

## MasonOnBoard for New Hires

### IMPORTANT

Only submit MasonOnBoard for **Wage employees**

**Before** entering an EPAF, you must submit a MasonOnboard packet request for a new employee to complete the HR documents and background check.

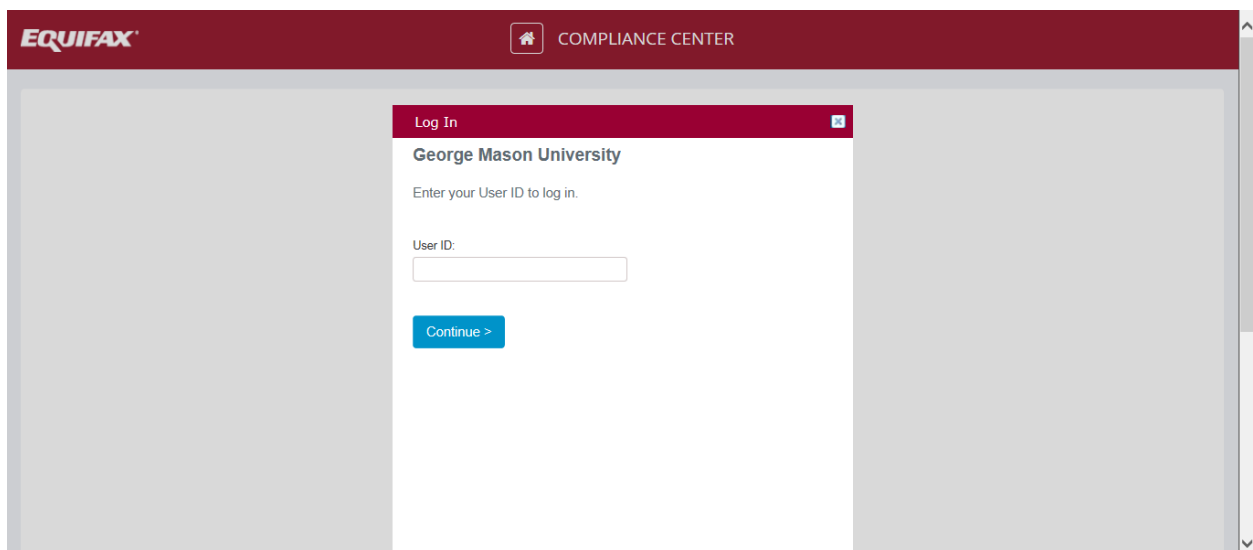
For a submitter to **receive access** to MasonOnBoard, they must have completed the **Banner EPAF and MasonOnBoard** training. Once EPAF training is completed, contact Debbie Gupta at ([dgupta5@GMU.EDU](mailto:dgupta5@GMU.EDU)) regarding the MasonOnboard training and receiving access.

