

Decentralized Hiring Procedures

Applies to all part-time & temporary employees

Scope

Student Wage

Non-Student Wage

Work Study

Adjunct Faculty

Graduate Teaching & Research Assistants

Affiliates

The Banner Electronic Personnel Action System (EPAF) is designed to process HR actions for temporary and part-time employees electronically. For more information regarding how to process electronic approvals (EA) please see <http://hr.gmu.edu/approvals/>. Even with an electronic process, certain documents require an original signature and must be maintained in the hiring department and/or sent to Human Resources. To hire a new and/or current temporary or part-time employee, the department must complete the forms listed in the chart on the second page.

In the event a department hires a current employee of the University, the new hiring department may request a copy of the Form I-9 from the previous hiring department or Human Resources. If the request is unsuccessful, the current hiring department **must** complete a new Form I-9 prior to individuals begin date. The original will be sent to HR and a copy will be maintained in a separate Form I-9 file. If a copy is received from the previous hiring department it is not necessary to forward a copy to Human Resources. All Form I-9's must be maintained separately from the personnel file.

Please note that the Immigration Reform and Control Act of 1986 requires employers to verify employee identity and U.S. employment eligibility, commonly known as a Form I-9 whether the individual is a U.S. citizen or not. To do this, the individual must present original (not photocopied) documents for verification within three business days. Please review the list of acceptable documents. If employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services then the Office of International Programs and Services (OIPS) at George Mason University will answer questions regarding employment authorization. OIPS will prepare the form I-9 before the individual begins working and must be contacted prior to the hire (current and original). OIPS can be reached at (703) 993-2949.

The current hiring department is responsible for maintaining an accurate and complete file with updated University & departmental specific policy agreements, i.e Overtime Pay / Compensatory Leave, Conditions of Employment, Financial Code of Ethics, etc.

Departments should create files for each hire (original and current) employee that includes the paperwork shown below. Each employee must complete these forms or MUST secure a copy from the previous department. These documents are subject to review and/or audit by Human Resources and Payroll, Internal Audit, State Auditors Office, and the U.S. Department of Labor. The employee's file must be kept in a secure location inaccessible to anyone other than the responsible department officials or the above mentioned offices.

Each employee you hire (original or current hire) must complete or have on file the following forms shown below. These can be found at the links in the far right column in chart below.

TYPE OF DOCUMENT	WHO COMPLETES	Send (Original or Copy or electronic) to HR	DEPT KEEPS COPY FOR THEIR FILE	SEND TO HR FOR PROCESSING
Electronic EPAF	All	Electronic	NA (Completed via Banner)	via Banner
Supporting Hiring Documentation (Welcome Letters Reference ✓'s etc)	All	Original or Copy Accepted	Yes	Yes
Employment Information Sheet	All	Original or Copy Accepted	Yes	Yes
Commonwealth Drug & Alcohol Policy	All	Original or Copy Accepted	Yes	Yes
Conditions of Employment	All	Original or Copy Accepted	Yes	Yes
Selective Service Form	Males Only	Original or Copy Accepted	Yes	Yes
Original Transcript	Adjunct Faculty	Provost Office	Yes	No
Contracts (Teaching / Research Asst)	Adjunct Faculty Grad Teaching & Research Assistants	Original or Copy Accepted	Yes	No
Key Requests, Credit Card Authorizations, Banner Access Requests, etc.	All - When Applicable	Original or Copy Accepted	Yes	No
Resume	Any jobs that are not posted using the University Applicant Tracking System (eWork) must keep a resume in the employee's file.			
***** Must be completed in addition to the above if being paid by the University *****				
Direct Deposit	ALL	Electronic	N/A (Completed via Patriot Web)	via Patriot Web
Form I9		Original Accepted Only	Yes	Yes
State Tax Form * • VA • DC • MD • Other *		Original or Copy Accepted	No	Yes
Federal Tax Form		Original or Copy Accepted	No	Yes

* please contact Payroll

Each hiring unit is also responsible for terminating the employee job record via the electronic system prior to the end of the pay period to avoid possible overpayment to the employee and financial impact to the hiring department.

Termination EPAF must be submitted and approved departmentally 5 days prior to the end of the pay period in which the employee's last day falls.

For an electronic copy of the above mentioned documents please see the chart below.

TYPE OF DOCUMENT	Web Address
Employment Information Sheet	http://hr.gmu.edu/forms/EmploymentInfoSheet.pdf
Commonwealth Drug & Alcohol Policy	http://hr.gmu.edu/forms/alcohol-drug.pdf
Wage Conditions of Employment	http://hr.gmu.edu/forms/wage-coe.pdf
Selective Service Form	http://hr.gmu.edu/forms/sel-service.doc
Direct Deposit	https://patriotweb.gmu.edu/
Form I9	http://hr.gmu.edu/forms/FormI-9.pdf
State Tax Form <ul style="list-style-type: none"> • VA • DC • MD • Other 	<ul style="list-style-type: none"> • http://www.tax.virginia.gov/web_pdfs/indForms/FVA4xx6_99.pdf • http://cfo.washingtondc.gov/otr/frames.asp?doc=/otr/lib/otr/tax/forms/forms/pdf/2004_D-4.pdf • http://forms.marylandtaxes.com/current_forms/mw507.pdf • Please contact Payroll
Federal Tax Form	http://www.irs.gov/pub/irs-pdf/fw4.pdf or https://patriotweb.gmu.edu/