Subject: Instant HR & Payroll Seminar Link Correction: Upcoming Holiday and Your Timesheet, Compressed Schedules and the Holiday, Successful Teleworking Seminar, Free Financial Counseling

Date: Wednesday, June 26, 2019 at 9:22:26 AM Eastern Daylight Time

From: Human Resources & Payroll List on behalf of Human Resources & Payroll Communication

To: HR-PAYROLL-L@LISTSERV.GMU.EDU

Attachments: image003.png, image006.png, image007.png, image008.png, image009.png, image010.png, image012.png, image013.png, image014.png, image004.png, image015.jpg, image016.png, Successful Teleworking Seminar.ics

We want to make sure you know how the upcoming July 4-5, 2019, holiday will affect your timesheet.

Hours:

- This holiday represents sixteen (16) hours of holiday pay for full-time employees (prorated for part-time employees) during the week of June 30-July 6, 2019
- Full-time employees will need to account for twenty-four (24) hours of work during the week of June 30-July 6, 2019 (prorated hours for part-time employees)

Alternate Work Schedules:

- With supervisor approval, employees utilizing alternate work schedules are encouraged to adjust their work schedule for the week
- Please see guidance below for how the holiday may impact employees utilizing a compressed schedule

Please contact Payroll at payroll@gmu.edu or 703-993-2600 with questions.
If you use the compressed schedule work option, please be aware of the upcoming **July 4-5, 2019, holiday.** For the holiday, full-time employees with compressed schedules receive eight (8) hours of holiday pay and/or compensatory leave per day, depending on the situation, regardless of their compressed schedule hours.

There are three (3) possible scenarios. (These examples are based on a full-time schedule. Leave and pay are prorated for part-time employees):

1. **With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week**
   - The employee would work eight (8) hours each day of the week that is not a holiday
   - Then receive eight (8) hours of holiday pay for each day during the holiday

2. **If the employee chooses to continue their compressed schedule and the holiday falls on a day(s) when the employee would normally work:**
   - The employee needs to account for their full compressed schedule work hours for the days during the holiday
     - The employee receives eight (8) hours of holiday pay for each day during the holiday
     - For the remaining hours, the employee can either make up the hours during the week or take additional leave during the holiday
     - *For example:* If the employee normally works nine (9) hours on a day during the holiday, they will receive eight (8) hours of holiday pay on that day and either work an additional hour during the week or take one (1) hour of leave on the day during the holiday they would normally work

3. **If the employee chooses to continue their compressed schedule and the holiday falls on a day(s) when the employee would not normally work:**
   - The employee will enter eight (8) hours for each day during the holiday under compensatory leave earned when they complete their timesheet
   - The employee will then have eight (8) hours per day during the holiday of compensatory leave they can use, with supervisor approval, within one (1) year from the pay period in which the hours are accrued ([State Policy 3.10](#))

If you have any questions, please contact 703-993-2600 or hr@gmu.edu.
Details: August 6, Fairfax, Merten Hall 1202, 12 – 1 p.m.

As part of the Anthem Employee Assistance Program (EAP), Human Resources and Payroll is offering a Well-Being Series focusing on mental health topics.

August’s topic is **Successful Teleworking**. This seminar is for employees considering or currently teleworking and will discuss:

- What teleworking means
- Who is impacted
- How to document and communicate your arrangement
- Potential impact teleworking can have on home life
- Challenges and self-care

All employees are welcome to attend. To register, visit the [Successful Teleworking details page on MasonLEAPS](#) and then click “request.”

If you have questions, please contact hr@gmu.edu or 703-993-2600.

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**Free Financial Counseling**

No matter where you are in life—from just getting started to planning retirement—a session with a financial consultant can help you prepare for your future!

Financial consultants from TIAA, Fidelity, ICMA-RC, and VRS visit Mason and offer free, on-campus, individual counseling appointments throughout the year. For a list of available dates and to sign up, visit the [Human Resources & Payroll Benefits site](#).

If you have questions, please contact the Benefits team at benefits@gmu.edu or 703-993-2600.

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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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**Human Resources & Payroll**

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