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### Logging In

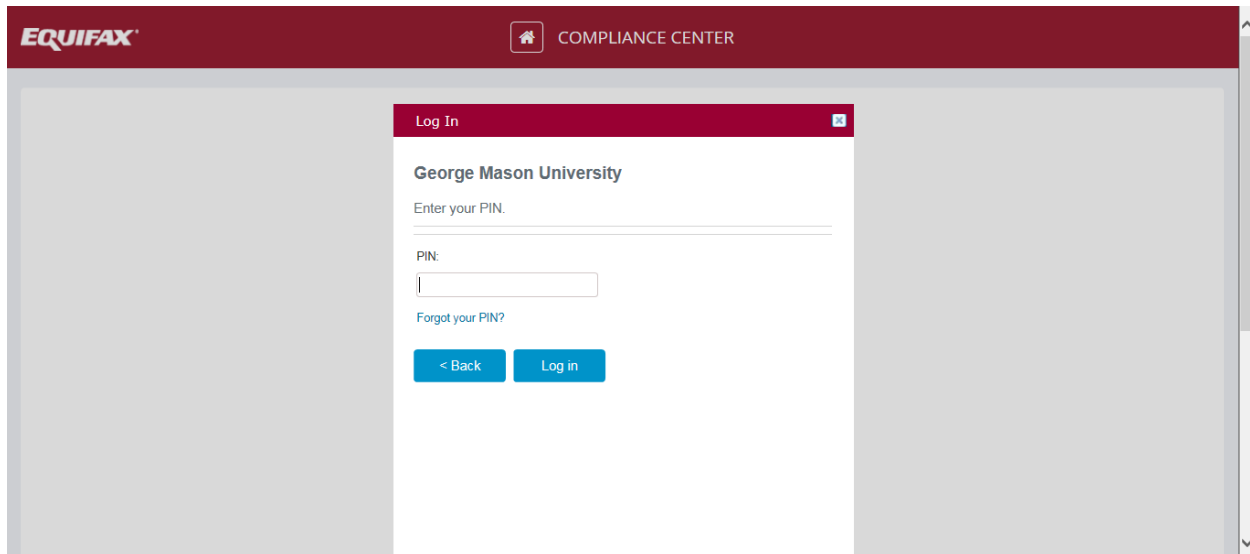
In order to create a packet in MasonOnBoard, you will need to go to the MasonOnBoard website at: [masononboard.gmu.edu](http://masononboard.gmu.edu)

To log in you will need to use your User ID (the same as your Mason net id).

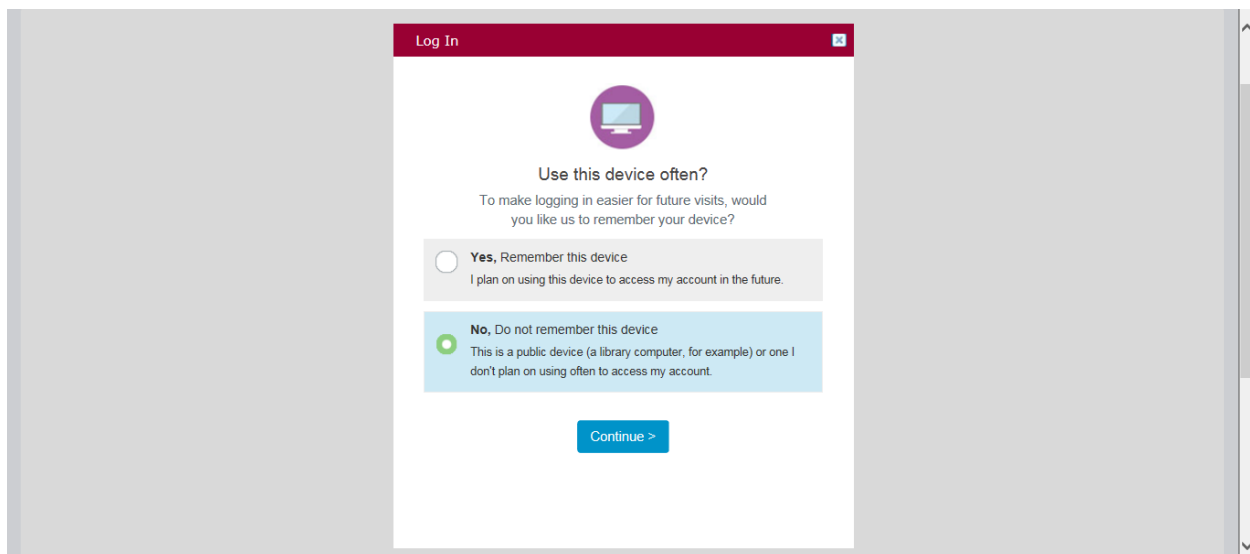


The screenshot shows the MasonOnBoard login interface. At the top, there is a dark red header with the EQUIFAX logo on the left and a home icon followed by the text 'COMPLIANCE CENTER' on the right. Below the header, a white login modal is centered. The modal has a dark red title bar that says 'Log In' with a close button. The main content of the modal is titled 'George Mason University' and contains the instruction 'Enter your User ID to log in.' Below this is a label 'User ID:' followed by a text input field. At the bottom of the modal is a blue button labeled 'Continue >'. The background of the page is a light gray.

