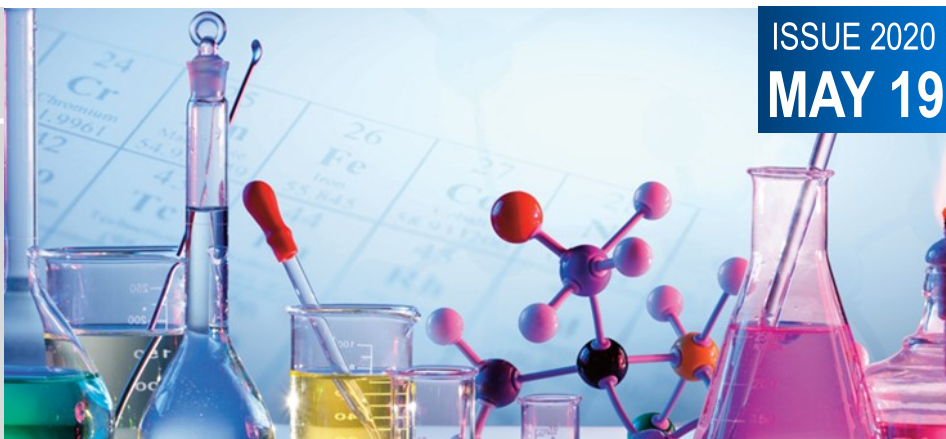


in this issue >>>

Deferred Pay Option for Faculty
 New Adjunct Credentialing Process
 RPT Content Management System
 Critical Vacancy Procedures
 Tools for Tracking Leave
 Upcoming Events

updates & reminders >>>



D² Digest

Deferred Pay Option for Faculty

Pay schedule for 9 month faculty

For the upcoming 2020-2021 academic year, faculty with a full-time 9-month appointment will have the option to be paid over 12 months.

The pay schedule will remain the same for current faculty and will only change if the faculty member completes the online form prior to the start of the academic year (August 25). If the faculty member previously elected to have their academic year compensation paid out over a 12-month period and wish to maintain that election, no further action is required.

The election is irrevocable for the academic year and cannot be changed after the commencement of the academic year as per the Internal Revenue Code – IRC 409A. New faculty will continue to default to be compensated over a 9-month period and will have the opportunity to elect to be paid over 12 months beginning the following academic year.

Enrollment

To enroll or make a change to a current election, please complete the [9-month Faculty Pay Selection form](#) found on the Human Resources and Payroll website within the [Payroll/Employee Resources tab](#). HR & Payroll must receive the completed form no later than August 24, 2020. The election will remain in effect unless the faculty member submits an additional form during a future-year open enrollment period.

Continuation

It is not necessary to re-enroll each year. Faculty will continue to be in the 9 paid 12 pay plan option until they elect to change their election.

Position Changes

Faculty must withdraw from the plan if they plan to retire or enter into their final year of a phased retirement agreement, have an FTE reduction, take a leave of absence, or go on long-term disability.

Benefit Deductions

Benefit deductions that are in effect for 12 months for faculty paid over 12 months (i.e. medical, dental, etc.) will be deducted over the entire 12 months instead of 9 months. Retirement deductions and university contributions to retirement as well as tax withholdings will be based on wages paid, not wages earned.

Tax Implications

There could be additional tax implications/fees when electing to defer pay. Therefore, it is recommended that faculty consult with a tax advisor regarding any questions about the potential impact of electing to receive compensation over 12 months.

If you have questions, please email payroll@gmu.edu.

NEW! ADJUNCT PROCESS

The Provost Office updated the adjunct credentialing process to prevent the loss of documents through campus mail as well as to eliminate the need for spreadsheets and hard copies. [Read about it here.](#)

We are working to ensure that all local academic unit administrators have access to xTender to review documents and monitor their progress.

◆ Critical Vacancy Procedures

Due to the hiring freeze, all current and proposed hiring requested must be reviewed and approved by the Dean. [View additional details.](#)

◆ Helpful Hint

Benefits-eligible positions (e.g. instructional faculty) are charged the full fringe rate for the position regardless of FTE or contract duration. However, the contract period must be at least 6 months and 1 day in order for the incumbent to have access to those benefits. Therefore, it is more cost-effective to create temp positions (adjuncts, wages) for these position types and take advantage of the lower fringe rate.

upcoming events >>>

◆ D2 Office Hours

Every Tuesday 11 a.m.– 12 noon
[WebEx Meeting Link](#)
 Meeting number: 615 325 797
 Meeting password: COShr2020
 Join by phone: 202-860-2110

TRACKING LEAVE

Looking for tools to help you track 9-month faculty leave? [Check out this form!](#)

Click “Preview” to submit a test and “Responses” to view the results and export a spreadsheet.

*Is there exciting news you want to share with the group?
 Is there someone you wish to recognize?
 Let us know so they can be featured in D2 Kudos!*