Before Your First Day

Congratulations!

We know that you are excited about your new position at Mason.

We are looking forward to welcoming you to our caring and collegial community

Here are some things you can do to help your first day run smoothly:

Collect the materials that you will need to bring to the New Employee Welcome (NEW) Center on or before your first day at Mason:

1. Do you know where the NEW Center is located? If not, just click on this link for driving directions.
2. Before visiting the NEW Center, to complete your form I-9 you will need to:
   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.
   d) print the receipt page confirming completion of I-9 Management.
   e) After completing these four steps, please visit the NEW Center in the HR & Payroll Department 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. Mason does not have paper paychecks, since we will be electronically depositing your paycheck. To complete your direct deposit, please bring a check with you from your bank account or your bank’s routing number and your personal bank account number. Even better, go Patriotweb to enter your new direct deposit allocation; as well as to enter your ethnicity, race, and veterans status information.
4. Would you like to park your vehicle at the Fairfax, Prince William, or Arlington campus? We can arrange an automatic parking payroll deduction and give you a temporary parking permit, if you bring your vehicle registration (issued by the Division of Motor Vehicles) with you.
5. Bring a smile, since we will be taking your photo for your Mason photo identification card.

If you are a faculty member, please sign your contract and return it, along with the completed “Request for Information” sheet, to your department.