



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. Please bring the required unexpired forms of identification and eligibility to complete your I-9 form, no later than the first day of your new job. A list of the acceptable documents that establish employment eligibility can be found at [I-9 documents](#).
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.