HR Liaison Reference

ALL THE STUFFS HR LIAISONS NEED TO KNOW
Links broken? Information needs updated? Email: mkirk4@gmu.edu
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What is an HR Liaison?

Roles and Responsibilities

As an HR Liaison (HRL), you are both a strategic partner with HR & Payroll and departmental resource. HR Liaisons assess and anticipate HR-related needs for their department/unit/school/college, communicate HR & Payroll information proactively to faculty and staff, submit HR & Payroll forms and transactions, and help faculty and staff with their HR & Payroll issues, or connect them to the appropriate resource or person in the HR & Payroll office for further assistance.

HR Liaisons are responsible for:

- Providing policy guidance and feedback to HR & Payroll
- Maintaining a working knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance
- Processing personnel transactions according to HR policy, procedures, and deadlines
- Managing data change requests in a timely manner

For example, if you notice that there are 5 faculty members in your department talking about planning to retire next year, we want HRLs to reach out to the benefits team to make sure we are aware and in contact with those who may need assistance through the retirement process. Or, perhaps there is a policy HR is drafting and you foresee departmental challenges we may not realize - we count on you to share those concerns with us.

Your colleagues on the HR & Payroll team are your active partners in your HR Liaison Role. Should you have any questions or concerns, we invite you to reach out to us so we can help!

HRL Meetings

HRL meetings are held on a quarterly basis, although other meetings may be scheduled in response to timely announcements or updates. Invitations to HRL meetings are sent via Instant HR email announcements; meetings are video conferenced to the Arlington and SciTech campuses, as well as other remote campuses and locations, and are usually recorded for those who cannot attend. Meetings consist of legislative updates (so you can be aware of any changes that may be coming from the Commonwealth), updates from various HR teams, and a training opportunity.

HR Trainings

HR & Payroll’s Organizational Development, Learning, and Coaching team offers training on EPAF submission, the hiring process, performance appraisals, supervisory topics, and more. Please visit their website at http://hr.gmu.edu/learning/ to see the current offerings. To request training for your team, please contact hrlearn@gmu.edu.

HR Liaison Listserv

Human Resources and Payroll regularly communicates changes through our Instant HR/Payroll listserv. If you are not getting these emails, please email hrdm@gmu.edu requesting to be added to the HR Liaison listserv as the point of contact for your department.
Data Security and Standards

Security
HR Liaisons have access to highly confidential and sensitive information. It is the HR Liaison’s responsibility to read and understand all pertinent University security standards and protocol. Please air on the side of caution before giving out sensitive information. The following is not permitted:

- Updating or viewing your own Banner records
- Sharing Social Security Numbers via email, whether it is typed or scanned
- Giving out salary or pay information to unauthorized individuals
- Never save sensitive information on your computer’s hard drive. Always save sensitive files on the shared drive. If it is a file you would not like to be available for viewing to everyone with share drive access, you can save under “mydata” which is only viewable to you.

Standards
Information in Banner must be formatted in specific ways. Please refer to the Data Standards Document to ensure proper formatting of names, titles, etc.

Systems of Record

Banner
https://patriotweb.gmu.edu/admin/

Banner is the system that Mason uses for all record keeping, updating, and reporting for Human Resources, Registrar, Provost, Admissions, etc. Banner is used for many purposes. Information from Banner HR may impact the data generated for other departments. For instance, an HR record for a GRA will impact whether that student is considered a full-time student on the Registrar side.

Access
Access is given to individuals, based on their job duties, to view certain screens, orgs and update information in the system.

Those that will be submitting EPAFs must attend an EPAF training and submit a Banner Administrative Systems Accounts Request in order to get access to the HR system.

