmu.edu or 703-993-2739 or Kevin Stoy at 703-993-2132.

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**CDC Book Fair**

**Details:** December 4-6, 3–6 p.m., Mason Child Development Center Multipurpose Room

Give the gift of books! Visit the Mason Child Development Center’s (CDC) annual children’s book fair for your holiday shopping needs.

Order in advance by going to [https://h1208.myubam.com/](https://h1208.myubam.com/). All proceeds will go to the Mason CDC literacy program. If you have questions, email cdc@gmu.edu.

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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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