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.
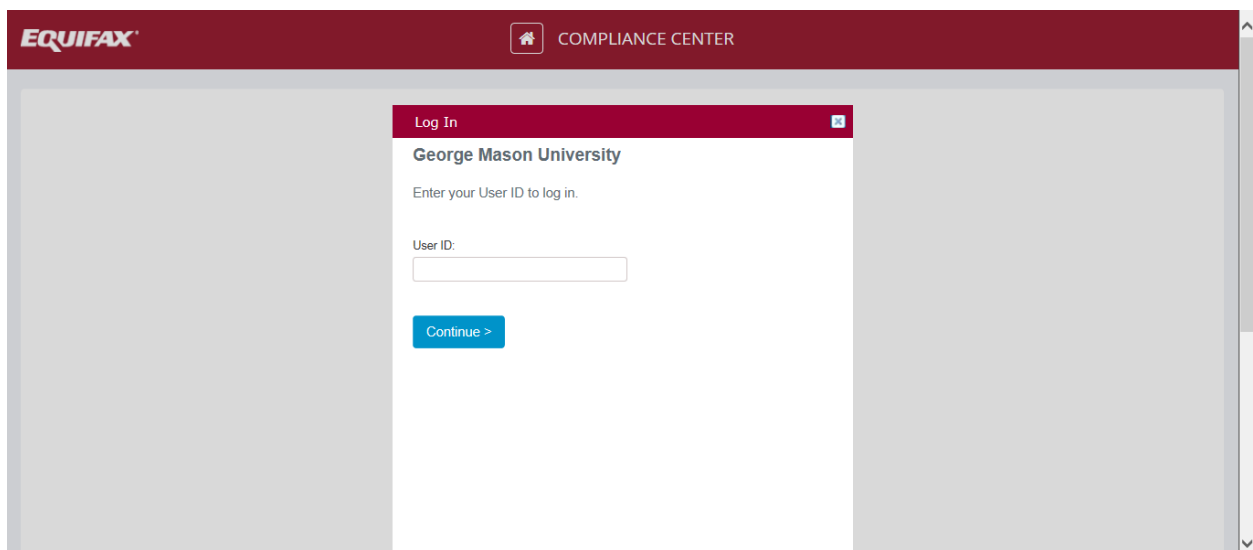
For a submitter to **receive access** to MasonOnBoard, they must have completed the *Banner EPAF and MasonOnBoard* training. Once EPAF training is completed, contact Debbie Gupta at (dgupta5@GMU.EDU) regarding the MasonOnboard training and receiving access.
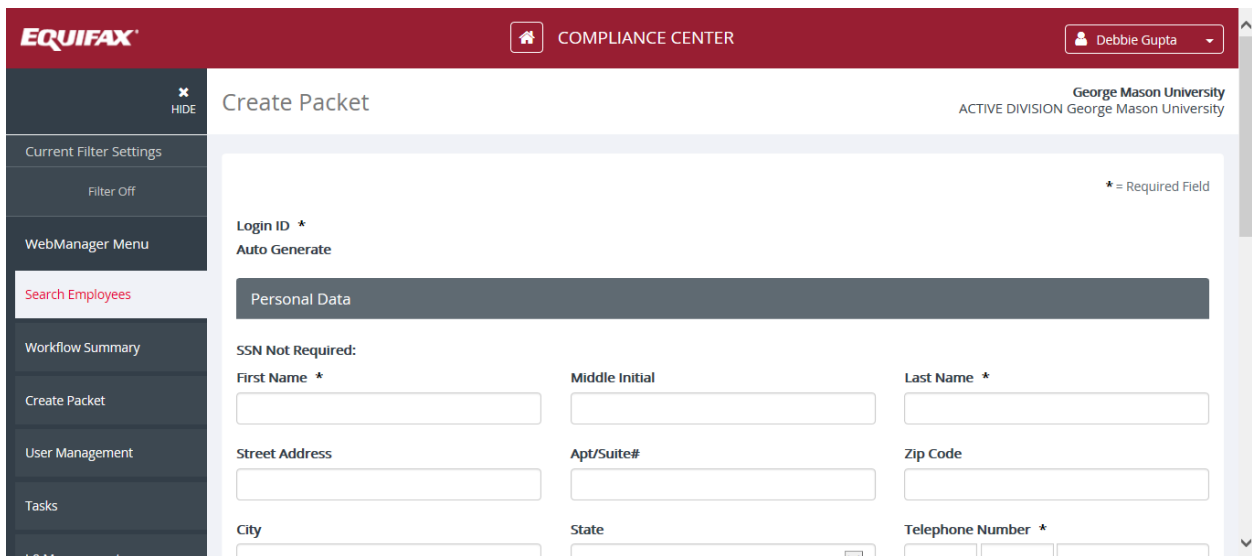
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Logging In
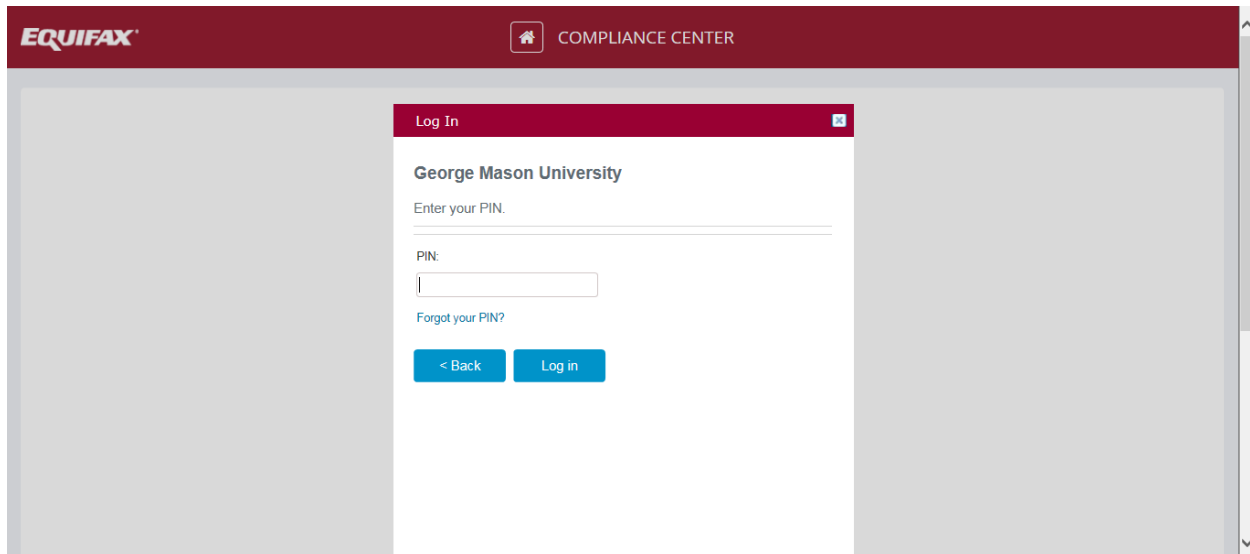
In order to create a packet in MasonOnBoard, you will need to go to the MasonOnBoard website at: masononboard.gmu.edu

