REQUIRED PAPERWORK FOR NEW WAGE HIRES

This checklist (and all accompanying forms) must be completed and brought to ITS HR (University Hall, 4th floor, Human Resources and Payroll), prior to the start of employment. Call (703) 993-2226 for additional information.

☐ ITS Wage Employee Information Sheet
☐ Form I-9 Management Process Checklist*

* New I-9 Process effective April 2013: The ITS hiring manager completes Form I-9 Management Process Checklist and gives to the employee to submit with this packet. The employee signs in to http://www.newi9.com using Employer Code 15114. After filling out Section 1, the employee prints the receipt page confirming completion of Section 1 of the I-9 form. The employee is required to provide documentation to ITS HR, in person, from the List of Acceptable Documents which is included with the Section 1 confirmation receipt. * I-9's for Non-U.S. Citizens and Non-Permanent Residents are to be completed in George Mason University's Human Resources office, University Hall.

☐ Conditions of Employment Statement
☐ Virginia Drug and Alcohol Policy
☐ Selective Service Form (males only)
☐ Repayment of Debts

Tax Forms

* Non-U.S. Citizens and Non-Permanent Residents must complete their tax forms in the Office of International Programs and Services, SUB I, Room 310. Additional information is available from the OIPS at (703) 993-2970.

☐ Federal (W-4 Tax Form)
AND one of the following state tax forms:
☐ Virginia
☐ Maryland
☐ D.C.
☐ West Virginia

☐ Online Direct Deposit (To be completed by the employee through PatriotWeb)
☐ New International Student Employees On-Campus Employment Certification Form

Information for new international student employees is available at: Requirements and Information for New International Student Employees.

Employee Name ____________________________ Department __________________________

Hiring Supervisor __________________________ Date Submitted to ITS HR _______________

New employees may not begin work until all paperwork is completed and processed by ITS HR.