

Subject: Instant HR/Payroll: Background Check Updates, Ticket Monster Perks, A Managed Print Program from Auxiliary Enterprises, and More

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From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Mason Background Check Policy Update

The University's background check policy, 2221, was recently updated to include all employees. Effective July 1st, all new and rehired benefited and non-benefited employees are subject to a background check. Employees with a current background check on file (less than 3 years old) are not required to submit a new request. Employees are also now subject to periodic rescreening against restricted party lists.

Background checks are completed through our new vendor, Truescreen (applicationstation@truescreen.com). Requests for new and rehired employees are initiated during the onboarding/hiring process (Mason OnBoard or eWork) and are automatically sent to the Background Check Team for processing.

If you need additional information regarding the policy expansion or our new vendor, please contact Jessica Cain at 3-1275 or jcain4@gmu.edu.

Background Checks: Motor Vehicle Reports

We are in the process of including the option for a Motor Vehicle Background Check (MVR) for positions that have significant driving responsibilities in their job duties.

For positions that are being posted in eWork, initiators will be required to answer the question regarding the need for an MVR for the position. This will ensure that employees receive a Basic background check with a MVR when they are hired. eWork will automatically send this request in an email to the background check team.

If your department has a non-benefited position with driving responsibilities, the applicant will go through the new onboarding system (Mason Onboard). In this case, the department must send an email to bkground@gmu.edu to request a MVR once the offer is accepted.

Your email must include the first and last name of the employee, their position, their anticipated start date, and the request for an MVR to be added to their basic background check. Once your email is received, our team will create a custom case to include the MVR.

When results are returned, the MVR portion of the report (only) will be reviewed with Risk Management to ensure the results meet policy standards ([Vehicle Use Policy 1411](#)). Risk Management will continue their process of managing additional MVRs that are required for these employees after they are hired.

If you have any questions about the policy please contact Samantha McClelland at 3.2599. If you have any questions about the background check process, contact Jessica Cain at 3.1275.

Discount Opportunity: Ticket Monster Perks

Check out the latest summer discount opportunity from [Ticket Monster](#). Faculty, staff, students, retirees, and alumni all have access to discounts from Ticket Monster Perks. Our company identifier is Masontix. For more information on Ticket Monster Perks and a host of other discounts available to faculty and staff (and others as specified), please visit <http://hr.gmu.edu/worklife/discounts>.

From Our Colleagues in Auxiliary Enterprises

Mason has partnered with Canon Solutions America to offer a new Managed Print Program aimed at achieving greater efficiencies, reducing our environmental impact, and conserving resources. For those departments who are interested, the program will begin with an assessment of your current print and output environment. During these assessments, we will be evaluating all output technology, including multi-function devices, printers and fax machines. The goal of this assessment is to gain a better understanding of all of your output requirements. Additional information on the program is available at <http://printservices.gmu.edu/> including an [FAQ](#).

Those departments that opt in will see a significantly reduced total cost of ownership along with other great benefits including new state of the art technology; departments choosing to opt out will be responsible for all print costs including supplies, service, hardware, etc.

If you have any questions or would like to participate in an assessment, please contact Buz Grover at hgroveri@gmu.edu. In the meantime, please take a moment to provide Mason with some brief feedback on your current level of satisfaction with your printing environment by completing an eleven question [survey](#).

From the Folks at Masonvale: Summer Leasing Event

Masonvale has some limited availability for 2 and 3-bedroom units. Amenities include:

- Granite counter tops
- Stainless steel appliances
- Washer and dryer
- And much more!

If you have any questions or would like to discuss availability, please contact Masonvale directly at 703.865.4870.