

# George Mason University Wage Employment Information Sheet

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The following information is requested in order to process your appointment at George Mason University. Your department will not be able to enter any information into the Human Resource Information System until this form is completed and received. No payment will be made until this form is completed in full. This information is used for reporting at the university, state, and federal levels.

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ G# \_\_\_\_\_

Perm Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Citizenship (Check One) and Complete Federal I-9 Form  
 US Citizen  Resident Alien  Nonresident Alien

Are you a Veteran?  yes  no

Are you a George Mason student?  yes  no

If yes, what level?  Part time  Full time  Undergraduate  Graduate

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Department Use Only – Checklist to ensure all documents are completed

- Employee Information Sheet
- Federal I-9 Form Completed
- Federal and State Tax Forms Completed
- Direct Deposit Form Completed
- Commonwealth's Drug and Alcohol Policy
- Conditions of Employment
- Selective Service Form (males only)
- Applicable Offer Letters
- Applicable Original Transcripts

Department Verification Signature \_\_\_\_\_ Date \_\_\_\_\_

(Revised August 2006 – Replaces Wage Employee Information Form)