

Subject: Instant HR/Payroll: HR Liaison Meeting Taped, Open Enrollment Drop In Sessions, Some Important Reminders, Faculty/Staff Book Scholarship Applications, Next Steps: Plan for Your Retirement, VA529 Day, Summer Flex and More!

Date: Friday, May 6, 2016 at 9:22:34 AM Eastern Daylight Time

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To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

HR Liaison Meeting

If you weren't able to join us at last Friday's HR liaison meeting, you can view the event at

<http://vcms2.gmu.edu/tcs/?id=DB248DF1-F828-4CE2-8EBD-7C268DE8A964>

(Note: when you click on the link it might tell you to install Silverlight. If you click the next tab over to "Flash" it should work without having to install anything – as long as you have Flash player installed).

Open Enrollment Drop In Sessions

Open enrollment for health benefits and flexible spending accounts runs through May 23, 2016. Links to important information are available on the [Benefits homepage](#). Open enrollment drop-in sessions will be held on all three campuses:

Arlington Campus

Wednesday, May 11, 10:00am - 12:00pm, Founders 210

Fairfax Campus

Thursday, May 12, 11:00am - 1:00pm, Merten 4102

Monday, May 16, 11:00am - 1:00pm, Merten 4102

SciTech Campus

Thursday, May 19, 10:00am - 12:00pm, Room TBD

When a room is confirmed at SciTech, we'll update the information via the [Benefits homepage](#).

Faculty and staff may also email the Benefits team with their questions at benefits@gmu.edu.

Reminder: ACA Measurement Year

Just a reminder that the ACA measurement year ended on April 30. All employee hours reset to zero as of May 1st. Since we have entered a new measurement year, we wanted to revisit our ACA policy and guidelines:

- The Mason annual limit is 1450 hours
 - Federal limit is 1500 hours
 - This 50 hour difference will provide us with a cushion for employees with multiple jobs, timesheet adjustments and other potential changes, ensuring that George Mason remains in compliance.
- HR and Payroll will continue to monitor employees throughout the measurement period and notify our HR Liaisons as employee's hours go above the 29-average, to try and limit the impact on the unit and employee.
- Additional information is available on the [Workforce Planning website](#) and in the [Supplemental Pay Procedures](#).

Reminder: 12--Month Faculty Annual Leave Year Roll Over Coming Up

A reminder that the 12--month faculty leave year, including Research, Instructional, and Administrative/Professional faculty, ends each year on June 24th. This is the last date for all faculty to use

their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave cannot be donated). A [Leave Sharing Donor Form](#) can be found on the HR & Payroll website [forms page](#). The 12--month faculty annual leave information is available on the [Types of Leave chart](#). If you have any questions, please call Payroll at 3.2751.

Faculty/Staff Book Scholarship Application

Mason is offering a competitive \$250 book scholarship for faculty and staff created with the \$25,000 endowment received from TIAA-CREF's 2010 Raise the Rate contest. The application deadline is Wednesday, June 15 and applying is easy. For details, please visit the [Faculty/Staff Book Scholarship FAQ](#) and the [Faculty/Staff Book Scholarship Application](#).

Next Steps: Plan for Your Retirement

Tuesday, May 10 from 9:00am – 4:00pm

Mason Faculty and Staff within five years of retirement are invited to attend this day-long seminar, offered each spring and fall, to gather resources and learn about timely and relevant topics. Presenters include the Social Security Administration, TIAA, Fidelity, VRS, and healthcare updates from a Mason Benefits Administrator. To register, please visit <http://hr.gmu.edu/learning/hr.php>.

Virginia 529: Celebrate 529 Day 2016 (5/9, 5/16)

Start saving for a loved one's higher education and you could win an extra \$1000 in your account. Open an inVEST account online by May 31, 2016 for your chance to win. With daily drawings, the sooner you open an account the more chances you have. Details at <http://va529.org/529day>.

Summer Flex 2016

Summer Flex 2016 runs from May 15 - August 20. Flexible work options can have a positive impact on productivity and morale. They can also be a terrific management tool for continuity of operations. Summer can be a great time to get your agreements and technology in place and test everything out. Get started at <http://flexwork.gmu.edu>.

Compressed Schedules and the Holidays

If your faculty and staff are utilizing the compressed schedule flexible work option they may wonder how to handle the upcoming summer holidays (Memorial Day, 4th of July, and Labor Day). With supervisor approval, they can go off their compressed schedule for the week, work 8 hours each day, and take the 8 hours of holiday leave. (Please note: These examples are based upon a full-time schedule; it would be pro-rated for part-time).

If they choose to stay on their compressed schedule and the holiday falls on a day when they would normally not work, when they complete their timesheet, enter 8 hours under comp time earned. They then have 8 hours of comp time that can be used, with supervisor approval, anytime during the 12 months after the holiday.

If the holiday falls on a day when they would normally work, please remember that they receive 8 hours of holiday pay for the holiday. If they are on a 9 hour or 10 hour compressed daily schedule, they do have to account for the full amount of their work day on the holiday by working during that week or taking leave.

If you or your faculty and staff have any questions, please call the Customer Service Center at 3.2600 and ask to speak to a member of the Life/Work Connections team.