Once you've logged in with your user id, you will need to enter your PIN (8-16 numbers only)



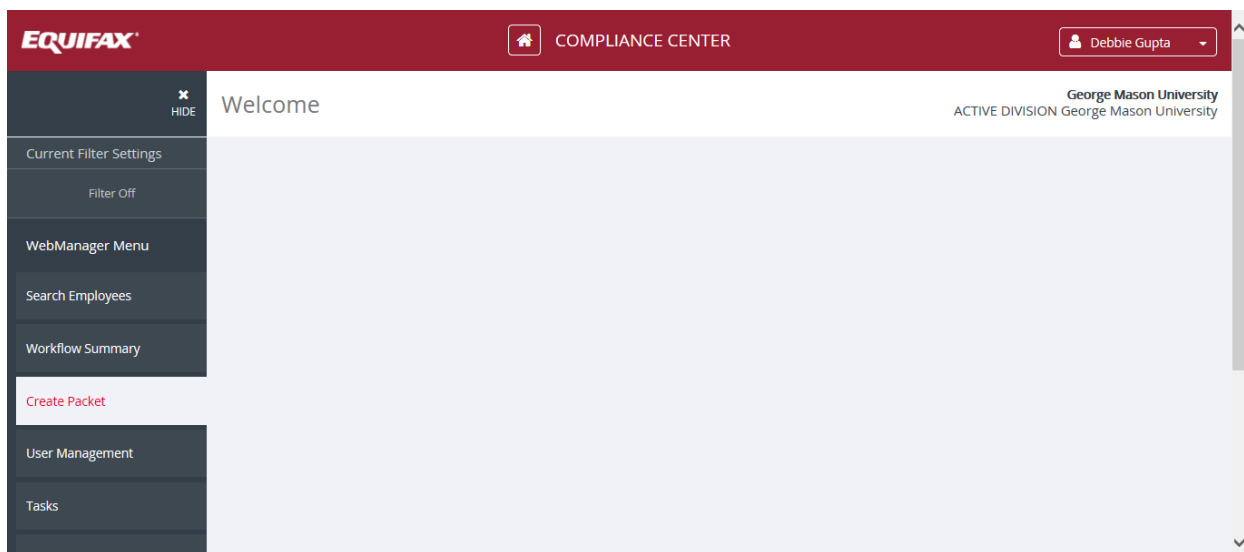
After you've logged in you will then be prompted to check yes or no for "use this device often" since you are using a public computer, please ***always check "no" and then continue***



