

Subject: Instant HR/Payroll: Updated Compensation Calculator, Performance Evaluation Refreshers, Member Benefit Profiles, A Flexwork Processing Change, Deadline Extended for OT Open Enrollment, Election Year Guidance, DMV2Go, and More

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Hot Off the Press! Updated Compensation Calculator

We are delighted to share that an updated total compensation calculator is now available on the [HR & Payroll homepage](#). Your total compensation includes more than your annual salary. The calculator will permit you, based upon the answers to just a few questions, to automatically calculate your *total* compensation package. Your total compensation includes your salary, plus benefits, including but not limited to, retirement, life insurance, health insurance, and leave. We hope you find it helpful.

Performance Evaluations That Get Results

As the performance evaluation season is underway, HR & Payroll is offering sessions in September and October to provide a refresher of the process. For session dates and to register, visit <http://hr.gmu.edu/learning/hr.php>.

Member Benefit Profiles Available at VRS

Annual Member Benefit Profiles (MBP) for faculty and staff who are enrolled in Plan 1 and Plan 2 of the Virginia Retirement System (VRS) are now available by logging into your account at <http://myvrs.varetire.org>. MBP's provide information about your retirement and other benefits you have as a member of VRS.

MBPs are currently not available for Hybrid Retirement Plan members. However, these employees can look up their current defined benefit and defined contribution account balances and other information through myVRS. The retirement planner in myVRS allows hybrid employees to estimate potential income and expenses in retirement. In 2017, hybrid members also will have access to the benefit estimator in myVRS.

Questions? Please email benefits@gmu.edu or call 703-993-2600 and ask for the Benefits Team.

Change in FlexWork Verification Process

Please note that the verification process for flexible work agreements has changed. In an effort to streamline the practice, as of October 1, 2016, employees and supervisors will no longer be receiving e-mail receipts after submitting completed flexwork agreement forms to HR & Payroll (i.e. Telework, Remote Work, FlexTime, Compressed Schedule etc.). If there are issues with the agreement or anything that requires attention, a member of the life/work connections team will reach out directly to discuss it. If you have any questions, please feel free to contact Wendi Carroll at wcarrol2@gmu.edu.

Deadline Extended to 9/30: Non-Exempt Employees Can Choose Leave or Pay for Their Overtime Hours

The deadline has been extended for non-exempt employees (i.e. overtime eligible for all hours over 40 worked in a week) to initiate or change their election regarding how their overtime is to be handled by the Payroll Department. All non-exempt employees have the option of being paid for their overtime (which is the default) or to accumulate their overtime as leave.

If as a non-exempt employee, you made an election in the past and do not want to change your election, you do not have to do anything. If you want to continue to receive pay for any overtime earned, you also do not have to complete a form. However, if you would like to change your election from receiving pay to

receiving leave or receiving leave to receiving pay, please complete an [Overtime Leave Agreement Form](#) and submit it to the Payroll Department no later than Friday, September 30.

Unfortunately this deadline is firm and we cannot accept forms after that date.

Please remember that an election commits you to your choice for one year until the next open enrollment period. This means that if you elect leave accumulation you will receive leave and not pay for any overtime worked during the next academic year.

Please contact Catalina Wheat at 3.2751 if you have any questions.

Reminder: Election Year and the Office

It's election season and each of us has every right to have our own views on the election, politics in general, and the candidates specifically. But please caution your faculty and staff, particularly those in supervisory positions, that it can get complicated in the workplace. The state's policy (which Mason follows), "strictly forbids harassment of any employee, applicant for employment, vendor, contractor, or volunteer on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, *political affiliation* (emphasis added), genetics, or disability."

The complete policy is available on the Department of Human Resource Management [website](#).

Additionally, as the election season heightens, the enthusiasm and excitement surrounding it can understandably come into the workplace and people may want to show their support by wearing political clothing or decorating their office space with campaign materials. It's important to remember that while we are free to have and express our opinions, in the workplace it is a little different. We are a public institution but our workplace is still, first and foremost, a place of University business. Our conduct, dress, and office space should reflect the job at hand, i.e. it should be professional and welcoming to people of all backgrounds and beliefs.

Please encourage your faculty and staff to keep Mason a place of thoughtful discussion, inclusion, and civility -- both during the height of election season and after all the votes are cast.

Election Day Guidance

It's that time of year again when Mason faculty and staff may be considering serving as an Officer of Election at the polls. Below is some general guidance. For background, please visit the Department of Human Resource Management's [Policy 4.05: Civil and Work-Related Leave](#).

Highlights:

- With supervisor permission, classified staff and administrative professional faculty may use up to 8 hours of [Civil and Work Related Leave](#) for serving as Officers of Election. Please keep in mind that if you use Civil and Work Related Leave, you cannot keep the Officer of Election salary as it would be considered a double payment for your work time. Please send the Officer of Election check to Payroll at MS 3C3; they will process it according to state guidelines. You can use annual, family & personal, compensatory, recognition, or overtime leave if you wish to keep your Officer of Election pay. Employees who are reimbursed for expenses only (travel, parking, etc.) may keep such payments.
 - Some counties pay for the training involved to be an Officer of Election. If the training occurs after work hours (and generally it is available on nights/weekends), the employee can keep payment for the training. Salaried faculty and staff who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification **training *only when the employee's locality does***

not offer the training during non-work hours.

- Please note: If you are serving as an Officer of Election, please share the paperwork with your supervisor and send a copy to HR & Payroll at Mailstop 3C3.

- Faculty or staff who wish to volunteer in other capacities on election day - poll workers not certified as Officers of Election, political workers, etc. -- may not use Civil and Work Related Leave or School Assistance and Volunteer Service Leave, as the Commonwealth considers them to be activities that are political in nature and not community service as defined in the policy. With supervisory approval, however, you can use annual, family & personal, compensatory, recognition, or overtime leave to work in any capacity on Election Day.

DMV2Go at Mason in September

Take care of your Department of Motor Vehicle business at a convenient Mason location. DMV2Go will be on the Fairfax campus on Monday, September 26 and at SciTech on Tuesday, September 27 from 9am-4pm. For a 2016 schedule, please visit <http://hr.gmu.edu/worklife/docs/DMV2Go2016Schedule.pdf>.

From Our Colleagues in Mason Toastmasters: Open House, September 28

The George Mason University Toastmasters Club was officially chartered by Toastmasters International on June 1, 2008. There are currently about 25 faculty and staff members who meet for an hour once each week to learn and practice communication and leadership skills.

Toastmasters is for everyone. Whether your public speaking skills are at the beginner's stage, or you consider yourself to be a seasoned professional, you can gain experience as a member. Join them for an Open House on Wednesday, September 28, at noon in The Hub, VIP Room 2 to experience a Toastmasters meeting in action!

[Visit their website](#) for more information. Contact Ying-Ying Kuo at ykuo3@gmu.edu or 703-993-4182 with questions.