

Subject: Instant HR & Payroll: Tax Information, HR Liaison Checklist, Holding Effective Meetings, Supervisor Boot Camp, CPR/AED Training

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Instant HR & Payroll

A lot has already happened this year and it's just January! Read below to stay informed on the latest tax information. Then, brush up on your HR liaison duties with our handy HR liaison checklist. After that, register for our upcoming well-being seminars before they book up! Don't forget to celebrate American Heart Month with free CPR/AED training.

Exemption from Federal Tax Withholding

Exemption from Federal Tax Withholding

Not everyone can claim exemption from federal income tax withholding. Employees must meet specific qualifications to be exempt.

Employees can claim exemption if both of the following situations apply:

1. In the previous year, the employee had the right to a refund of ALL federal income tax withheld from their wages because they had no tax liability.
2. In the current year, the employee expects a refund of ALL federal income tax withheld because they plan to have no tax liability.

For help determining if you are exempt from taxes, refer to [IRS Publication 505](#).

For those employees who claim exempt:

- Please submit a new Form W-4 by **February 15** each year if they wish to claim exempt for the current tax year
- If the employee does not submit a new form by that date, Payroll will withhold at the single filing status with no allowances

NOTE: Please remember you can update your Form W-4 online in Patriot Web Self Service.

[Learn More](#)

HR Liaison Checklist

HR Liaison Checklist

Are you a new HR Liaison? Or do you want to brush up on all the information you need to know as an HR Liaison? Well, we have this handy checklist that might help!

Click [“Learn More”](#) to discover helpful information.

[Learn More](#)

Tax Cuts and Jobs Act Factsheet

Tax Cuts and Jobs Act Factsheet

In December 2017, the Tax Cuts and Jobs Act was signed into law. This act has prompted many changes; some of which are still in transition as new rules and interpretations are published.

Please read the [Faculty & Staff 2018 Tax Changes factsheet](#) to get a quick overview of the act and the impact it could have on you. Also, keep a lookout for future announcements with important updates.

As a reminder, since everyone's tax situation is different, it is important to review your own situation and seek professional guidance from a tax advisor if needed.

[Learn More](#)

Holding Effective Meetings

Holding Effective Meetings

On **Thursday, February 1, 2018, from 12 p.m. – 1 p.m.**, bring your lunch and learn how to hold effective meetings!

At this session, we will focus on:

- Creating an agenda
- Defining objectives
- Managing time
- Developing and staying on top of action items.

For more information and **to register**, click [“learn more.”](#)
For additional questions, please contact hrlearn@gmu.edu.



Supervisor Boot Camp

Introducing Supervisor Boot Camp

Supervisors new to Mason are invited to the *new* Supervisor Boot Camp program. This one-and-a-half-day program is designed to provide essential information in bite-sized modules, with built-in participant interaction and reflection. Supervisors will be connected to both subject matter experts and fellow supervisors, and provided with tools and resources for their leadership toolkit.

When:

- **Monday, February 26 from 9 a.m. – 4 p.m.**
- **Tuesday, February 27 from 9 a.m. – 12 p.m. in Merten Hall.**

Agenda items include:

- Leadership Essentials
- Employee Relations
- Hiring
- Workforce Planning/Compensation
- Onboarding
- Benefits & the ADA
- Life/Work
- Payroll
- Feedback
- Effective Meetings
- Effective communication

- Leadership practices

Space is limited and registration is first come, first served. We anticipate offering this program several times per year, so be sure to ask to be added to the waitlist if the current dates do not work with your schedule. *Participants must supervise at least one employee who is either administrative/professional faculty or classified staff.*

For questions and to reserve your space, contact Robyn Madar at rmadar@gmu.edu.

Free CPR/AED Training

Celebrate American Heart Month with Free CPR/AED Training

For American Heart Month, learn **for free** CPR and Automatic External Defibrillator (AED) with The Safety, Emergency, & Enterprise Risk Management department (SEERM). Completion of this course will certify the attendee in CPR and AED operation for two years* through the [American Heart Association \(AHA\)](#).

Please register today by visiting ehstraining.gmu.edu.

Limited seating is open to all faculty, staff, and students. Advance registration is required.

Date | Time | Location

02/05/2018 | 9 AM – 12 PM | Fairfax Campus, Police & Safety Headquarters, Room 230
02/08/2018 | 9 AM – 12 PM | Science & Technology Campus, Colgan Hall, Room 110A
02/14/2018 | 1 PM – 4 PM | Arlington Campus, Founders Hall, Room 313
02/16/2018 | 9 AM – 12 PM | Fairfax Campus, Police & Safety Headquarters, Room 230
02/20/2018 | 1 PM – 4 PM | Fairfax Campus, Police & Safety Headquarters, Room 230
02/28/2018 | 1 PM – 4 PM | Fairfax Campus, Police & Safety Headquarters, Room 230

Email SEERM at safety@gmu.edu or call 703.993.8448 for assistance.

**Participants will receive an electronic ID card from the AHA following the successful completion of the course. While SEERM intends to offer this course annually in February in observance of American Heart Month, attendance is on a first-come, first-serve basis and we cannot guarantee you will be able to obtain recertification through our department. Visit the American Heart Association's website [here](#) to find out more about available training opportunities near you.*

[Learn More](#)

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