New Employee Dashboard on Patriot Web

**HR Liaison Announcement**

We wanted to send the HR Liaisons an advance notice that the next time you or your department/unit log in to Patriot Web to submit timesheets, view your paystub, or possibly access W2s, you will notice an update to the Employee Services section. The general functions remain the same but with an updated and modernized user interface.

**An email will be sent next week to all employees with more details.**

To help with this transition, we created a [Patriot Web Dashboard Overview Guide](#) and several timesheet submission and approval training videos to help you navigate these new changes.

Please reach out to [HRIS@gmu.edu](mailto:HRIS@gmu.edu) for questions and concerns regarding the new changes.

Updates on HR & Payroll Office Information

**Appointments for In-Person Needs**

In the continuous effort to protect our community and to comply with COVID-19 safety and the Safe Return to Campus (SRTC) guidelines, HR & Payroll will have an appointment only in-person presence starting the week of August 24, 2020. The Customer Service
Team will be available by appointment only on Tuesdays and Thursdays from 9 a.m. – 12 p.m. The rest of our HR & Payroll team will continue to conduct business virtually when possible. We ask that all in-person visitors schedule an appointment in advance by contacting hr@gmu.edu.

**Onboarding and New Employees**

For onboarding new employees, HR & Payroll will continue to send out guidance via email on how to complete section 2 of the Form I9 remotely. Additionally, we will not be providing in-person New Employee Welcome (NEW) Center services at this time. Our orientations for new hires will remain online through the rest of the calendar year.

If you have general questions, please call our main customer service line Monday – Friday between 8:30 a.m. – 5 p.m. at 703-993-2600, email us at hr@gmu.edu, or visit us at hr.gmu.edu.

---

**Compensatory Leave Reminder**

**Compensatory Leave Reminder**

Have you earned compensatory leave? Make sure you are aware of the compensatory leave limits and expirations:

- Employees are limited to 96 hours of accrued compensatory leave
- Per [State Policy 3.10](#), accrued compensatory leave expires one year from the pay period in which the hours are accrued, regardless of the 96-hour limit
- Compensatory leave may not be used once hours expire or lapse

You can review your leave balance by visiting [Patriot Web](#). If you have questions, please email payroll@gmu.edu.

---

**Compressed Schedules and the Holiday**

**Compressed Schedules and the Holiday**

If you use the compressed schedule work option, please be aware of the upcoming Labor Day holiday. For the holiday, full-time employees with compressed schedules receive eight (8) hours of holiday pay and/or compensatory leave per day, depending on the situation, regardless of their compressed schedule hours.

There are three (3) possible scenarios. (These examples are based on a full-time schedule. Leave and pay are prorated for part-time employees.):

1. **With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week**
   - The employee would work eight (8) hours each day of the week that is not a
holiday

- Then receive eight (8) hours of holiday pay for the holiday

2. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee *would* normally work:**
   - The employee needs to account for their full compressed schedule work hours for the days during the holiday
     - The employee receives eight (8) hours of holiday pay for the holiday
     - For the remaining hours, the employee can either make up the hours during the week or take additional leave during the holiday
     - *For example:* If the employee normally works nine (9) hours on a day during the holiday, they will receive eight (8) hours of holiday pay and then will either work an additional hour during the week or take one (1) hour of leave on the day of the holiday

3. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee *would not* normally work:**
   - The employee will enter eight (8) hours for the holiday under compensatory leave earned when they complete their timesheet
   - The employee will then have eight (8) hours of compensatory leave they can use, with supervisor approval, within one (1) year from the pay period in which the hours are accrued (*State Policy 3.10*).

If you have any questions, please contact hr@gmu.edu.

*For previous announcements, visit the Instant HR & Payroll Archives page.*

**Human Resources and Payroll**
George Mason University
Alan and Sally Merten Hall, Office 4100
(703) 993-2600 | hr@gmu.edu