Decentralized Hiring Procedures

Scope
Hiring Documentation for part-time employees includes; Student Wage, Non Student Wage, Work Study, Adjunct Faculty and Graduate Teaching/Research Assistants.

Banner Record
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 per DHHRM and Federal requirement. 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.

Background Checks
Mason requires a background check for all new employees as a condition of hire. Employees transferring into a new position will also be subject to a background check. Details regarding this policy and the process, are posted on the Employee Relation's background check webpage. Please email bgground@gmu.edu for more information.

Employment Eligibility Verification (Form I-9)
George Mason University (Mason) is required to complete a Form I-9 for every new employee hired after November 6, 1986. As of June 1, 2011, Mason is also required to process employment verifications for all new hires and rehires having a break in service greater than one year as defined by the Commonwealth of Virginia Department of Human Resource Management (DHRM).

Form I-9 verifies that employees are eligible to work in the United States. New employees will need to complete Section 1 of the I-9 form on or before the first day of employment and provide proof of identity and employment eligibility. New employees will log into http://www.newi9.com/, enter the George Mason University Employer Code 15114 when prompted, complete Section 1 of the I-9, and print the receipt page confirming completion of I-9 Management. Employees will bring the receipt page, a copy of their welcome letter, Form I-9 Management Process Checklist, and acceptable I-9 documents with them to the NEW Center. A list of acceptable documents will be provided on the receipt page.

All international employees must visit the International Tax Office in Fiscal Services (intax@gmu.edu), located at the Fairfax Campus, University Hall, Room 4400. The department should instruct the employee to complete section 1 of the Form I-9 on or before the first of day paid status and direct the employee to go to the International Tax Office within the first 3 days of paid status. Employees will bring the receipt page, a copy of their welcome letter, Form I-9 Management Process Checklist, and acceptable I-9 documents with them to the Tax Office. The tax office will complete the Form I-9 process with the employee. You can proceed with the Electronic Personnel Action Form (EPAF) processing to ensure the employee’s records are completed and in the system for the first day of work, even though you are not processing the Form I-9.

If you need additional information or have questions with regards to the Form I-9, contact Human Resources & Payroll, at 703 993 2600 or by email at hr@gmu.edu.

Record Retention
The current hiring department is responsible for maintaining an accurate and complete file with updated Mason 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 Auditor’s 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.

For Student Wage, Non-Student Wage, Graduate Assistants (All Types), Work Study, and Adjunct personnel the department is the keeper of records. Based on audit guidelines, here is a list of documents that should be in each Department file:

- Welcome Letter/Offer letter/Contracts which have a start date and pay rate shown.
- Employee Information Sheet
- Signed agreements including Mason
• University and Departmental polices (Conditions of Employment, Alcohol and Drug, Social Media), Telework agreements, Confidentiality agreement (if Applicable), Wage Welcome Packet materials).

• Resume/Application

• Copies of paper time sheets with proper signatures (Originals sent to Payroll for processing), if not processed via Patriot Web.

Documents that **must be sent to HR** (Copies SHOULD NOT be kept at the Department)

• Original tax forms

• Direct Deposit (Paper form if electronic sign up is not done)

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 **Classified and Faculty personnel** HR is the keeper of records. The department should only have supervisor files which contain notes, perhaps copies of performance reviews, or other miscellaneous items. No personnel paperwork with sensitive information should be kept at the department.