ISSUE 2020
AUG 20

D²Digest

Mason's Off-Boarding Process
Increasing the efficiency of the workflow

Mason made some changes to the off-boarding process in an effort to capture all the important details required for a smooth transition.

Classified staff and faculty have been consolidated on the separation form. The form can be found online here under the "Position Status" heading and labeled "Classified Staff and Faculty Separation Form". This form replaces both the previous Classified Separation Form (CSF) and the Faculty Separation Form (FSF).

The resignation letter is a pre-step that triggers a notification to be sent to the HR Liaison, who will then notify the supervisor. The employee should still submit the letter to their supervisor separately, and a reminder is included in the instructions on the resignation form.

There is still confusion as to whether the College will be notified, and we are working with Central HR to confirm.

Here is the new process:

Step 1: The employee fills out and submits the new resignation form with the pertinent information such as their last day in the office, reason for leaving Mason, and contact information.

Step 2: Once the employee has submitted their resignation letter, their supervisor and HR liaison will automatically be notified via email. The email contains some of the next steps in the process such as completing the Supervisor Separation Checklist and the Property Checklist. The employee also receives an acknowledgement that their resignation letter has been submitted and includes a similar set of next steps to complete.

Step 3: The employee's supervisor acknowledges receipt of the resignation letter by signing the form. The supervisor also has the option to add comments if necessary.

Step 4: Once the supervisor signs the form, it is sent to the HR Liaison to complete the last section where they are prompted to select the employee class information and enter the separation details similar to what was found on the CSF/FSF.

Step 5: Once the HR Liaison submits/signs the form, it is sent on to HR & Payroll for processing.

If the employee is no longer available to submit their form and send in a resignation letter, the employee's supervisor can complete the resignation form. The steps of the form remain the same after that point.

For questions, reach out to Debbie Gupta or hrdm@gmu.edu.

Budget Line of PMF Forms

Updates for Research Positions

The Budget Office identified inconsistencies on research position PMFs. In the field titled 'Identify where the budget should be moved from in order to fund this position", we have been instructed to enter: '20XXXX/10XXXX research funded– do not move budget'

See the example below.

What do you need to know?
- The org is the home/default org - the org the position should be setup on. This should never be the Grants and Contract org associated with the grant.

FUND OR ORG* POSITION WILL BE PAID FROM: 20XXXX / 10XXXX   **FTE:** 1.0
*If E&G, AE or Indirect, Use Org code. If Sponsored Project, use indirect "guarantee org". If Capital or Agency, use Fund Code.

POSITION BUDGET (Salary/Fringe/Total): $ 86,000/ 27,520/ 113,520   **EFFECT. DATE:** 09/01/2020
(If this position will be fully funded from Sponsored Research funds, you may skip to the section titled "Position Type")

IDENTIFY WHERE THE BUDGET SHOULD BE MOVED FROM IN ORDER TO FUND THIS POSITION (AMOUNT/ORG/FUND): 20XXXX / 10XXXX Research funded – do not move budget
(Please indicate the source of funding for this position (include fringe costs). Please contact your budget analyst for assistance. FAILURE TO COMPLETE THIS SECTION WILL CAUSE A DELAY IN THE ISSUANCE OF A NEW POSITION).

- This applies to the 'Fund or Org Position will be paid from' field as well.
- It is okay to list multiple funds numbers if needed.
- If the research position is not funded from a sponsored project but an indirect org instead then leave off the fund number.

Safe Return to Campus

Training and Reporting in Mason LEAPS

All faculty and staff who are returning to campus must compete the **Safe Return to Campus training** in MasonLEAPS. The training includes important information about Mason's safety protocols.

DID YOU KNOW?
You can run compliance reports in MasonLEAPS. **Read more here.**

NEED HELP?
If you have questions about the training, please reach out to safety@gmu.edu.

For questions about reporting, please reach out to Vicki McGough.