EPAF training is generally held once a month. The request form will be given at training and can also be accessed through Patriotweb. Please sign up for training at http://hr.gmu.edu/learning/. EPAF submitters must also take an EPAF refresher course, each year, to maintain access. The refresher course can be accessed through https://typhon.gmu.edu/HR/mymasonhr/

MasonOnBoard

Mason OnBoard is the system of record for all initial hiring and compliance paperwork for all employees. HR Liaisons are ONLY responsible for submitting MasonOnBoard packets for non-benefitted employee types. Welcome letters and resumes for wage, student wage, and Work-Study employees should be uploaded as an attachment within the MasonOnboard packet. Central HR will initiate and complete MasonOnBoard packets for all benefitted employees.

Access
After you are given access to EPAFs, you will be invited to attend a MasonOnBoard training to get access to this system. Access is granted to employees that attend both EPAF training and MasonOnBoard training. Once you have attended EPAF training, you will be invited to MasonOnBoard training to get access to submit hiring packets.
PeopleAdmin is the Applicant Tracking System (ATS) Mason uses to keep track of open positions, candidate applications, and candidate hiring proposals. Commonly referred to as eWork among Mason employees, PeopleAdmin can be utilized to review all application materials and can provide metrics on applicant demographics and hiring practices. The software is also used to select position advertising options with Mason’s third-party advertising agency, Greystone.

**Access**

Access to PeopleAdmin is granted to Mason employees based on their job function. “Initiator” access is given to those who will initiate job postings as well as transition candidates (hired, not hired) during the search process. Typically, these individuals are often the department’s HR Liaison and/or search committee coordinators. One individual in each department is granted “Department Approver” access as a secondary departmental review before each posting is sent to Human Resources for compliance and editing review. In order to be granted PeopleAdmin access, users must complete and submit an eWork User Access Request Form to jobs@gmu.edu. Once HR receives the form with the appropriate signatures, the individual will be scheduled for a brief 30 minute training on system functionality.

**Request Tracking System**

The Request Tracking system is used to hire Instructional and Research Faculty. This system is maintained and updated by the Office of the Provost.

**Access**

Log-in to the system with your Mason netID and password and create a user profile.

**Resources**

Faculty Hiring Workflow Instructions
**Employee Classification Overview**

Employee classifications are designated by their employee type, pay schedule, and FLSA status.

<table>
<thead>
<tr>
<th></th>
<th>Employee Classification</th>
<th>Employee Type</th>
<th>Pay Schedule</th>
<th>FLSA Status</th>
<th>Timesheet method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefitted/Permanent</strong></td>
<td>CE/PE</td>
<td>Classified</td>
<td>SM</td>
<td>Exempt</td>
<td>submits timesheet, records leave</td>
</tr>
<tr>
<td></td>
<td>CN/CP</td>
<td>Classified</td>
<td>SM</td>
<td>Non-exempt</td>
<td>submits timesheet, records all hours</td>
</tr>
<tr>
<td></td>
<td>CB/CD</td>
<td>Classified</td>
<td>BW (26)</td>
<td>Exempt</td>
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</tr>
<tr>
<td></td>
<td>NC/CW</td>
<td>Classified</td>
<td>BW (26)</td>
<td>Non-exempt</td>
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</tr>
<tr>
<td></td>
<td>LE</td>
<td>Law Enforcement</td>
<td>BW (26)</td>
<td>Non-exempt</td>
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<tr>
<td><strong>Faculty</strong></td>
<td>FR/PR</td>
<td>12 Month Research</td>
<td>SM</td>
<td>Exempt</td>
<td>submits timesheet, records leave</td>
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<tr>
<td></td>
<td>FG/PG</td>
<td>9 Month Research</td>
<td>SM</td>
<td>Exempt</td>
<td>leave tracked by department</td>
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<tr>
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<td>SM</td>
<td>Exempt</td>
<td>submits timesheet, records leave</td>
</tr>
<tr>
<td></td>
<td>F9/PG</td>
<td>9 Month Instructional</td>
<td>SM</td>
<td>Exempt</td>
<td>leave tracked by department</td>
</tr>
<tr>
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<td>Admin/Prof Faculty</td>
<td>SM</td>
<td>Exempt</td>
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</tr>
<tr>
<td></td>
<td>AF</td>
<td>Admin/Prof Faculty</td>
<td>BW (26)</td>
<td>Exempt</td>
<td>submits timesheet, records leave</td>
</tr>
<tr>
<td><strong>Non-benefitted/Temporary</strong></td>
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<td>Adjunct</td>
<td>SM</td>
<td>Exempt</td>
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<td>SM</td>
<td>Exempt</td>
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<td></td>
<td>GA</td>
<td>Graduate Teaching Assistant, Lecturer, or Graduate Professional Assistant</td>
<td>SM</td>
<td>Exempt</td>
<td>no timesheet</td>
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<tr>
<td></td>
<td>RA</td>
<td>Resident Assistant</td>
<td>SM</td>
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<td></td>
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<td>Wage</td>
<td>BW (26)</td>
<td>Non-exempt</td>
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<tr>
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<td>SW</td>
<td>Student Wage</td>
<td>BW (26)</td>
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</tr>
<tr>
<td></td>
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<td>Work Study</td>
<td>BW (26)</td>
<td>Non-exempt</td>
<td>submits timesheet, records all hours</td>
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</tbody>
</table>
Benefitted Employee Overview