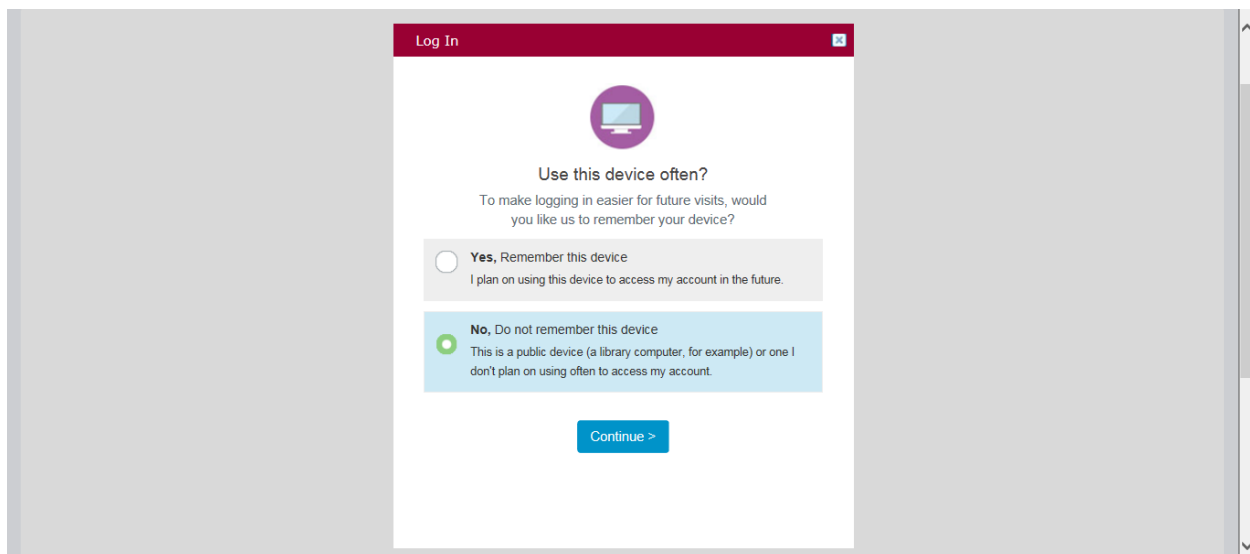To log in you will need to use your User ID (the same as your Mason net id).

