Instant HR & Payroll
We are having issues with some of the images coming through. Information from the last two Instant HR & Payroll messages have been included in this message. We’re working on it! Thanks!

Military Spouses & Partners Group
Details: December 17, 12 pm, Fairfax campus, the MIX next to Fenwick Library
Calling all military spouses and partners employed at George Mason University! Come join other military partners and spouses on 17 December, 12pm at the MIX next to Fenwick Library. Bring your lunch or a cup of coffee and meet new friends. This will be a great opportunity to connect with others, share advice and discuss how this group can be a valuable resource for Mason military spouses and partners going forward. If you would like, bring an ornament for a holiday ornament exchange.

Questions? Please contact Kim Coryell, proud military spouse for over 20 years at kcoryell@gmu.edu.

Monthly Discount Highlight
University Mall Theatre - $4 Movies

Looking for something fun to do with family over the winter break? The Mason community receives special pricing at University Mall Theater just by showing a Mason ID. See a movie for just $4!

End-of-Year Newsletter Reminder
To wrap up this year and to plan for 2019, we hope you will take a moment to explore all the helpful resources in our end-of-year newsletter.

Look closely, because in this end-of-year newsletter you may find two hidden mittens that could lead you to win one of three Mason prize packs including a Mason fleece blanket, Mason t-shirts, and Mason swag!

Commonwealth of Virginia Campaign (CVC)
‘Tis the season for giving! It is time for this year’s Commonwealth of Virginia Campaign (CVC), the annual charity drive for Commonwealth employees. To donate, visit https://eDirect.virginia.gov and register to make a pledge for the charity of your choice through payroll deductions or a one-time credit card donation.

Be sure to check out the CVC website for helpful tools and tips like “Find a Charity” where you can choose from over 1,000 charities. There is also the option to report “Direct Giving” on the site. If you donate directly to an organization that is also enrolled in CVC, reporting your gift actually helps that organization reach their CVC goal, making them eligible to enroll next year. This includes registration fees for 5K’s, bike-a-thons, and other charity events.

The deadline is December 20, 2018, and if you have any questions, please feel free to contact Kimberly Shaw-Mack at kshawmac@gmu.edu.

IRS Retirement Plan Announcement
The IRS announced adjustments affecting retirement plan contribution limits for the 2019 tax year. Participants under age 50 can contribute up to $19,000 (a $500 increase from 2018) to their Supplemental 403(b) Retirement Plan and to their Virginia 457 Deferred Compensation Plan. Mason Human Resources and Payroll - hr.gmu.edu

FLEX Holiday Reminder
If it applies to you, don’t forget to use your flex holidays!

Senior leadership provided 16 hours of flex holiday leave in 2018 for benefited faculty and staff hired before February 1, 2018. With supervisor approval, qualifying benefited faculty and staff can use these flex holiday hours anytime during the 2018 calendar year. Part-time faculty and staff were given leave proportionately.

Be sure to use your flex holiday hours! They expire at the end of the 2018 calendar year and are not eligible for payout. Enter the number of flex holiday hours used on your timesheet under "Special Flex Holiday."