Instant HR & Payroll

Set new employees up for success by reminding them to complete the I-9 process. Then, help support your colleagues by sharing the below information about compensatory leave and flu shot clinic tips!

HR Liaisons Meeting

Details: Monday, October 22, 2 – 4 pm, Fairfax, Merten Hall 1201

HR Liaisons are important communicators and provide key support to faculty and staff. Please join us for the fall HR Liaisons meeting to prepare for the year, ask questions, and learn how to make the most of your important role.

The meeting will be video-conferenced to:
- Arlington - Founders Hall B119
- Sci-Tech - Colgan Hall 221

To register, please visit the HR website.

If you would like the meeting to be videoconferenced to Loudoun or Front Royal or if you have questions, please e-mail hrlearn@gmu.edu.

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 (3) days after their first day of work**

**Email Reminders:**
- MasonOnBoard, Mason’s electronic onboarding system, sends three email reminders to the new employee; one 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 hiring manager
  - This email directs the hiring manager to terminate the employee immediately
  - The new employee will not be allowed to work at Mason again until they fully complete the I-9 process including presenting acceptable documents to HR & Payroll or the designated I-9 representative

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

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**Compensatory Leave Reminder**

Compensatory Leave is earned by classified staff on an hour-for-hour basis when the employee works:
- On a holiday
- When the university is officially partially or fully closed
- On a scheduled day off

**Notes on Limits and Expiration:**
- Employees are limited to 96 hours of accrued compensatory leave
- Per State Policy 3.10, accrued compensatory leave expires one year from the pay period in which the hours are accrued, regardless of the 96 hour limit
- Once hours expire or lapse, accrued compensatory leave may not be used and cannot be paid out upon an employee's change of status
Please remember to check your balance and use your Compensatory Leave before other leave types. You can review your leave balance by visiting the [Patriot Web](#) “Employee Services” tab and selecting “Leave Balances and History.”

If you have questions, please email payroll@gmu.edu.

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**Flu Shot Clinic Tips**

Prepare for the Winter Wellness Flu Shot Clinic! Below is helpful information to ensure you are ready to receive your flu shot.

- Bring your Mason ID, driver’s license (*Kaiser Permanente members*), and insurance card
- No appointment is necessary; all clinics are walk-in
- The clinics are usually busiest during the first hour, so plan accordingly
- Wear short sleeves
- Plan to spend 10-15 minutes at the clinic after your shot to ensure there is no adverse reaction
- Dependents on accepted health insurance plans who are 5 years old and older can receive a flu shot at the clinic with a guardian present
- *Kaiser Permanente* will be administering flu shots at the Fairfax October event only
  - Walk-in flu shots are available to *Kaiser Permanente* members at locations in the area
  - Visit [kp.org/locations](#) to find your nearest facility

If you cannot attend one of the October clinics, don’t worry! There will be a follow-up, walk-in flu shot clinic on November 14, 2018, in the Johnson Center Bistro from 9 a.m. to 12 p.m. (COVA members only).

**Employees without accepted insurance can receive the flu shot through:**

- Student Health Services for $30
  - Payment accepted: Check, Mason Money, Mastercard, or Visa
- The on-site pharmacy for $25
  - Payment accepted: Cash or check made out to Shoppers Pharmacy

**For more information about:**

- The Mason flu shot clinics, [please read our flyer](#)
- The vaccine, please visit [the Center for Disease Control’s website](#) ([Spanish Version](#))
Military Spouses and Partners Group

**Details:** October 17, 12 pm, Fairfax campus, the MIX next to Fenwick Library

Calling all military spouses and partners employed at George Mason University! Bring your lunch or a cup of coffee and meet other military partners and spouses.

This is a great opportunity to connect with others, share advice, and discuss how this group can be a valuable resource for Mason military spouses and partners going forward.

Questions? Please contact Kim Coryell, proud military spouse for over 20 years, at kcoryell@gmu.edu.

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Pathbreakers Webinar Series

**Details:** October 23, 1–1:30 pm, via WebEx (link will be sent to the registered attendees)

Academic Innovation and New Ventures is hosting the Pathbreakers Webinar Series: “Blending Apprenticeships and Boot Camps.”

“Join Heather Terenzio, CEO of Techtonic, to discuss a new kind of boot camp and business model that seeks to empower women, minorities, and underserved communities and promises them a way to earn while they learn via corporate apprenticeships.”

RSVP required, please register on their website.

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