



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Dear _____,

Welcome to George Mason University!

I am pleased to confirm your employment as a (an) _____ in the _____
Department. Your supervisor will be _____. The hourly rate for this position will be \$ _____.

Your employment is effective _____ and is considered:

☐ Non Student Wage

☐ Student Wage

(Please see University Policy 2217 for additional details).

Wage employment is "at will" and is used to meet seasonal, temporary, part-time or casual staffing needs. As a wage employee you are required to comply with the Commonwealth's wage hour limit. All wage employees are limited to working no more than 29 hours per week on average over a twelve month period from May 1, to April 30 each year. This is a total combined hours from all wage positions, including student wage. You are responsible to notify all supervisors if you have multiple positions and complying with in the wage hour limits. Additional information can be found on the [ACA FAQ page](#).

Employment Eligibility Verification (Form I-9) verifies that you are eligible to work in the United States. You will need to complete Section 1 of the I-9 form on or before the first day of employment and provide proof of identity and employment eligibility. Please log into <http://www.newi9.com/>, enter the George Mason University Employer Code **15114** when prompted, complete Section 1 of the I-9, and print the receipt page confirming completion of I-9 Management. Bring the receipt page, a copy of your welcome letter, Form I-9 Management Process Checklist, and acceptable I-9 documents with you to the NEW Center. A list of acceptable documents will be provided on the receipt page. If an international Student I9's are completed at the International Tax Office –Fiscal Services, Alan and Sally Merten Hall Rm 4400.

If you are a Mason sponsored J-1 Student and your employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services then the Office of International Programs and Services (OIPS) at George Mason University can answer any questions you may have regarding employment authorization. OIPS Staff can be reached at (703) 993-2949.

This position may be contingent upon the successful completion of a criminal background check.

Best wishes for a rewarding experience with George Mason University.

Sincerely,

Enclosures Copy:
Hiring Manager
Personnel file

7/25/14