

Subject: Instant HR & Payroll: Bookstore Faculty and Staff Appreciation, ACA Hour Limit, IRS Retirement Limits, Graystone Payment Announcement, Commonwealth of Virginia Campaign
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Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image006.png, image007.png, image008.png, image009.png, image012.png, Fac staff appreciation 2017.pdf, Salary Reduction Agreement (403(b)) 1.1.2018.pdf

Instant HR & Payroll

Brrrrrr!! The weather is getting oh-so chilly! To keep you warm we have some “hot off the press” announcements to share. The book fair at the CDC is here *AND* the bookstore is having a faculty and staff appreciation day. Also, we have an announcement about ACA hours limits, IRS retirement limits, Graystone Group Advertising payment, and Commonwealth of Virginia Campaign.

Book Fair at the CDC

Book fair at the CDC

The Child Development Center book fair is here through **Friday, Dec. 8. from 3 p.m. to 6 p.m.** You can also shop online until Dec. 10 at 11:59 p.m by clicking “Learn More.”

[Learn More](#)

ACA Hour Limit

ACA Hour Limit

A friendly reminder that as we get further into the ACA year, we have a number of employees who are on pace to exceed the 1,450 ACA hour limit. Please remember, it is the responsibility of each unit/department to keep track of employees’ hours in covered job categories.

To assist you in tracking hours, please send your wage rosters to Matt Kilday, in Workforce Planning, at mkilday@gmu.edu. He can help you obtain the hour count, as of the last paid pay period, for your employees.

This information is also available to each unit through reports accessible by your budget analyst(s). You can find more information regarding the ACA hour limit by clicking below

or on our [website](#).

Learn More

IRS Retirement Limits for 2018

IRS Retirement Limits for 2018

Good news! The IRS announced cost-of-living adjustments affecting the dollar limit for retirement-related items for the 2018 tax year.

- Participants **under age 50** can contribute up to \$18,500 (a \$500 increase from 2017) to their Supplemental 403(b) Retirement Plan and to their Virginia Deferred Compensation Plan DCP-457.
- Participants **age 50 and over** can contribute \$24,500 (a \$500 increase from 2017) to their Supplemental 403(b) Retirement Plan and to their Virginia Deferred Compensation Plan DCP-457.

How to Increase Contributions:

- **403(b) contribution:**
 1. Complete a [salary reduction agreement](#)
 2. Return to Benefits by either: emailing it to benefits@gmu.edu, faxing it to 703-993-2601, or dropping it off at the Human Resources and Payroll office (Merten Hall 4100).
- **457 contribution:**
 - Contact ICMA-RC at 1-877-327-5261 or click below to [log into your account](#).

Please contact benefits@gmu.edu with any questions.

Learn More

Graystone Payment Announcement

Graystone Advertising Services Payment Announcement

We have exciting news regarding Graystone Group Advertising services payment! Accounts Payable now bills departments **directly** for advertising purchases. Departments no longer need to create additional documentation in eVA or use their P-Cards for advertising purchases.

How it works:

- Departments will select advertising options in PeopleAdmin
- Graystone will send, in an email, quotes for all advertising options selected
- Departments will respond to the Graystone email with approved advertising options
- Graystone will submit the job postings for placement
- Accounts Payable will receive, directly from Graystone, an itemized invoice for all advertising purchases
 - This invoice will reference the fund/org that will be charged and blanket PO number EP2675082
 - *Note:* Please include the fund/org number in the 'Advertisements' tab when creating the posting
- Accounts Payable will bill the advertising costs directly to the department's fund/org number

Commonwealth of Virginia Campaign

Commonwealth of Virginia Campaign

The Commonwealth of Virginia Campaign runs until mid-December. It's not too late to make your charitable pledge through payroll deduction or a one-time donation!

You can find a complete list of charities at <http://www.cvc.virginia.gov/> along with the **Give Now** button for EmployeeDirect donations. This year, the George Mason Foundation (Code 100059) is a part of the campaign. This is another opportunity to give closer to home.

Contact Helga Yunker, CVC Coordinator, at hyunker@gmu.edu for a pledge card or information on how to donate to the GMU Foundation.

If you donated directly to a charity during the year, and the charity is part of the CVC campaign, send your receipts to Hyunker@gmu.edu. She can submit it to CVC for additional charitable giving credit.

[Learn More](#)

Bookstore Faculty & Staff Appreciation

Bookstore Faculty and Staff Appreciation

The George Mason Bookstore is having a faculty and staff appreciation sale from

December 11 to December 16.

Faculty and staff will earn a **20% discount** on store items! Just remember your Mason I.D. card! *This discount cannot be combined with any other discounts.*



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