

Departments should create files for each hire (original and current) employee that includes the paperwork shown below. 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	<b>Males Only</b>	Original or Copy Accepted	Yes	Yes
Original Transcript	Adjunct Faculty	Original	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.			
<b>***** Must be completed in addition to the above if being paid by the University *****</b>				
Direct Deposit	<b>ALL</b>	Electronic	N/A (Completed via Patriot Web)	via Patriot Web
Form I9		<b>Original Accepted Only</b>	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 call 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 before mentioned documents please see the chart below.

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



4400 University Drive, MS 5C3, Fairfax, Virginia 22030  
Phone: 703-993-3622; Fax: 703-993-1993

«Date\_»

«First\_Name» «Last\_Name»

«Address»

«Address\_Line\_2»

Dear «First\_Name»:

Welcome to George Mason University!

I am pleased to confirm your employment as an «Position\_Title» in the «Department\_Name». Your supervisor will be «Supervisor\_Name». The hourly rate for this position will be \$«Hourly\_Rate», not to exceed \$«Not\_to\_Exceed».

Your employment is effective «Start\_Date» and is considered: (check only one)

«Non\_Student\_Wage» Non Student Wage - Please see University Policy 2217 for additional details.

«Student\_Wage» Student Wage - Please see University Policy 2222 for additional details.  
(Including Work Study)

State policy limits wage employees to 1500 hours of work in a 365 consecutive day period commencing from the date of hire. The duration of this position is determined by continuous need, funding availability, as well as job performance, and is considered "at will."

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 you are a U.S. citizen or not. As such, you must present original (not photocopied) documents for verification when you arrive on your first day. Please review the enclosed list of acceptable documents.

If your 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 can answer any questions you may have regarding employment authorization. OIPS will prepare the form I-9 before you begin working. OIPS Staff can be reached at (703) 993-2949.

**Please read the enclosed information carefully as it contains important conditions of employment.**

Best wishes for a rewarding experience with George Mason University.

Sincerely,

«Supervisor\_Name»

«Title»

Enclosures

Copy: Hiring Manager  
Personnel file

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## CONDITIONS OF EMPLOYMENT STATEMENT FOR WAGE EMPLOYEES

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The following policies outline the conditions of employment for temporary wage/student employees at George Mason University.

1. Wage employment is 'at will' and is used to meet seasonal, temporary, part-time or casual staffing needs. Wage employees are limited to working 1500 hours per "work year" for an individual state agency. There is no commitment for continuation of employment. **If funding becomes unavailable, your assignment and/or end date will be adjusted accordingly.**
2. A work year is a period of 365 consecutive days, starting on the first day an employee begins work.
3. Per State policy wage/ employees are not eligible for vacation or sick leave. Wage employees are paid only for hours worked and are not eligible for holiday pay, health and life insurance, retirement programs or deferred compensation. They are, however, eligible to participate in the Tax Sheltered Annuity Programs offered by the University.
4. Under the Family and Medical Leave Act (FMLA), the University is required to provide up to twelve weeks of unpaid, job-protected leave to eligible employees. Eligibility includes; Wage employees who have been employed by their agency for: (1) at least 12 months; and (2) at least 1,250 hours during the 12 months before the start of the leave. NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave. DHRM Policy 4.20 for more detail and eligibility requirements.
5. In order to be paid on time, timesheets must be completed daily and submitted for approval by the submission deadline. Wage employees are required to sign up for Direct Deposit. Please see University Policy 2201 for additional details.
6. Copyrightable works including but not limited to software code, reports and other written works created by wage/student employees will be considered a "work for hire" and will be the property of George Mason University (GMU). If wage/student employees wish to use said works, GMU must first grant permission to do so.
7. Wage employees are eligible and encouraged to apply for classified or faculty positions for which they are qualified.
8. Wage employees are expected to meet the same standards of conduct and performance expected of all employees. See DHRM Policy 2.20 for more information regarding terms and conditions of employment.
9. Effective July 1, 1993, Section 60.2-114.1 of the Virginia Code requires the University to inquire of new employees, at the time of hire, whether they are subject to any income withholding order for child support payments. If so, the University must begin withholding immediately. Please contact the Payroll Department at 993-9687 if you are subject to any income withholding order for child support payments. The University is required by law to keep any information disclosed confidential, except as necessary to administer the child support enforcement program.

