

**Subject:** Instant HR/Payroll: 9-Month Faculty Summer Health Communication

**Date:** Monday, February 29, 2016 at 9:13:03 AM Eastern Standard Time

**From:** Janet P Walker (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)

**To:** HR-PAYROLL-L@listserv.gmu.edu

### **9-Month Faculty Summer Health Communication**

The communication below is going out to all 9-month faculty regarding their summer health deductions. This is a routine communication that we send every year around this time. We wanted to share the information with you in case you receive any questions from your 9-month faculty. If you have any questions about the communication, please email the Benefits Team at [benefits@gmu.edu](mailto:benefits@gmu.edu) or call 703.993.2600 and ask for the Benefits Team.

Dear Colleague –

To ensure that there is no interruption to your health insurance and other benefits during the summer months, we will start taking additional deductions beginning on the March 16, 2016 paycheck.

- **If you are continuing with Mason**, we will automatically take additional deductions on your March 16, 2016 through June 1, 2016 paychecks.
- **If you are leaving Mason at the end of the spring semester**, you have the option to continue your health insurance through August 31, 2016. If you do not wish to have summer health insurance coverage, please notify your department as soon as possible.

For more information on how this process will be handled:

**Health Insurance:** Beginning with your March 16 paycheck, one additional deduction will be taken each paycheck to cover June, July and August premiums. For example, if your health insurance premium is normally \$27.50 per paycheck, \$55.00 will be deducted from your March 16 through your June 1 paychecks. As a result, all your summer health premiums will be paid by your paycheck of June 1, 2016. When you return in the fall, there will be a reconciliation adjustment on your September 16 paycheck to account for any rate and open enrollment selection changes that take effect July 1.<sup>1</sup>

**Supplemental Retirement Plans:** Summer research and teaching pay is eligible for contributions to your supplemental retirement accounts including 403(b) accounts and the 457 Virginia Deferred Compensation account. If you do not want to contribute to your supplemental retirement accounts this summer, please complete a Salary Reduction Agreement for your 403(b) account or, if you have a 457 account, contact ICMA-RC at 877.327.5261 by May 31 to stop your 457 account deduction. If you do not complete a new [Salary Reduction Agreement](#) or contact ICMA-RC, we will deduct contributions from your summer pay to your 403(b) and 457(b) plans. Please Note: If you have no summer pay, contributions cannot be made to your 403(b) and 457(b) plans.

**Optional Plans:** These include UNUM Long-term Disability, Long-term Care, and other supplemental coverages. One additional deduction (two times the normal amount) will be taken from your March 16 through June 1 paychecks to cover June, July, and August premiums.

Please contact the HR & Payroll department at (703) 993-2600 and ask to speak with a member of the Benefits Team with any questions you may have.

Sincerely,  
The Benefits Team

Important Links:

Salary Reduction Agreement PDF –

<http://hr.gmu.edu/benefits/documents/SalaryReductionAgreement2016.pdf>

<sup>1</sup>Rate adjustments will be made to your deductions as soon as they are available. In the past, this was done during the health and flex open enrollment period in the spring when rate changes are generally announced. This year, we could experience delays in Richmond due to the budget process. If this happens, the rate adjustments will be made as soon as practicable.