

From: GMU Payroll Department <payroll@gmu.edu>
Sent: Thursday, November 9, 2023 7:32 AM
To: [REDACTED]
Subject: URGENT - Timesheets are Due on 11/09/2023 11:59 PM



Dear [REDACTED]

This is the final reminder to submit your timesheet no later than **11/09/2023 11:59 PM** for the current semi-monthly pay period (10/25/2023 - 11/09/2023). Late or unsubmitted timesheets may impact your paycheck and can cause delays in payroll processing, so it's important that timesheets are submitted on time.

Submit Time

How will an unsubmitted timesheet impact you?

1. *Wage, Student Wage and Work Study* employees will not get paid on 11/16/2023 if a timesheet is not submitted for hours worked.
2. *Non-exempt (overtime-eligible) classified* employees will need to utilize annual leave and/or leave without pay for any hours unaccounted for until a corrected timesheet is submitted.
3. *Exempt classified and 12-month faculty* paychecks will not be impacted, although a timesheet is needed if leave is taken during the pay period.

For more information, visit the [Payroll Website](#) or send an email to the [Payroll Team](#).

Thank you in advance for submitting your timesheet on time.

 **GEORGE MASON UNIVERSITY**
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