Be sure to read this important Instant HR & Payroll as it provides details about I-9s, the overtime election period, the new adjunct faculty success workshop, and how to hire a remote worker.

**I-9 Reminder**

We want to make sure your new employees have everything they need to get started right away! Hiring a new employee requires a number of processes, some of which are governed by state policy and federal law. One of these federally mandated processes is the I-9 process.

**Action Items:**
- Please remind the new employee they must complete Section 1 of the Form I-9 **on or before their first day of work**
- Please remind the new employee they must visit Human Resources and Payroll, with their acceptable document(s), to complete Section 2 of the Form I-9 **no later than three days after the first day of work.**

**Email Reminders:**
- MasonOnBoard, Mason’s electronic onboarding system, sends three email reminders to the new employee each day of their first three days of work.
- If the new employee does not complete the I-9 process, a fourth and final email is sent to the respective MasonOnBoard packet creator.
This email directs the packet creator to terminate the employee immediately and the new employee will no longer be allowed to work at Mason.

If you have questions about I-9 compliance, please contact Debbie Gupta at dgupta5@gmu.edu or 3-9459.

$ Overtime Election$

From **August 1 to September 7, 2018**, all non-exempt employees (i.e. employees eligible for compensation for any time worked over 40 hours in a week) can choose how they want to receive overtime compensation.

**Overtime eligible employees can choose to receive overtime compensation through one of two options:**

1. Cash (default option)
2. Leave

**Do I Have to Make a Change?**

- If a non-exempt employee has made an election in the past and does not want to change the election, no action is needed.
- If a non-exempt employee wants to continue to receive pay for any overtime earned, they do not have to complete a form.

**How Do I Make a Change?**

If the non-exempt employee would like to change their election, please:

- Complete an Overtime Leave Agreement Form found at: [http://hr.gmu.edu/forms_standard/payroll/OvertimeLeaveEmployeeAgreement.pdf](http://hr.gmu.edu/forms_standard/payroll/OvertimeLeaveEmployeeAgreement.pdf)
- Submit the form to the Payroll Department at MSN 3C3 before **Friday, September 7**. Due to processing, this deadline is firm and Payroll cannot accept forms after this date.
Please remember elections are one-year commitments and can only be changed during this open enrollment period. This means if the non-exempt employee elects leave accumulation, they will receive leave, and not cash, for any overtime worked during that year.

Please contact Catalina Wheat at cwheat@gmu.edu or 3-2751 for questions.

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New Adjunct Faculty Success Workshop

New Adjunct Faculty Success Workshop
(Previously known as the New Adjunct Faculty Orientation)

Help new adjunct faculty seamlessly transition into their new role by inviting them to the New Adjunct Faculty Success Workshop. This workshop is designed to meet the unique needs and challenges of adjunct faculty, support their transition to campus, and develop practical strategies for student success.

Date: Saturday, August 18, 2018
Check-in Time: 9 a.m.
Workshop Time: 9:30 a.m. to 5 p.m.
Location: Alan & Sally Merten Hall Lobby
4441 George Mason Blvd
Fairfax, VA 22030

To Attend, all new adjunct faculty should RSVP before August 10, 2018.
- If a unit/department has participated in previous orientations, RSVP information will be sent out to the HR Liaisons in a follow-up email.
- If a unit/department has NOT participated in previous orientations, please email Michelle Lim at mlim1@gmu.edu.

Action Item: Please ensure all new adjunct faculty hires are entered into Banner before August 14, 2018, to ensure they can obtain their faculty ID and NetID and can participate in the important Blackboard and Patriot Web training on the day of the workshop.
For more information, please visit https://provost.gmu.edu/faculty-matters/faculty-resources/new-faculty.

Hiring Remote Workers

If you are hiring a remote worker, please notify Debbie Gupta, in Human Resources, at dgupta5@gmu.edu or 3-9459.

- Please provide the notice two weeks before the remote employee’s start date
- Complete the remote worker agreement form and send to Christina DiCicco, in Human Resources, at cdicicco@gmu.edu.

If you have questions, please contact Debbie Gupta at dgupta5@gmu.edu or 3-9459.

For a legend of the header icons, visit the Instant HR & Payroll legend page.

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