



On Your First Day

We all know how exciting and sometimes overwhelming
the first day in a new job can be.

We hope that your first day at Mason will be a welcoming one for you.

If you have not visited the New Employee Welcome (NEW) Center yet,
please come by today!

The NEW Center is a one-stop-shop for parking, payroll, photo ID and more.

Please see the [Before Your First Day](#) section for the materials you will need to bring with you to the NEW Center.

While at the NEW Center you will:

- Complete your new hire paperwork, including the I-9 and tax withholding forms
- Sign up for the optional parking payroll deduction and receive a temporary campus parking permit
- Receive a benefits packet and confirm/schedule your orientation appointment
- Activate your Mason email and Employee Self Service accounts to enter your direct deposit information for your paycheck
- Have your photo taken and receive your Mason photo identification card
- Learn about the details of Wellness by Mason including a free trial membership for new employees at our recreational facilities
- Receive information on work/life opportunities including Sittercity, discounts and more!