

# Banner Finance & HR Newsletter

October 2004, Issue No. 12

## e-Work at Mason

Effective October 15<sup>th</sup>, the current classified Request to Recruit process will be “retiring,” and e-Work, an electronic hiring system designed to streamline and automate the hiring process, will take its place. Before using e-Work, you must attend training. Visit <http://hr.gmu.edu/training> for a list of scheduled e-Work training sessions.

## New Faculty Email and Library Access

Whether you are recruiting faculty via e-Work or via the current Form 4 process, you will be including with your offer letters an additional form requesting from those faculty candidates their SSNs, birthdates, race, and gender. As you know from your EA experience, all these fields, as well as Mail Stop, are required in order to hire someone and have an email account generated.

Once the Provost’s office receives and processes all of this information, they will forward it on to HR. We, in turn, have committed to having this information entered into Banner within 48 hours of receipt. That way, new faculty can obtain their email addresses, parking passes, ID cards, and library access almost immediately. Departments are still responsible for creating the skeleton EA record for all Adjuncts being uploaded.

Prior to proceeding to Photo ID, new faculty members should access Employee Self Service to confirm their records have been processed. Instructions for doing this are available at <http://hr.gmu.edu/approvals/ID.doc>. While ID cards can be obtained as soon as the EA has been applied to the database, it will take at least one night for ITU to extract the information and generate the email accounts. Library access may take as long as three working days.

## How Does Deferred Pay Work?

For our 9-month faculty who receive their pay over 12 months, our goal is to equalize your

paycheck throughout the year. This goal can sometimes cause confusion in the actual paycheck amount.

9-month employees are paid from August 25<sup>th</sup> of one year to the following May 24<sup>th</sup>. Any salary that has been deferred is paid from May 25<sup>th</sup> to August 24<sup>th</sup>. In order to get paid over the summer, the difference between the semi-monthly pay for 18 pays and 24 pays is deferred.

## Some Important Notes

1. Any time spent on leave without pay, or on leave with less than full pay, will mean the deferral bucket will not start out at the full amount. Since the per-pay-period deferral amount remains constant, in such circumstances the summer deferral pay out checks will stop once the deferral bucket runs out. If this happens, any health insurance premiums not taken will be deducted from the September 16<sup>th</sup> and October 1<sup>st</sup> paychecks.

2. The final summer deferral pay out check may be slightly smaller than the prior five summer deferral pay out checks due to rounding.

Please see our link at <http://hr.gmu.edu/gen-info/Deferred.pdf> for full details.

## Pay Increases

Most faculty and classified staff are scheduled for pay increases effective for the pay period starting November 25, 2004. The new rate will be reflected in the December 16<sup>th</sup> paycheck.

Pay increases will average 4% for instructional and research faculty and 3% for administrative faculty.

Eligible classified employees (those hired before July 24, 2004 who receive a “Fair Performer” or better rating on their 2004 Performance Evaluations), will receive a 3% increase.

Wage employees funded by Educational and General (E&G) funds and employed before May

25, 2004 will receive a 3% increase effective November 14<sup>th</sup>. This increase will be reflected on the payroll dated December 10<sup>th</sup>.

Graduate Assistants may also be eligible for 3% pay increases, which will be effective January 10, 2005 and will be reflected on the February 1<sup>st</sup> payroll.

Adjunct faculty members are also scheduled for pay increases in January.

For more detailed information, please visit <http://hr.gmu.edu>.

### **Performance Appraisals Are Due**

A reminder that performance evaluations are due in the HR/Payroll office by Friday, October 1 for administrative/professional faculty and by Friday, October 22 for classified staff. Please remember that pay increases are tied to the receipt of an evaluation. Evaluation forms are available on the HR/Payroll website at <http://hr.gmu.edu>. Click on "Forms & Materials". Scroll down and click on "Classification and Compensation Forms". Both Administrative /Professional faculty and classified evaluation forms can be found here.

### **Construction Underway in HR/Payroll**

In order to better service you, our customers, the Human Resources/Payroll Department is undergoing renovations. When finished, the construction will greatly improve both the utility and the attractiveness of the HR/Payroll offices.

During the first phase of the construction, underway now, HR/Payroll staff will all be able to stay in place. The second phase of the construction will begin in mid-December. Because this portion of the construction will be more invasive, many of the HR/Payroll staff will be temporarily relocated to other space in Commerce.

Once the renovations are complete in early 2005, look for an announcement for our Open House. We're looking forward to sharing our "new home" with you!

### **Overtime Pay Out Starts This Payroll**

All overtime worked in the last pay period will be paid current starting with the paycheck on 9/30/04. In order to get the proper amount of pay to each employee who is eligible, 2 lines for overtime will appear on the employee's check - please see below for an example.

Overtime	10.0 hours	\$150.00
Adjustment	1.0	\$ 25.00

The total amount of overtime due was \$175.00, but we need to split it into 2 parts for now as we work out some system issues. Any overtime earned during the last payroll will be paid out on a separate check or by direct deposit this payroll. Employees who signed up for leave in lieu of pay will continue to see only one line as before. Please contact your payroll specialist if you have any questions.

### **Data Security**

As you know, student data is protected under FERPA, the Family Educational Rights and Privacy Act. It is also important to remember that, as a Banner User, you have access to information on employees that also falls under confidentiality rules. To ensure maintenance of this confidentiality, please make sure your computer is set up with a password protected screen saver, so that if you are unexpectedly called away from your desk, the information on your screen will not remain visible and that no one can access your computer without your knowledge.

Also remember that Banner output may also contain confidential information. Make sure you shred any Banner and e-Print reports that contain information such as social security numbers and G numbers.

### **Upcoming Training Dates**

For details and up-to-date information on training times, locations, and registration, please go to:

<http://www.gmu.edu/PatriotProject/train.html>