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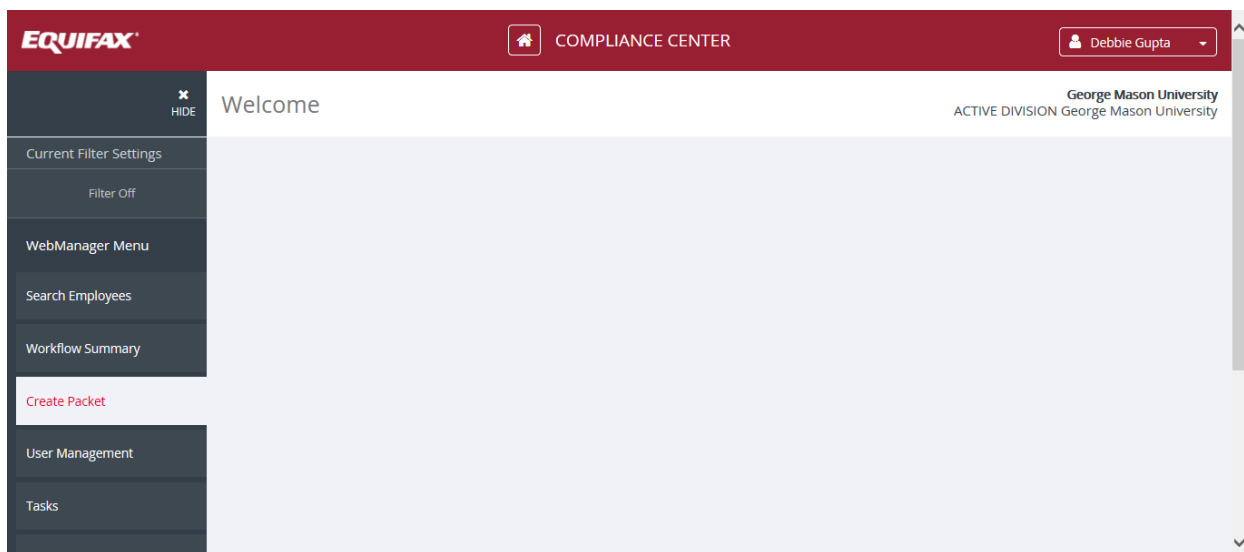

