



4400 University Drive, MS
Phone: 703-993-

Fairfax, Virginia 22030
Fax: 703-993-

Dear

Welcome to George Mason University and

I am pleased to confirm your employment as a _____, reporting to _____ You will be paid at a rate of _____ per hour on a bi-weekly pay schedule. Your employment is effective _____ . [\(Please see University Policy 2217, “Wage Employment” for additional details\).](#)

This employment is “at will” and is used to meet seasonal, temporary, part-time or casual staffing needs. As a wage employee you are required to comply with the Commonwealth’s wage hour limit; working no more than 29 hours per week on average from May 1 to April 30 each year, in accordance with the [Affordable Care Act \(ACA\)](#). This puts the George Mason University limit at 1,450. This 50 hour cushion to the federal maximum will ensure we remain in compliance and limit the university from liability. You are responsible for notifying all supervisors if you have multiple positions and for complying within the wage hour limits.

Employment is contingent upon receipt of [proof of eligibility to work](#) in the United States (Form I-9) within *three* business days from your start date and completion of a satisfactory background investigation. You will receive an email from hr@gmu.edu to complete the Form I-9 along with other hiring paperwork. You will receive a separate email from applicationstation@truescreen.com to complete the requirements to conduct a background investigation.

If you are a Mason sponsored J-1 student and your employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services, the [Office of International Programs and Services \(OIPS\)](#) can answer any questions you may have regarding employment authorization.

Best wishes for a rewarding experience with George Mason University.

Sincerely,