

Effective August 1, 2006

## **Human Resource Policy for Decentralized Hiring**

### **(Student Wage, Non-Student Wage, Work Study, Adjunct Faculty, Graduate Appointments, and Consultants)**

The Banner Electronic Approval System (EA System) is designed to process the HR action forms electronically. But even in the electronic environment, there are documents pertaining to the hiring of an employee which require original signatures and must be maintained in the hiring department's employee's HR file.

The hiring department will be able to process the electronic HR action and get the employee paid by sending the accompanying required compliance paperwork to HR/Payroll (tax forms, direct deposit, and \*Federal I9 Form), and maintaining a copy for the department HR file as well.

For current hires, the new hiring department may request a copy of the employee's file from the previous hiring department; however, the current hiring unit is responsible for maintaining an accurate and complete file for all employees. The hiring department will have the employee complete the required forms and maintain in the HR file if the records are not received from the previous hiring department within 30 days of hire.

The regulatory and compliance documents are essential and cannot be left incomplete on any employee. Each department will create a HR file for every original and current hire and maintain these files for the duration of the employment within that department, and for (3) years after the separation date. These documents are subject to review and/or audit by Human Resources and Payroll, Internal Audit, State Auditors Office, and the U.S. Department of Labor. The employee's HR file will be kept in a secure location inaccessible to anyone other than the responsible department officials or the above mentioned offices.

#### **\*Important Notes:**

Federal I-9 form must be maintained separately from the employee's HR file to maintain EEO standards.

Additional Guidelines including Q & A's are noted on the last page of the attached procedures for this policy.

**Procedures for Decentralized Hiring**  
**(Wage, Work-study, Adjunct Faculty, Graduate Appointments, and Consultants)**

1. Each hiring department must keep the following documents on file for each employee (including employees hired by other units). These files must be maintained in the office of the hiring department until the employee separates from that department. Upon separation, the file must be maintained for a minimum of (3) year in the department, then send to University Archives.
2. Each employee you hire (original or current hire) must complete the following form available at the following links or a copy from previous hiring department. Please see chart below.
3. Each hiring unit is also responsible for terminating the employee job record via the electronic system within 5 days of the separation to avoid possible overpayment to the employee and financial impact to the hiring department.

TYPE OF DOCUMENT	APPLICABLE TO EMPLOYMENT TYPES	COMPLIANCE AND REGULATORY DOCUMENTATION HOUSED BY	SEND TO HR/PAYROLL FOR PROCESSING	AVAILABLE ON LINE
I-9 Employment Eligibility	All	Hiring Department	Yes	<a href="http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf">http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf</a>
Commonwealth's Drug and Alcohol Policy	All	Hiring Department		<a href="http://hr.gmu.edu/forms/alcohol-drug.pdf">http://hr.gmu.edu/forms/alcohol-drug.pdf</a>
Federal Tax Form	All	Hiring Department	Yes	<a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a>
VA State Tax Form	If Applicable	Hiring Department	Yes	<a href="http://www.tax.virginia.gov/web_pdfs/indForms/FVA4xx6_99.pdf">http://www.tax.virginia.gov/web_pdfs/indForms/FVA4xx6_99.pdf</a>
MD State Tax Form	If Applicable	Hiring Department	Yes	<a href="http://forms.marylandtaxes.com/current_forms/mw507.pdf">http://forms.marylandtaxes.com/current_forms/mw507.pdf</a>
DC Tax Form	If Applicable	Hiring Department	Yes	<a href="http://cfo.washingtondc.gov/otr/frames.asp?doc=/otr/lib/otr/tax/forms/forms/pdf/2004_D-4.pdf">http://cfo.washingtondc.gov/otr/frames.asp?doc=/otr/lib/otr/tax/forms/forms/pdf/2004_D-4.pdf</a>
Direct Deposit Form	All	Hiring Department	Yes	<a href="http://hr.gmu.edu/forms/directDepositAuthForm.pdf">http://hr.gmu.edu/forms/directDepositAuthForm.pdf</a>
Employment Information Sheet	All	Hiring Department		TBD
Conditions of Employment	Wage	Hiring Department		<a href="http://hr.gmu.edu/forms/wage-coe.pdf">http://hr.gmu.edu/forms/wage-coe.pdf</a>
Selective Service Form (males only)	All	Hiring Department		<a href="http://hr.gmu.edu/forms/sel-service.doc">http://hr.gmu.edu/forms/sel-service.doc</a>
Original Transcript	Faculty	Office of the Provost		<a href="http://www.gmu.edu/departments/provost/geninfo.htm">http://www.gmu.edu/departments/provost/geninfo.htm</a>
Signed Offer Letters	Faculty/Grad Asst	Hiring Department		Sample Templates Available on Provost Home Page <a href="http://www.gmu.edu/departments/provost/geninfo.htm">http://www.gmu.edu/departments/provost/geninfo.htm</a>

# George Mason University Employment Information Sheet

The following information is requested in order to process your appointment at George Mason University. Your department will not be able to enter any information into the Human Resource Information System until this form is completed and received. No payment will be made until this form is completed in full. This information is used for reporting at the university, state, and federal levels.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ G# \_\_\_\_\_

Perm Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Citizenship (Check One) and Complete Federal I-9 Form  
 US Citizen  Resident Alien  Nonresident Alien

Are you a Veteran?  yes  no

Are you a George Mason student?  yes  no

If yes, what level?  Part time  Full time  Undergraduate  Graduate

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Department Use Only – Checklist to ensure all documents are completed

- Employee Information Sheet
- Federal I-9 Form Completed
- Federal and State Tax Forms Completed
- Direct Deposit Form Completed
- Commonwealth's Drug and Alcohol Policy
- Conditions of Employment
- Selective Service Form (males only)
- Applicable Offer Letters
- Applicable Original Transcripts

Department Verification Signature \_\_\_\_\_ Date \_\_\_\_\_

# Additional Guidelines Q & A

**Question:** How do I complete the Federal I9 Form for Employment Eligibility Verification?

**Answer:** Employers must complete Section 2 by examining evidence of identity and employment eligibility within (3) business days of the date employment begins. Employers must record and see:

1. document title
2. issuing authority
3. document number
4. expiration date (if any)
5. the date employment begins
6. employers must sign and date the certification
7. employees must present original documents

If the employee certifies that he or she is not a citizen or national of the United States or a Lawful permanent Resident, the employee must contact the International Programs and Services Offices to have his/her I9 form completed and verified, please visit this office online at: <http://www.gmu.edu/student/oips/>.

**Question:** What happens when the I9 expires? What do I need to do?

**Answer:** Human Resources will contact the employee via email to inform them that his/her eligibility to work will be expiring. The employee is then required to contact International Programs and Services Offices to have their I9 form updated and re-verified. Please contact this office online at: <http://www.gmu.edu/student/oips/>.

**Note:** I9's do not expire for US Citizens.