Benefitted Employee Classifications

*Classified*
Governed by the Department of Human Resource Management.

*Faculty*
Instructional
Governed by the Faculty Handbook. Faculty whose regular assignment is at least 50 percent instruction.

Research
Governed by the Faculty Handbook. Faculty whose regular assignment is at least 50 percent research.

*Administrative/Professional*
Defined and governed by the Administrative/Professional Faculty Handbook.
Benefitted Employment Hire Process

Benefitted, or “permanent” employees are those that are hired into benefits eligible positions on a continuous assignment. These include: classified staff, administrative faculty, and instructional and research faculty.

### Classified Staff Overview
- HR Liaison will create job posting and submit for approval
- Search committee selects candidate
- HR Liaison will initiate a Hiring Proposal for approval via eWork
- Central HR will extend an offer and review benefits with the candidate within 2 business days of department approved hiring proposal and communicate any questions or concerns to Hiring Proposal Initiator
- Once candidate accepts, Central HR will send new employee a welcome letter while CC’ing Hiring Proposal Initiator. All hiring paperwork and Banner entry will be initiated and entered by Central HR.
- New employee completes I-9 and other paperwork in the NEW Center on his/her first day of work

### Administrative Faculty Overview
- HR Liaison will create job posting and submit for approval
- Search committee selects candidate
- HR Liaison will initiate a Hiring Proposal for approval via eWork
- Once Hiring Proposal is in "Approved to Hire" HR Liaison or Department Designee will extend an offer and review the Admin/Prof benefits with the employee.
- Once candidate accepts, HR Liaison or Department Designee sends Offer Letter and Request for Information to the candidate.
- Candidate must mail Offer Letter, with original signature, and Request for Information back to department
- HR Liaison maintains copy of Offer Letter and sends original Offer Letter to Central HR
- Once Offer Letter and Request for information is received, Central HR will submit a Mason OnBoard packet to employee with email requesting that they come to the NEW Center on or before their first day. All new hire paperwork and Banner entry will be initiated and entered by Central HR.

### Instructional/Research Faculty Overview
- HR Liaison will create job posting and submit for approval
- Search committee selects candidate
- HR Liaison will initiate a Hiring Proposal for approval via eWork
- Once Hiring Proposal is in "Approved to Hire - Offer can be made" HR Liaison or Department Designee will extend an offer and review the Inst/Research benefits with the employee.
- Once candidate accepts, HR Liaison or Department Designee completes the steps in the RTS Workflow to send candidate Offer Letter
- HR Liaison 1) maintains copy of Offer Letter, 2) uploads a copy in the RTS system, 3) sends original Offer Letter to Central HR
- Once Hiring Proposal status is in "New Hire Complete" Central HR will submit a Mason OnBoard packet to employee with email requesting that they come to the NEW Center on or before their first day. All new hire paperwork and Banner entry will be initiated and entered by Central HR.
Search Procedures
For an overview of search procedures please see the Hiring Procedures Toolkit.

