New Adjunct Faculty Orientation
George Mason University

date: Saturday, January 9, 2016
location: Merten Hall - #1 on map http://info.gmu.edu/Maps/FairfaxMap14lIttrClr
time: 9:00 a.m.: Registration, Breakfast, Resource Fair
10:00 – 12:30: Presentations including Blackboard and Patriot Web
12:30 – 5:00: Lunch, Breakout Sessions, Individual Consultations
(Lunch is only provided for those who RSVP and attend the full day orientation)

Free parking on permit Levels 1 and 2 of Rappahannock River Parking Deck (#43 on campus map)
Please do not park in the Visitor Parking Section

Learn more about the Mason community including the benefit and resources now available to you:

- discover new tools and strategies for a successful semester
- complete required payroll forms and receive your Mason photo ID
- enjoy refreshments while networking and making connections with colleagues

Before attending the orientation, please:

1. Log into http://strongpassword.gmu.edu to set up access to your Mason email, Blackboard, PatriotWeb, and other Mason systems. For tech assistance call ITU at 703.993.8870.
2. To complete your I-9 verification:
   a. Log into http://www.newi9.com/on or before your FIRST day of work for pay,
   b. enter the George Mason University Employer Code 15114 when prompted,
   c. complete Section 1 of the I-9, and print the receipt page confirming completion of I-9 Management.
   d. After completing these four steps, please join us at the orientation or visit the HR & Payroll Department on the fourth floor of Merten Hall within 3 days of the FIRST day of work for pay to complete Section 2 of the I-9. Please bring your receipt page confirming completion of I-9 Management (step d. above) as well as your original unexpired documentation to verify your eligibility to work in the U.S. A list of acceptable documents is on your confirmation receipt.
3. We will be electronically depositing your paycheck. To complete direct deposit, please bring your bank account information with you.