After you've logged in you will then be prompted to check yes or no for "use this device often" since you are using a public computer, please _**always**_ **check "no" and then continue**
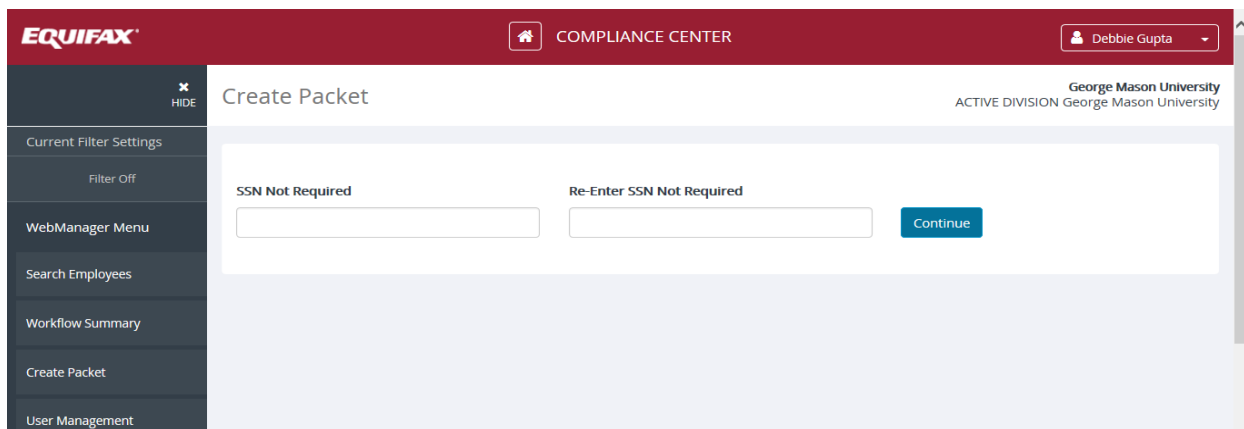
Creating a Packet

In order to create a packet you will first need the following information for the new hire:
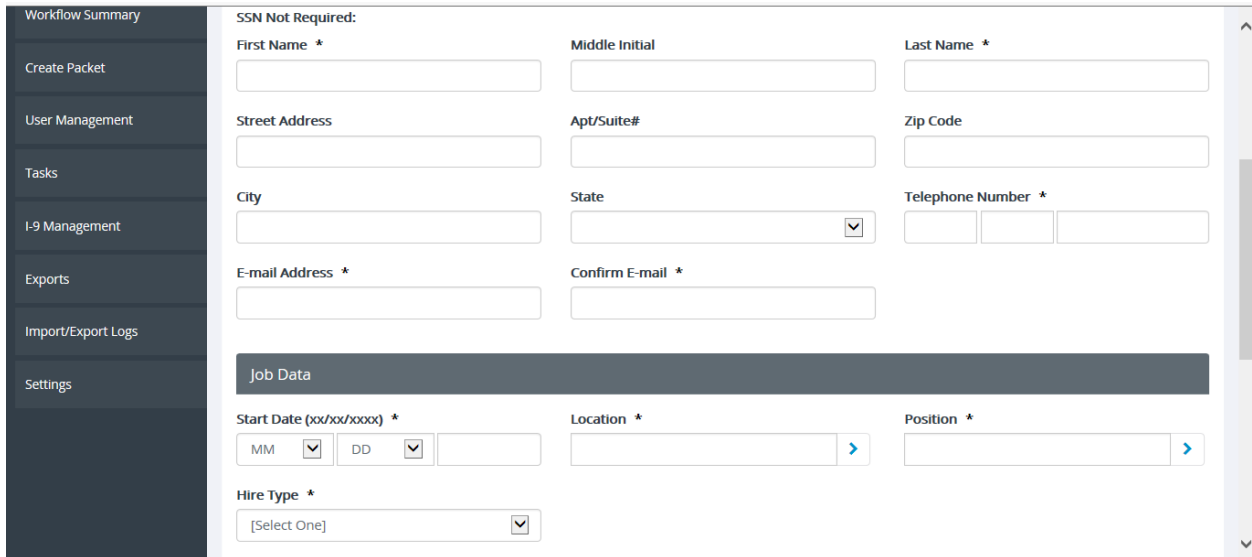
- Legal First name
- Last name
- Phone number (which will be their PIN) until prompted to change
- Email address
- Start date (should always match the EPAF start date)
- Type of back ground check

You <u>do not</u> need to enter a SSN number, please *click "continue".*

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

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".

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.