Recruitment Notes
Classified Staff and Administrative Faculty
All recruitment notes for classified staff and administrative faculty positions must be submitted to the Talent Acquisition team. This packet should include:

1. Search Completion Form
2. Hiring Matrix
3. Confidentiality Agreements for all members of the search committee
4. Interview questions/notes
5. Reference checks

Please see the Hiring Procedures Toolkit for a few of the above sample documents.

Instructional/Research Faculty, Wage, Adjunct, Graduate Teaching/Research Assistants
All recruitment notes for Instructional/Research Faculty, wage, adjunct faculty, and Graduate Teaching/Research Assistants must be kept for a minimum of three years from date of hire within the department or they can be sent to Talent Acquisition for procedural filing. After the three-year mark, it is recommended departments send documents to Records Management for confidential destruction.

Position Maintenance forms
The Position Maintenance Form (PMF) is used to create new benefited positions or to change an existing position (ex: from classified to admin faculty). The PMF is available in Word & PDF, and FY18 fringe rates are available on the Budget Office’s website.

Background Checks
Please visit Background Investigation link for all relevant policy and process information.

Benefit Summaries
Classified Benefits
Administrative Faculty Benefits
Instructional and Research Faculty Benefits

Pay Schedules
Semi-monthly
The semi-monthly pay schedule is generally paid on the 1st and 16th of the month. See Pay schedules. Most classified and administrative/professional faculty are paid on the semi-monthly pay schedule, depending on their department. All instructional/research faculty as well as adjuncts, graduate assistants, and resident assistants are paid on the semi-monthly pay schedule.

Bi-weekly
The bi-weekly pay schedule is paid every other Friday. See Pay schedules. Some classified and administrative/professional faculty are paid on the bi-weekly pay schedule. Non-student wage, student wage, and work study employees are all paid on the bi-weekly pay schedule.
### FLSA Status

**Exempt**

Exempt employees are not overtime eligible and only record leave time on their timesheet. They are still expected to submit a timesheet with zero hours if no leave is taken. Compensatory hours may be approved under special pre-approved circumstances on an hour for hour basis for hours worked beyond 40 hours in a work week. Please see [Compensatory Leave and Overtime Guidelines](#).

**Non-exempt**

Non-exempt employees are overtime eligible and record all hours worked on their timesheet. Please see [Compensatory Leave and Overtime Guidelines](#).

### Timesheets

**Approving a timesheet**

Please visit [Approvers Quick Reference Guide](#). Approvers will see the view, below:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>郐</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GO</td>
<td>Duffy Kirk</td>
<td>Approve</td>
<td>80.00</td>
<td>.00</td>
<td></td>
<td>Timesheet pending your approval</td>
<td>Change Time Record Leave Balance</td>
</tr>
</tbody>
</table>

**Changing a timesheet approver/supervisor**

If there is an organizational or personnel change in your department, you should submit a Supervisor and/or Timesheet Approver Change Form to [hrdm@gmu.edu](mailto:hrdm@gmu.edu) to ensure that there is always a designated timesheet approver for employees within your department.

**Setting up a timesheet proxy**

All timesheet approvers/supervisors are encouraged to designate a proxy in the event they are not available to approve timesheets. Proxies can be set-up by the timesheet approver/supervisor in Patriotweb. Please see [How to set-up a Proxy](#).
Personnel Changes
Personnel changes are initiated by the unit/department and submitted for approvals using the appropriate form template.

Forms to initiate personnel changes can be found under Banner Related Forms.

