

Subject: Instant HR & Payroll: Enrolling Non-Benefitted New Hires in 2FA and a Reminder about Background Checks
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Instant HR & Payroll

We have important information for you today! Read below for information on how to enroll non-benefitted new hires in 2FA and a reminder about background checks.

Enrolling Non-Benefitted Employees in 2FA

Do you have questions about how to enroll **non-benefitted employees** in 2FA? Here is an easy guide:

- Two-Factor Authentication (2FA) enrollment is incorporated into the Patriot Pass account process.
- New hires will be prompted to enroll in 2FA after they claim their Net ID and set their Patriot Pass password.
- For instructions on this process, visit <http://tsd.gmu.edu/services/strongpassword/Sign-Up-Employee.cfm>.

For new **student** hires who already have a net ID and Patriot Pass password, they will only need to enroll in 2FA at <https://itsecurity.gmu.edu/2fa/>.

If you run into any issues or have questions, please contact the IT Support Center for assistance at 703-993-8870 or support@gmu.edu.

[Learn More](#)

Background Check Reminders

Background Check Reminders

Human Resources and the Office of Risk Management would like to share a few reminders about background checks. If you have any questions regarding the [policy](#), our [vendor](#), or the background check [process](#), please contact Jessica Cain at 3-5298 or email bkground@gmu.edu. Additional information can also be found on our [webpage](#).

Criminal Background Checks

- Employees cannot begin work until their background check(s) has been successfully completed. Employees with a current criminal background check on file (less than 3 years old) are not required to submit a new request.
- Delinquent requests may result in a delayed start date or termination.
- Requests for new and rehired employees are initiated during the onboarding process via Mason Onboard. Requests are automatically sent to the applicant shortly after the Personal Information page in the Mason OnBoard packet is complete. If an employee does not receive their request within 24 hours of completing the Personal Information page (not including weekends), please contact us.
- If the criminal background check is not initiated in a timely manner (within 5 days of receiving the request), the packet creator or HR Liaison will be contacted for assistance with follow up.
- Truescreen has an average turnaround time of 2 days once the employee submits the request. Automatic completion emails are sent to the packet creator or HR Liaison once the criminal background check results are returned. The email you will receive will include one of the following messages:

The report for this case is now available.

***The report for this case is now available at the following location.
(may include an inactive link)***

***The report for this case has been adjudicated and has a new
Pass/Review/Fail status. It is now available.***

All messages confirm that the background check was passed. For status updates on a background check, please email bkground@gmu.edu.

Motor Vehicle Reports

- Employees with driving responsibilities are required to complete a Motor Vehicle Report (MVR) in addition to their criminal background check. Employees must consent to provide access to their MVR for full review and the MVR results must meet the minimum acceptable criteria as established in the policy procedures of [the **Vehicle Use Policy 1411**](#).
- MVRs are reviewed by the Office of Risk Management upon initial hire. Employees will receive a new MVR request annually thereafter.
- If an employee does not adhere to the MVR process (within 5 days of receiving the request), they will not be authorized to operate a vehicle on behalf of Mason.

Supervisors will receive a separate MVR completion email from the Office of Risk Management. For status updates on a MVR, please email risk@gmu.edu.

For a legend of the header icons, [visit the Instant HR & Payroll legend page.](#)

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