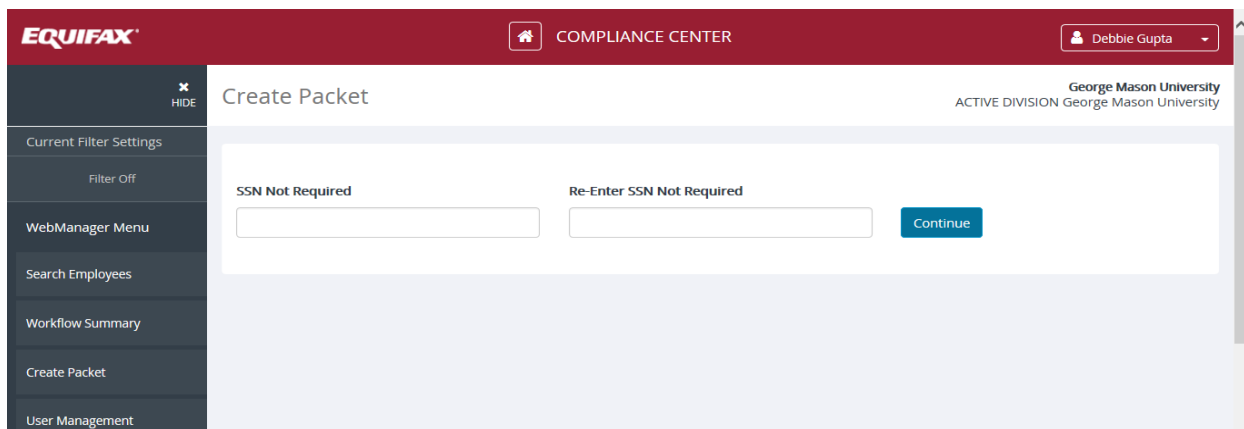
## Creating a Packet

In order to create a packet you will first need the following information for the new hire:

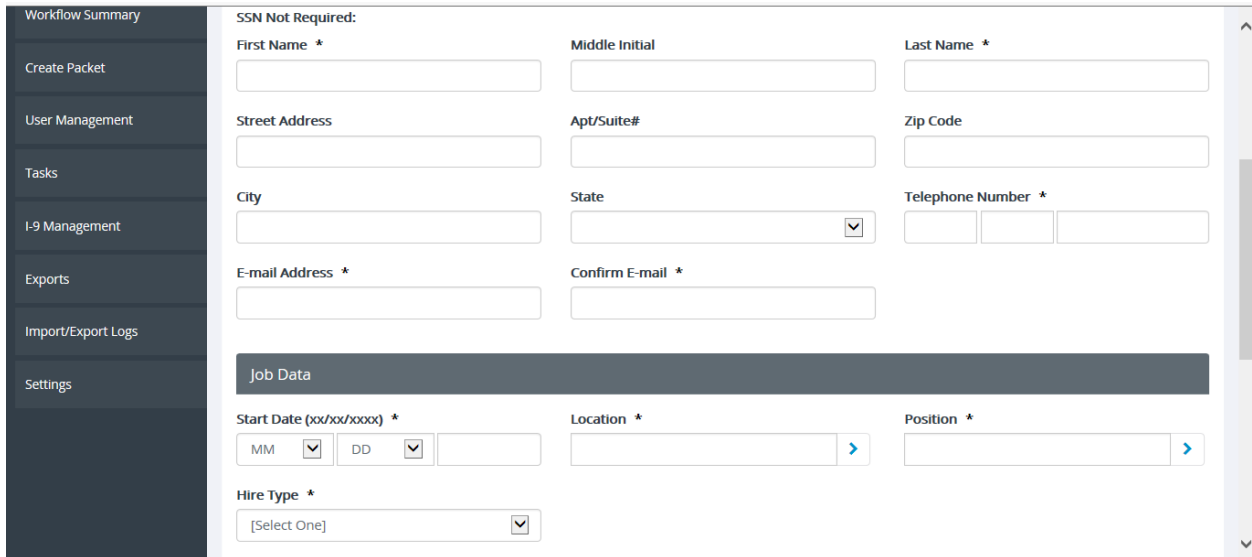
- Legal First name
- Last name
- Phone number (which will be their PIN) until prompted to change
- Email address
- Start date (should always match the EPAF start date)
- Type of back ground check



You do not need to enter a SSN number, please **click “continue”**.



