HR Liaison Announcement:

Department of Human Resource Management (DHRM) published updates to the Base Pay Practices that were effective at DHRM starting 7/1/2019 and were effective at Mason starting 1/14/2020. These updated pay practices removed the limits on various salary transactions and deferred any additional processes to the individual facility. You will find an updated document regarding the George Mason University Base Pay Practices corresponding to each pay practice on our webpage.

A few important points to note:

- **Salary actions** require consideration of the Pay Factors established by DHRM. The Pay Factors listed by DHRM are reflected on our Base Pay Practices document. Please remember to review all pay factors and determine appropriateness of each salary transaction.

- **Temporary pay** recommendations are outlined with new parameters.

- **Starting pay:** The Classification and Compensation team will complete a market analysis to determine what is an appropriate salary range for all new job postings. This analysis will assist in determining starting salaries. This is a collaborative process with the Classification and Compensation team and departments or units. A table with quartiles has been added to assist us in assigning an appropriate salary based on the candidate qualifications. This enhancement should assist all parties with the hiring process.

- **Salary transactions** are approved by the Classification and Compensation team. However, any salary transaction that is complex in nature with extenuating components or is outside of the routine parameters will be escalated to the VP of Human Resources and Payroll and as necessary to the Salary Review Committee.

If you have questions or need clarification, please contact us at workplan@gmu.edu or 703-993-2600.
For a legend of the header icons, visit the Instant HR & Payroll legend page.
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