

Subject: Instant HR/Payroll: Reminder MasonOnBoard Changes, Center for the Arts Appreciates Faculty and Staff

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From: Courtney B Ashmore (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

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

Reminder: MasonOnboard Extends to Benefitted Faculty and Staff

As announced in our [2017-2018 New Academic Year Newsletter](#), HR & Payroll began using MasonOnBoard (the online onboarding system) for benefitted faculty and staff on September 18, 2017. The HR & Payroll Department will create the onboarding packets for faculty and staff.

- Hiring departments will no longer need to collect personal information from new employees. (SSN, date of birth, etc.). We will collect this information through MasonOnboard.
- The local units will continue to create packets for part-time, non-benefitted employees.
- MasonOnboard packets for faculty and staff will contain important employment and benefit information for the new employees.
- New employees should still visit the NEW Center on or before their first day to complete other onboarding processes, such as completing Section 2 of the I-9, receiving his/her Photo ID, and signing up for required orientations.

If you have any questions, please contact Debbie Gupta (dgupta5@gmu.edu) or Megan Kirk (mkirk4@gmu.edu) for faculty and staff onboarding questions.

The Center for the Arts Appreciation Event for Mason Faculty and Staff

Your colleagues at the Center for the Arts invite you to explore the arts at Mason and get discounted tickets for the performance of the [Martial Artists and Acrobats of Tianjin](#) on November 4, 2017 at 8 p.m. These talented artists show off their superior skills in acrobatics, circus acts, illusions, and martial arts! More than one hundred performers take the stage in a spectacle of acrobatic stunts and martial arts. Mason faculty and staff may use the code MASONSPIRIT to receive 25% off tickets to this performance. Half-price tickets are available for youth through grade 12. [Visit cfa.gmu.edu for more information and to purchase tickets.](http://cfa.gmu.edu)