Here is where you will **enter their information** in order to create the packet:



Workflow Summary

Create Packet

User Management

Tasks

I-9 Management

Exports

Import/Export Logs

Settings

SSN Not Required:

First Name \* Middle Initial Last Name \*

Street Address Apt/Suite# Zip Code

City State Telephone Number \*

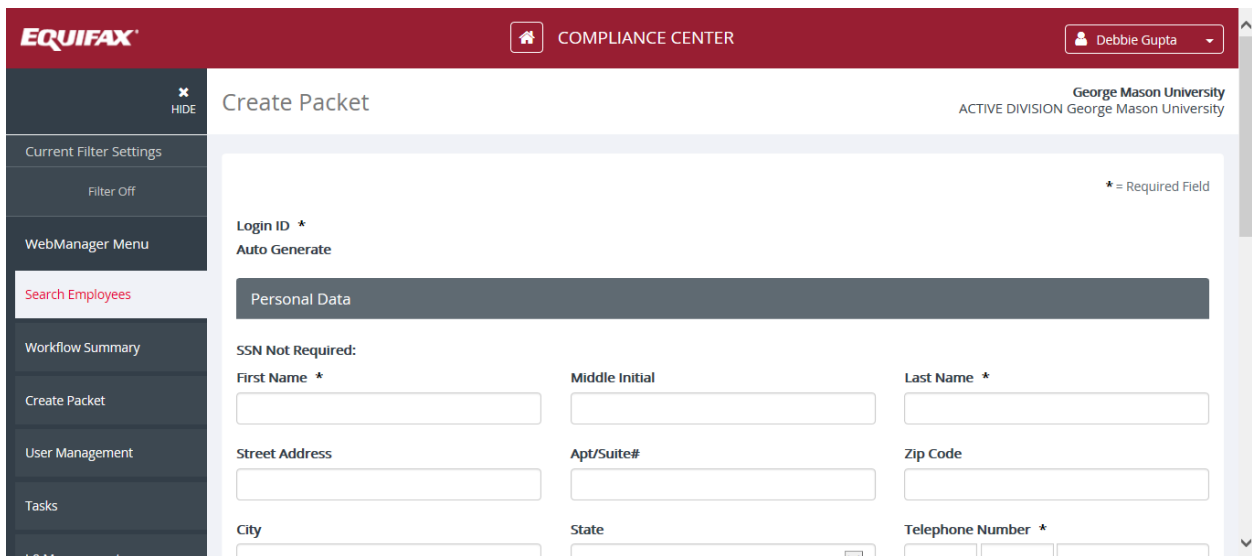
E-mail Address \* Confirm E-mail \*

Job Data

Start Date (xx/xx/xxxx) \* Location \* Position \*

Hire Type \*

Once submitted, an email will automatically be sent to the new hire with instructions for completing the onboarding HR paperwork as well as completing the TrueScreen background check. Once you've successfully created the packet, you may choose to look up the packet by clicking on "search employees".



EQUIFAX COMPLIANCE CENTER

Debbie Gupta

George Mason University  
ACTIVE DIVISION George Mason University

Create Packet

\* = Required Field

Login ID \*  
Auto Generate

Personal Data

SSN Not Required:

First Name \* Middle Initial Last Name \*

Street Address Apt/Suite# Zip Code

City State Telephone Number \*

## FAQs

**1) How do I know when to create a MasonOnBoard packet?**

You should create a MasonOnBoard packet when onboarding a new employee in your department.

**2) Which packet should I create a new hire packet or a rehire packet?**

A new hire packet is created when an employee has never worked at George Mason before, or has a break in service of one year or longer (meaning they've not worked at GMU for one year or longer)

A rehire packet only needs to be created if they've had less than one year of a break in service and/or they need a background check. Otherwise, it is not necessary to create a rehire packet.

**3) What if the hire doesn't complete the packet for a new hire packet?**

If the employee doesn't complete the new hire packet, then they cannot work at George Mason University, as it is a condition of employment, and a Federal Law to complete the Form I-9 portion of the packet. Therefore, if they do not complete the packet, and/or the I-9 then they will need to be informed they can no longer work here and their position will need to be terminated by submitting an EPAF for termination. Once the employee does complete the Form I-9 (section 2), they will be eligible to start working at Mason again and a new EPAF will need to be submitted with a new start date for their position. The packet will be completed in Human Resources.