

Subject: Instant HR & Payroll: Who's Walking Wednesday with Dr. Shannon Davis and Background Check Reminders
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Instant HR & Payroll

Did you go to the Caps Parade in D.C. yesterday?

Read below for a way to celebrate Employee Well-Being Month and for background check reminders.



Who's Walking Wednesday with Dr. Davis

Details: Wednesday, June 20 at noon in front Merten Hall

Celebrate Employee Well-Being Month with Shannon Davis, Interim Senior Associate Dean of CHSS and Associate Professor of Sociology!

Dr. Davis is leading Who's Walking Wednesday on **Wednesday, June 20 at noon**. Meet her **in front Merten Hall** for a walk around campus!



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 the HR & Payroll [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 at bkground@gmu.edu.
- 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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