The IRS released a new version of the 2020 Form W-4, Employee’s Withholding Certificate. The new 2020 Form W-4 is now available for use via Patriot Web. Current employees may choose to update their withholding information. Once submitted, it will take effect the next immediate pay period.

**Are current employees required to fill out the new 2020 Form W-4?**
Current employees hired any time **before December 31, 2019**, are not required to furnish a new form.

**What are the changes?**
This new 2020 Form W-4 is intended to make tax withholding more accurate in conjunction with the 2017 Tax Cuts and Jobs Act. Employees filling out the 2020 Form W-4 are no longer able to claim withholding allowances. Instead, employees must provide whole dollar amounts.

**How do I submit the new 2020 Form W-4?**
1. Log in to Patriot Web
2. Select “Employee Services”
3. Select “Tax Forms”
4. Select “W4 Tax Exemptions or Allowances”
5. Select “Update” at the bottom of the page
6. Select “Certify Changes” after you update your information

Note: You can use the new online IRS Withholding Estimator to calculate the amounts in order to complete the new form.

**More Information**
For more information, refer to the IRS FAQs on the 2020 Form W-4.

Please remember that Human Resources and Payroll cannot provide assistance on completing your form. Our team can only provide you the IRS information. For detailed questions about your personal tax situation, please refer to a tax advisor.

If you use the compressed schedule work option, please be aware of the upcoming Martin Luther King Jr. Day holiday. For the holiday, full-time employees with compressed schedules receive eight (8) hours of holiday pay and/or compensatory leave per day, depending on the situation, regardless of their compressed schedule hours.

There are three (3) possible scenarios. (These examples are based on a full-time schedule. Leave and pay are prorated for part-time employees.):

1. **With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week**
   - The employee would work eight (8) hours each day of the week that is not a holiday
   - Then receive eight (8) hours of holiday pay for the holiday

2. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee would normally work:**
   - The employee needs to account for their full compressed schedule work hours for the days during the holiday
     - The employee receives eight (8) hours of holiday pay for the holiday
     - For the remaining hours, the employee can either make up the hours during the week or take additional leave during the holiday
     - **For example:** If the employee normally works nine (9) hours on a day during the holiday, they will receive eight (8) hours of holiday pay and then will either work an additional hour during the week or take one (1) hour of leave on the day of the holiday

3. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee would not normally work:**
   - The employee will enter eight (8) hours for the holiday under compensatory leave earned when they complete their timesheet
   - The employee will then have eight (8) hours of compensatory leave they can use, with supervisor approval, within one (1) year from the pay period in which the hours are accrued (State Policy 3.10)

If you have any questions, please contact 703-993-2600 or hr@gmu.edu.
Winter weather is here! Utilize the resources below to stay prepared.

**Staying Updated**
Stay updated on university closings, late openings, or other weather-related changes to the university's schedule through Mason's switchboard at 703-993-1000, Mason Alert, the university's homepage, as well as local media outlets.

**Telework and Inclement Weather**
Having telework agreements and technology in place in advance can come in handy if Mason experiences an extended weather event or other emergency.

Teleworkers (if it is their scheduled telework day) and remote workers continue to work even if:
- Classes are canceled and administrative offices are closed
- The university is on a modified schedule

Employees working from home during a university closing are expected to continue working unless it is not possible due to power outages or other conditions that prevent them from working. For more details, visit flexwork.gmu.edu.

**Inclement Weather/Emergency Guidance**
With winter fast approaching, please review the Inclement Weather/Emergency Closing Policy.

---

*For a legend of the header icons, visit the Instant HR & Payroll legend page.*  
For previous announcements, visit the Instant HR & Payroll Archives page.

**Human Resources and Payroll**
George Mason University  
Alan and Sally Merten Hall, Office 4100  
(703) 993-2600 | hr@gmu.edu