I understand that if I leave the employment of George Mason University owing any money to the university, or if I do not return property or equipment owned by the university, the amount owed, or the depreciated value of the property or equipment, will be deducted from any compensation owed to me, including final pay.

My signature below indicates that I have read this document or have had this document read to me and I understand the conditions of wage/student employment at George Mason University.

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Employee Signature	Employee Name (PRINT)	Date
Supervisor Signature	Supervisor Name (PRINT)	Date

# 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)

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## ORIENTATION CHECKLIST - WAGE EMPLOYEES

Provided as an aid to getting a new employee off to a good start!

Employee name: \_\_\_\_\_

### New Employee Checklist

Employee has completed online wage orientation.	How to use the fax machine, copier or any other specialized machines or equipment in your area. What is the fax number? Is a code or access instrument needed?
Form I-9	Mail system: mail stop number, account number for U.S. mail given (if applicable) Mail pick up and delivery times specified.
Conditions of Employment	
Alcohol and Drug Policy Statement,	
Selective Service Form – Males Only	
Agreement to reimburse monies owed – If Applicable	
State and federal tax withholding forms completed and sent to HR.	Who to contact if problems occur regarding: computer (X38870), or Work Control: heating and AC, office machines, etc. (X32525).
Information provided on how to handle emergencies and inclement weather (call X31000)	
Direct deposit allocations should be completed online through PatriotWeb	Parking explained, decals acquired if needed
Electronic time sheet process and pay dates explained.	Information provided on where lunch may be eaten, location of vending machines, coffee, etc. Is there a place to keep things cold? A microwave? Restroom location shown.
Department mission statement or department focus discussed.	ID card secured
Specific work hours and notification required for changes explained.	Specialized departmental handbooks provided
Dress code for area or job responsibility specified.	Department guidelines regarding daily breaks and calendar breaks explained
Job duties and responsibilities reviewed.	Applicable computer programs explained.
Use and abuse of phones discussed, including: which buttons do what, location of directories, and limits on personal calls.	Required hazardous materials information provided or special equipment needed made clear. Required training for safety and risk management specified.
Department standards of behavior discussed.	Telephone etiquette: How to answer the phones, transfer calls, screen calls (if applicable), and help a caller to reach the person or get the information he/she needs.
E-mail process explained.	Other members of staff introduced
Location of supplies, references and other needed materials shown. How are they ordered, acquired? (Any account numbers needed)	Department evaluation tools and tests discussed (if applicable).



Applicant's Name: \_\_\_\_\_ G#: \_\_\_\_\_  
(Printed)

Section 2.1-32.1 of the Code of Virginia, prohibits any board, commission, department, agency, institutions or instrumentality of the Commonwealth from employing a person who was required to present himself and submit to the federal Selective Service registration requirement and failed to do so.

If you are required to register for the Selective Service, have you done so?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No – If no, state reason:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY OF THE  
COMMONWEALTH OF VIRGINIA'S POLICY ON ALCOHOL AND OTHER DRUGS**

The Commonwealth of Virginia's Policy on Alcohol and Other Drugs, No. 1.02, states that the following acts by employees are prohibited:

- I. the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace ;
- II. the impairment in the workplace from the use of alcohol or other drugs; (except the use of drugs for legitimate medical purposes);
- III. action which results in the criminal conviction for:
  - a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
  - a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring in the workplace;
- IV. the failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.

- Included under this policy are all employees in Executive Branch agencies, including the Governor's Office, Office of the Lieutenant Governor and the Office of the Attorney General.

- The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.

- Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

- A copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

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**CERTIFICATE OF RECEIPT**

Your signature below indicates your receipt of this summary of the Commonwealth of Virginia's policy on alcohol and other drugs No. 1.02. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

/ Date \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
<b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>Documents that Establish Identity</b>	<b>Documents that Establish Employment Eligibility</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)</li> <li>3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)</li> <li>4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>Form I-327</i>)</li> <li>9. Unexpired Refugee Travel Document (<i>Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>)</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center; font-weight: bold; margin: 5px 0;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>
	AND	<ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)</li> </ol>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)