Salary Increases
Information on the salary increase process outside of University-wide Mason & VA State increases is available in our Quarterly Out-of-Cycle Salary Review Procedures. How to pay for additional jobs or assignments is available in the Supplemental Pay Procedures

FTE change
Employees or departments may wish to change an employee’s FTE depending on department/personal needs. A Classified Transaction Form or Faculty Transaction Form would need to be completed to change the employee’s status. Changes must be effective at the beginning of the pay period and may affect benefits. Please note that an employee from a benefitted FTE cannot drop below .5 due to ACA.

Health Benefits
Full-time faculty and staff and part-time faculty and classified staff who work at least 30 hours per week as well as their eligible dependents. Premiums are shared between the employee and the university. Part-time faculty and classified employees who work a minimum of 20 hours but less than 30 hours per week are also eligible for health insurance but pay the total premium (Employer and Employee portions).

Leave accrual
If the employee is leave eligible, leave would be accrued proportionate to the employee’s FTE.

Leave
There are various kinds of leave types and benefits associated with each type of leave. Below are some resources:

Instructional and/or Research Faculty Leave
Faculty Handbook Leave Programs

Parental Leave
Parental Leave for Classified, Admin Prof, 12-month Faculty
Parental Leave for Instructional 9-month Faculty

Leave without Pay
Faculty Benefits while on Leave without Pay

Classified Staff Benefits while on Leave without Pay

Separations
When employees leave the University, HR Liaisons are expected to:

1. Complete a Classified Separation Form or Faculty Separation Form as soon as they are notified of an employee’s separation. A resignation letter should be attached.
2. Ensure a Property Clearance Checklist (either done by the HR Liaison or supervisor) is done for all separating employees.
3. If departing employee supervises others, submit a Timesheet/Supervisor Change Form to ensure employees can continue submitting timesheets and having their time approved.
4. Remind separating employees to update their address in PatriotWeb, if they are relocating.
5. Direct employees to http://exitsurvey.gmu.edu if they wish to complete an exit survey.

The original property clearance checklist and a copy of the separation form and resignation letter should be maintained in the department file.
A separation form does not need to be done for a benefitted employee moving to another benefitted position within Mason.

Please note that a 26 week break is required for all benefitted employees moving to a non-benefitted position as required by ACA. For instance, if a benefitted faculty member wants to become an adjunct, a 26 week break is required before he/she can be in the adjunct position.

Performance Evaluations
Performance evaluations are due in to HR/Payroll for Classified employees and Admin/Professional faculty on October 24th every year. For more information, please see the Performance Evaluation Memo.

Rewards and Recognition
Human Resources and Payroll has various formal and informal rewards and recognition programs for faculty and staff - from sending a colleague an eCard, Mason swag, or a Gift card for a job well done to nominating them for an Outstanding Achievement Award to be formally recognized by the University.

Please check out Rewards and Recognition
Non-Benefitted Employment Overview

Non-Benefitted, or “temporary” employees are hired on an assignment basis for a limited duration. This includes hourly wage employees (student and non-student), adjuncts, and graduate assistants. For a complete overview, please review the Onboarding and EPAF Manual.

Non-Benefitted Employee Classifications

**Adjunct**
Hired on a course-by-course basis.

**Graduate Assistant**
Includes Graduate Teaching Assistant, Graduate Research Assistant, Graduate Lecturer, and Graduate Professional Assistant. Governed by the Graduate Student Hiring Rules and Procedures.

**Resident Assistant**
Hired on a semester or academic year basis supporting residence halls, university programs, or mentorship.

**Wage**
Hired on an hourly basis. Governed by University Policy 2217.

**Student Wage**
Student worker hired on an hourly basis. To classify as a student worker, they must be taking 9 credits and above as an undergraduate or 6 credits and above as a graduate student. Governed by University Policy 2217.

