

**Subject:** Instant HR/Payroll: Reminder on MasonOnBoard Changes, National Park and Recreation Month, Personal Spaces, George Mason Day at Nationals Park, and Masonvale Openings

**Date:** Tuesday, July 25, 2017 at 10:09:11 AM Eastern Daylight Time

**From:** Janet P Walker (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)

**To:** HR-PAYROLL-L@listserv.gmu.edu

### **Reminder: Changes to Onboarding at Mason - I-9 Compliance**

I-9 compliance is federally mandated; there is a significant financial risk to Mason for non-compliance. Currently, escalating email reminders are sent to all new employees on each of their first three workdays from MasonOnBoard, Mason's electronic onboarding system.

Due to non-compliance issues, beginning July 17, a 4<sup>th</sup> and final email is now sent to the department if the new hire has failed to complete the I-9 process. The email advises that the employee be terminated until they have fully completed their I-9 and MasonOnBoard packet at which time they can be re-instated.

We don't want anyone to get to this point. Please encourage your new colleagues to complete their I-9s on a timely basis.

Questions? Please contact Debbie Gupta at 3.9459.

### **National Park and Recreation Month**

July is National Park and Recreation Month. Discover the power of play and adventure in your local park or recreation site (how about [Mason Recreation!](#)).

For some additional information on the impact that play can have, please see CommonHealth's [wellness note](#).

### **Personal Space**

As we strive to maximize our use of space, workstations have become very common, but it is important to keep in mind that people may require a more personal space on occasion. This space may be needed for a professional matter or a personal one. We hope that departments/offices/units will consider working to identify a space that can be used for such things as:

- A small group meeting
- A private conversation between two people, perhaps both of whom work at work stations
- Meditation
- The need for "a moment" to gather one's thoughts or emotions
- A nursing mother\*
- Administering medication
- A personal cell phone call

In this fast paced world, where privacy is sometimes hard to come by, it's important that faculty, staff, and students have a place where they can go to have a private conversation or address a personal need. We understand space is at a premium and it may not be possible for each office to set aside a "personal space". However, Mason by its very nature is a collaborative and sharing community and this may be a great time to start a conversation with colleagues in nearby offices to see how you can partner to utilize existing space or create a new space for this type of use.

*\*Federal law does require that nursing mothers have access to a private space (not a bathroom) that can be used as a lactation room; Mason also has a policy on the subject, [Break Time for Nursing Mothers](#). Details and current spaces around campus can be found in the [Parent Guide](#). If you have space that you*

would like included on the lactation resource list, please email the information to [worklife@gmu.edu](mailto:worklife@gmu.edu).

**From Our Colleagues in Intercollegiate Athletics: George Mason Day at Nationals Park**

Mason Nation! Please join us at the ballpark on Thursday, September 28th to celebrate “George Mason Day” as the Nationals take on the Pittsburgh Pirates. \*NEW THIS YEAR\* For just \$39 (\$69 value) this specially priced Mason package includes a seat in the lower level and a Green and Gold New Era co-branded Nats/Mason hat. Join us.

For more information or to purchase a group of 13 or more, contact John Manzoian at 202.640.7723 or email at [John.Manzoian@nationals.com](mailto:John.Manzoian@nationals.com).

\*Please note: To receive the hat, you must purchase the special Mason ticket at [www.nationals.com/mason](http://www.nationals.com/mason). Hats are limited to the first 1,500 purchasers\*

**Masonvale Openings**



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