

# 2018 Mason Bonus

## Frequently Asked Questions

### 1. Who receives the bonus?

#### **Salaried Faculty & Staff**

- Full-time faculty and staff who started salaried positions at George Mason University on or before Monday, August 27, 2018, and who remain active employees as of November 9, 2018, will receive a \$1,500 bonus on November 16, 2018.
- Part-time salaried faculty and staff who meet the same criteria will receive a \$750 bonus on November 16, 2018.

#### **Adjunct Faculty**

- Adjunct faculty who started positions at George Mason University on or before September 10, 2018, and who remain in an adjunct assignment as of November 9, 2018, will receive a \$500 bonus on November 16, 2018.
- Adjunct faculty staff who started positions at George Mason University on or before January 25, 2019, who did not receive a bonus in November 2018, and who remain in an adjunct assignment as of March 9, 2019, will receive a \$500 bonus on March 15, 2019.

#### **Non-Student Wage (WG) employees**

- Non-student wage (WG) employees who started WG or Adjunct positions at George Mason University on or before Tuesday, September 4, 2018, and who remain active employees as of November 9, 2018, are eligible to receive a \$200 bonus on November 16, 2018.

#### **Student Workers**

- Student workers (RA, SW, WS and graduate assistants) are not eligible for a bonus.

### 2. When will the bonus be paid?

- Eligible semi-monthly and bi-weekly salaried faculty, adjuncts, staff, and non-student wage employees will see a separate bonus in addition to their November 16, 2018 paycheck.
- Eligible adjunct faculty hired into positions at George Mason University on or before January 25, 2019, who did not receive a bonus in November 2018, and who remain active adjuncts as of March 9, 2019, will receive a bonus on March 15, 2019.

### 3. How is “salaried” defined?

For the purposes of this bonus, salaried faculty and staff include instructional faculty, research faculty, research staff, administrative faculty, professional faculty, post-docs, and classified staff.

### 4. How are full-time and part-time defined?

For the purposes of this bonus,

- Full-time is defined as .75 FTE (30 hours per week) and above.
- Part-time is defined as less than .75 FTE.

**5. What if I hold multiple positions?**

Employees with multiple positions are eligible for the bonus based on their primary job type on November 9, 2018. Eligible employees who have two or more job types are only eligible to get one bonus. For example:

- An employee who is instructional faculty, with an adjunct teaching overload, and a WG assignment will only receive the instructional faculty bonus.
- An adjunct, who also has a wage assignment, will only receive the adjunct bonus.
- A WG employee with multiple WG assignments in different schools/units, is only eligible for one WG bonus.

**6. What if my type of employment changed after August 27, 2018, but before November 9, 2018?**

If there was no break in service, you will be eligible for the bonus. For example:

- An employee who changes from WG to classified on October 10 will receive the classified bonus
- An employee who changes from part-time faculty to WG on September 25 will receive the non-student wage bonus
- An employee who changes from WG to adjunct January 10, 2019, and did receive the WG bonus in November 2018, will receive the \$300 difference between the \$200 WG bonus already received and the \$500 adjunct bonus if they remain in an adjunct assignment as of March 9, 2019.

**7. Can I put my bonus into my supplemental retirement plan?**

Yes, please complete either the [403\(b\) One-Time Deferral form](#) for TIAA-CREF or Fidelity or the [457 One-Time Deferral form](#) for ICMA-RC. Once your form is completed, please scan and email to [benefits@gmu.edu](mailto:benefits@gmu.edu) or fax to 703-993-2601 *before COB Friday November 2, 2018.*

**8. Will faculty and staff who are on Leave Without Pay (LWOP) receive the bonus?**

Yes, the bonus will be paid upon their return to active status.

**9. Is the bonus being grossed up?**

The bonus is not being grossed up.

**10. Will the bonus be taxed?**

Your bonus will be taxed as income to you. As a result, you will see the after-tax amount of the bonus in your net pay.

**11. Is the bonus discretionary pay?**

Yes, this bonus is discretionary pay.

**12. Is this bonus based on performance?**

No, this bonus is not based on performance.

**13. I am a new HR Liaison and am having trouble answering some questions from employees, supervisors, and PIs in my division. Who can I contact for answers to these questions?**

We are happy to help our new HR liaisons!

- HR Liaisons do not submit EPAFs or paperwork for the bonuses. Bonuses will be processed in HR/Payroll. Workforce Planning will work with the HR liaisons in the divisions on questions about eligibility dates and employee type.
- For questions on the bonus, or to discuss employees who may be misclassified, please contact the Workforce Planning team at [workplan@gmu.edu](mailto:workplan@gmu.edu).
- For questions on EPAFs, please check the [Onboarding and EPAF Manual](#), or contact our EPAF experts at [HRDM@gmu.edu](mailto:HRDM@gmu.edu).
- For questions on the funding, please contact Barbara Clark in the Budget Office at [bclarkh@gmu.edu](mailto:bclarkh@gmu.edu), or Pat Sperry in the Office of Sponsored Programs at [psperry@gmu.edu](mailto:psperry@gmu.edu).

**14. What if I do not receive my bonus on the November 16 paycheck even though I was eligible?**

Please contact [workplan@gmu.edu](mailto:workplan@gmu.edu)

**15. How is the bonus being funded?**

Central funding will be provided for all centrally funded Educational & General and Auxiliary Enterprise departments not identified as self-supporting. In addition, wage employees funded on sponsored research grants will be provided one-time funding in a separate funding sources to support the bonus for these assignments. All other funding sources will be responsible to support the one-time bonus. The bonus will be charged consistent with the labor distribution for the employee as of November 9, 2018, (SM21) or November 10, 2018 (BW23).

**16. What fringe rate and tax rates will be used?**

- The bonus will have the 7.3% FY19 fringe rate
- The bonus will be taxed at the [supplemental withholding rate](#)
- Electing to put a portion or all of the bonus into a pre-tax retirement plan may reduce your taxable income (see FAQ #7)

**17. Will sponsored research projects be required to charge this bonus to their budgets to cover the bonus for research faculty, post-docs, and staff funded by the external funds?**

Because sponsored project budgets generally include a 3% annual escalation for salaries across all budgeted positions at the time of proposal, those awarded funds can be rebudgeted to cover the bonus. In cases where the timing or funds remaining are insufficient the College/School Research Administrators are available to review these situations to determine the appropriate place to cover any shortfalls. OSP is also available to help with specific concerns if there is an issue of sponsor allowability or other concerns.

**18. Can the department supplement the bonus?**

No, the bonus amount may not be increased with additional departmental funding.