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◆ **Summer Health Insurance Coverage**

9 month Instructional Faculty are responsible for making payments if they want to extend their health insurance coverage through the summer (August 31).

Payroll will begin double deductions for the health insurance during the months of March, April, May and June.

**REMINDER**

The **PMF Form** has been updated! It includes the new fringe rate of 33.9% for faculty and 45.6% for staff.

◆ **Exit Forms Required**

Don't forget to submit an [Employee Property Clearance Checklist](#) when faculty or staff leave Mason. This is in addition to the Employee Separation Form submitted through Dynamic Forms.

[Read more about the exit process.](#)

**upcoming events >>>**

**Donuts with Dan!**

March 16 8:30– 10:00 a.m.  
D2 Lounge, 3302 Exploratory Hall  
[View the flyer here.](#)

**D2 Retreat**

Updates coming soon!

# D<sup>2</sup> Digest

## College of Science Website

### *HR Administrator Resources*

Have you seen the new COS website? View [science.gmu.edu](http://science.gmu.edu) to explore academic units and learn about our specialized research efforts, as well as access HR information!

That's right, the [HR Administrators](#) section gives you instant access to processes, forms, and the latest HR news and updates. This includes:

- a live list of local HR administrators
- recruitment resources and hiring procedures
- HR terms and systems

We're focused on providing you with the best resources! Feel free to [reach out](#) with your ideas and feedback.

**DID YOU KNOW?**

Mason has several new position types for Full-Time and Part-Time Research Staff. [Read the descriptions and qualifications here.](#)

### **Learning Opportunities**

Thank you to everyone who completed the survey for last week's Lunch & Learn webinar on Compensable Time & Overtime Rules. The constructive feedback will help us in our continued efforts to provide learning opportunities.

Here are a few of the survey responses:

- "The session was long and we need breaks because the continuous information is hard to absorb."
- "The outdated information was confusing."
- "The Q&A session was very helpful and gave insight to how Mason handles specific issues, and how HR administrators can facilitate conversations with department chairs to maintain compliance."
- "This was a good opportunity to meet others who do similar work and share thoughts."

Do you have feedback on the recent Lunch & Learn? Are there other topics you're interested in? [Let us know!](#)

There are also new training opportunities in [MasonLEAPS!](#)

"We would like to extend a warm welcome to Megan Grant in NCBID!"

**-COS HR Team**