**Mason’s Off-Boarding Process**

**Increasing the efficiency of the workflow**

Mason made some changes to the off-boarding process in an effort to improve the entire departmental experience. The new workflow is a streamlined process. Staffed and faculty have all been consolidated on the separation form. The form can be found online here under the “Position Status” heading and is labeled “Classified Staff and Faculty Separation Form.” The form replaces both the previous Classified Separation form (CSF) and the Faculty Separation Form (PSF).

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 a letter to their supervisor indicating a resignation. A reminder is included in the instructions on the resignation form. There is still confusion as to whether the change will be on the HR system, and we are working with Contact Center to clarify.

**Budget Line of PMF Forms**

**Updates for Research Positions**

The Budget Office identified inconsistencies on research position MFIs. In the heading “Where will the budget be moved from,” there is confusion as to whether the position will be funded from a sponsored project or an internal fund. There is no field to indicate if the research position will be funded from an approved sponsored project or an internal fund.

*See the example below.

**What do you need to know?**

- The position's FTE number is currently showing the -ug position by signing the form. The supervisor also has the option to add comments if necessary.

Step 1: The employee fills out and submits the new resignation form with the personal 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 one of the steps in the process such as completing the Classified 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 employee signs the form, it is sent to the HR Liaison to complete the last section where they will be prompted to select the research position. The supervisor will then enter the separation details similar to what was found on the CSF/PSF.

Step 5: Once the HR Liaison submits the form, it is sent to an HR specialist for review. Faculty should also include that the degree will be the Grants and Contract org associated with the grant.

**Safe Return to Campus**

**Training and Reporting in Mason LEAPS**

All faculty and staff who are returning to campus must complete the Safe Return to Campus training in Mason LEAPS. The training includes important information on Mason's safety protocols.

**DO YOU KNOW?**

You can view compliance reports in MasonLEAPS. Read more here.

**Helpful**

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

For questions about reporting, please reach out to Vicki McGough (vmcgough@gmu.edu).