The winter break is closer than you think! Please be aware that semimonthly and biweekly timesheet submissions and approvals are due early. You must submit and approve timesheets by the dates and times listed below. The department may incur a $100 penalty per employee position number if these deadlines are not met. Thank you in advance for your timeliness!

**Semimonthly Deadlines:**
For pay period ending December 24, 2018, and pay date on December 31, 2018:

- **Submission:** December 14 before noon at 11:59 a.m.
- **Approval:** December 17 before noon at 11:59 a.m.

Please record anticipated hours worked by day for December 17 through December 24.

**Biweekly Deadlines**
For pay period ending December 22, 2018, and pay date on December 28, 2018:
• **Submission:** December 16 before midnight at 11:59 p.m.
• **Approval:** December 17 before noon at 11:59 a.m.

Please record anticipated hours worked by day for December 17 through December 22.

Please review the [Winter Break Timesheet Guidance](#) for more information.

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### HR Liaisons Survey Results

Thank you to all those who participated in the HR Liaisons Survey! Your valued input is helping us better assess how we can further meet your needs. Below and attached is a summary of the survey results and what HR Liaisons can expect in the future.

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In Fall 2018, HR & Payroll surveyed the network of HR Liaisons across George Mason University to determine how they perceive and share the messages; and what they want in the future for the Instant HR & Payroll messages.

### Messages

- **Helpful** (5%)
- **Relevant** (74%)
- **Clear** (5%)

HR Liaisons like the new well-being icons (56%) & calendar events (48%)

### Sharing

HR Liaisons Usually or Almost Always share with...

- Whole unit/team: 60%
- Unit/Team head: 55%
- Individuals based on position: 64%
- Individuals based on personal needs: 54%

A majority either forward the entire message or delete HR Liaison-specific information to share with their teams.
Need to contact an HR & Payroll team member? Visit the up-to-date online staff page!

Nutrition Kitchen Cooking Classes

The Department of Nutrition and Food Studies is hosting cooking classes open to all! Whether you are a novice in the kitchen or an experienced cook, come expand upon fundamental cooking techniques.

In the upcoming class on December 7, 2018, from 4:30-7 p.m., participants will learn to knead, roll, cut fresh pasta dough, and create a variety of sauces from around the globe from scratch. Mason faculty, staff, students, alum, and their guests over the age of 18 can register.

Next Class: December 7, 2018, 4:30-7 p.m.
Menu:
Great New York Noodletown’s Ginger Scallion Sauce with Noodles, Pad Kee Mao (Drunken Noodles), Fresh Pasta with Pesto, Classic Mac and Cheese
Cost: $55.00 per person
Location: 1500 Peterson Hall, Camille Barry Teaching Kitchen

Learn more on their website.

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

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