

Subject: Instant HR/Payroll: Retention Increase FAQ, Winter Break Timesheet Guidance, UNUM Open Enrollment Reminder, Fidelity Public Service Loan Forgiveness Tool, Holiday Schedule, and Notes from the HR Liaison Meeting

Date: Monday, November 14, 2016 at 4:36:18 PM Eastern Standard Time

From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

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



Retention Increase FAQ

Based upon questions we've received from faculty and staff as well as questions you all raised at the HR Liaison meeting on October 27, a Retention Increase [FAQ](#) is now available.

Winter Break Timesheet Guidance

Winter Break will be here before we know it! With that in mind, the Payroll team has developed information to ensure you complete your timesheet correctly. Please visit [Winter Break Timesheet Guidance](#) for details. A reminder that [Thanksgiving timesheet guidance](#) is also available. Both are located on the [HR & Payroll homepage](#).

Reminder: UNUM Long Term Disability Open Enrollment Underway Through November 30

If you are a non-VSDP employee who is not yet participating in UNUM or a current participant who wants to change the amount of your coverage, open enrollment runs November 1 - 30. Long-term disability insurance is designed to protect your income should you become medically unable to work. Additional information is available on the [benefits website](#).

Please note: A targeted email about open enrollment for UNUM went out to all eligible faculty and staff.

Reminder: Find Out More About Public Service Loan Forgiveness, Fidelity Labs Student Debt Tool Pilot

There are only two weeks left to participate in the Fidelity Labs Student Debt Tool pilot - <http://go.fidelity.com/GMU>. Don't miss the opportunity to learn more about how to potentially take advantage of Public Service Loan Forgiveness as a Mason employee, as well as repayment options for your loans, including federal plans and private refinancing. Already checked it out? Fidelity would love your feedback. This survey https://fmr.co1.qualtrics.com/jfe/form/SV_3EK4kymGGkwRPSZ will help them improve the experience.

Holiday Schedule for the Remainder of 2016 and All of 2017

The holiday schedule for the rest of this year and for 2017 is available on the [Benefits website](#) or directly at [Holiday Schedule](#).



Notes from the HR Liaison Meeting

If you couldn't join us at the recent fall HR liaison meeting, we wanted to share some notes Sue Tinsman presented at the session, FYI:

Year-End Payroll Processing Schedules

SM 22- pay date December 1

- Early timesheet submission deadline –Midnight, Friday November 18th
- Timesheet approval deadline- Noon, Monday November 21

The week of December 12 is a critical process week due to:

- Concurrent semi-monthly and biweekly runs for pay date December 16
- First pay with FLSA Changes
- First pay after salary increases

SM 23- pay date December 16

- Timesheet submission deadline – Midnight, Thursday 12/8
- Timesheet approval deadline- Noon, Friday 12/9

SM 24- pay date December 30 – **NEW!**

- Timesheet submission deadline – Midnight, **Thursday, December 15**
- Timesheet approval deadline- Noon, **Friday, December 16**

Bi-Weekly 26 26 – pay date December 30

- *Processing will occur over winter break, payroll will not be able to call/contact employees who do not enter their time. Adjustments will be handled on the next regular pay period.*
- Timesheet submission deadline – Midnight, Sunday December 25 (no change)
- Timesheet approval deadline- 5:00pm, Monday, December 26

International Employees

- Paying employees who are hired and working outside of the US is complicated and expensive
- Ensuring compliance, from employment contracts to local taxation and benefit requirements is difficult, even for the Fortune 100 companies
- Getting the balance between local flexibility and VA state requirements is extremely trying
- Keeping Mason out of the headlines however, is priceless

We're working on guidelines, options and alternatives. In the meantime, please contact HR & Payroll before hiring an internationally-based employee.

Taxable Graduate Tuition

- A reminder that graduate student tuition in excess of \$5250 must be reported to the IRS as income. This year, Taxable Graduate tuition in excess of \$5,250 reporting in pay (approximately 120 employees impacted) will be spread over the 11/16, 12/1 and 12/16 pays (1/3 each pay period); emails were sent to impacted employees the week of October 24.

Leave Payouts for Separation Employees

- A reminder that some employees are not eligible for a leave payout upon separation. Please check with HR & Payroll before communicating with your separating employee.