

in this issue >>>

Adjunct Credentials
 Signing up for Adjunct Training
 Sick Leave Tracking for Faculty
 DOL FLSA Update
 Contract Reminder
 D2 Kudos



D² Digest

updates >>>

Adjunct Credentials

They are going electronic!

Per a message from the Provost office, the standard process for most units is changing and it will be all electronic! Training sessions are being set up to:

- Walk you through the process of how documents will be uploaded to the shared drive;
- Explain what the Provost office looks for and common reasons documents aren't processed;
- Discuss the Transcript Release for Employment Purposes form (i.e. Waiver for GMU transcripts that doesn't cost the instructor).

There will be an FAQ session at the end, and if there's time the Provost office team will be available to answer specific questions one-on-one.

Attendance is strongly encouraged, however a Webex will be available.

Click on the Doodle link below to select a session, and if you plan to use Webex please indicate that in the comment section.

sign up

February 18th (2:30-4)
 February 19th (12-1:30)

Sessions will be in Merten Hall

Special thanks to Sam Cooke for helping Vanna De Angelis process a work study EPAF!

◆ Leave Tracking for 9-month Faculty

Departments should be tracking the sick leave for all 9-month faculty and submitting FTFs for all requests. Faculty receive 30 days of leave per year and can accrue up to 125 days total.

[Read more about Instructional and Research Faculty benefits here.](#)

◆ DOL FLSA Exemption Test

The new minimum salary is **\$35,568** or **\$684 per week** (regardless of FTE).

REMINDER:
 Fully signed faculty contracts are due to the Provost March 1

- ◆ Remember to send all HR documents to be reviewed by the college to coshr@gmu.edu.

Is there someone you want to thank or recognize? [Click here and let us know.](#)