**Work Study**
Governed by Federal Work-Study Student Employment Guide and University Policy 2217.

Mason Talent Temps

Mason Talent Temps is our in-house temporary employment service. Talent Acquisition maintains this pool to assist our hiring managers in filling temporary long- and short-term vacancies and to aid job applicants seeking temporary employment. Mason Talent Temps provides temporary staffing coverage for various needs throughout the University during vacations, leaves of absence, special projects, seasonal peaks and unexpected business demands. Departments also may utilize our services to acquire talent in Temp-to-Hire scenarios.

Employing Minors

To employ a minor aged 14 and 15 at Mason:

1. The minor, the minor’s parent/guardian/custodian, and the department hiring the minor need to complete the Electronic Employment Certificate process:
   a. The minor should complete Step 1: Youth Registration and share the “Youth Unique Identifier” with the department
   b. The department needs to complete Step 2: Employee Registration
   c. The parent/guardian/custodian needs to complete Step 3: Parent/Guardian/Custodian Registration

2. The department should keep a document on file that verifies the age of the minor (e.g. birth certificate)

Please note:

- The Fair Labor Standards Act (FLSA) sets the minimum age for employment at 14 years of age and limits the number of hours worked by minors under the age of 16.
Non-Benefitted Assignment Process

Non-Benefitted Assignment Classifications

Adjuncts, Graduate Assistants, Non-Student Wage, Student Wage

Employee selected and accepts assignment

HR Liaison 1) submits a hiring packet via Mason OnBoard (masononboard.gmu.edu) to employee’s email address and 2) emails employee relevant offer/welcome letter, separately

- Wage Welcome Letter
- Adjunct Offer Letter
- Grad Student Offer Letter
- Faculty appointment Overload/Additional Assignment Letters

Is the employee brand new to Mason? Or has the employee had over 1 year break in service in NBJLST?

Yes

HR Liaison submits a "New Hire" Packet in Mason OnBoard

HR Liaison views packet for biographical information to enter/query in Banner/SPAIDEN.

Does employee have a G# in Banner and complete biographical information in SPAIDEN?

Yes

HR Liaison creates a G# in Banner and/or completes information required in SPAIDEN

No

HR Liaison creates/submits employment/job information via NOAEPAF

No

Employee completes and submits the electronic packet, prints off tax forms in the packet and comes to HR (Merten Hall 4100) to complete Section II of I-9

HR Liaison receives an automatic "packet complete" email from MasonOnBoard

Yes

No
Records Retention

Recruitment Notes
All recruitment notes for non-benefitted positions must be kept for a minimum of three years from date of hire within the department or they can be sent to Talent Acquisition for procedural filing. After the three-year mark, it is recommended departments send documents to Records Management for confidential destruction.

Offer letters/Contracts
All departments should retain the following records electronically:

- Include Welcome Letters and resumes for wage, student wage, and Work-Study employees as an attachment within the MasonOnBoard packet.
- Due to a revision of the Records Retention Schedule, Adjunct Faculty and Graduate Teaching/Research Assistants contracts are now required to be kept separately for 50 years. You may keep these records on a shared drive folder by year.

Alternatively, the department may retain paper records. However, please send to Records Management after employee termination.

The Affordable Care Act
The Affordable Care Act (ACA), also known as ObamaCare, requires all non-benefited employees (wage workers, adjuncts and students) not work more than 1450 hours per ACA year. More information on ACA & ACA FAQs are available on our website.

Electronic Approval Actions Forms (EPAFs)
Electronic Approval Actions Forms (EPAFs) are the way colleges, units, and departments submit temporary assignments for employees. Temporary assignments include Non-student wage, Student wage, Work study, Adjunct, Graduate Assistant, Resident Assistant, and Miscellaneous assignments. A SPAIDEN record must first exist before an EPAF can be submitted. An EPAF must be submitted for each assignment and the appropriate paperwork must be completed for the employee.

Onboarding and EPAF Manual