

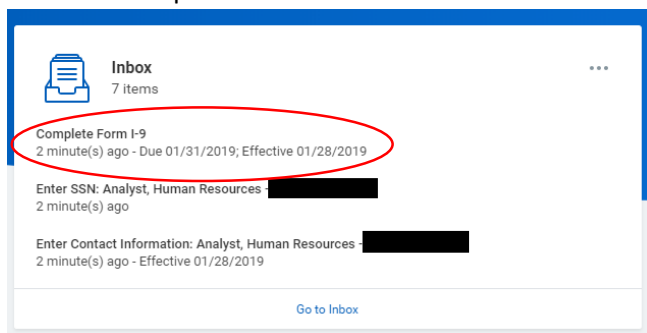


Onboarding Form I-9 – Job Aid

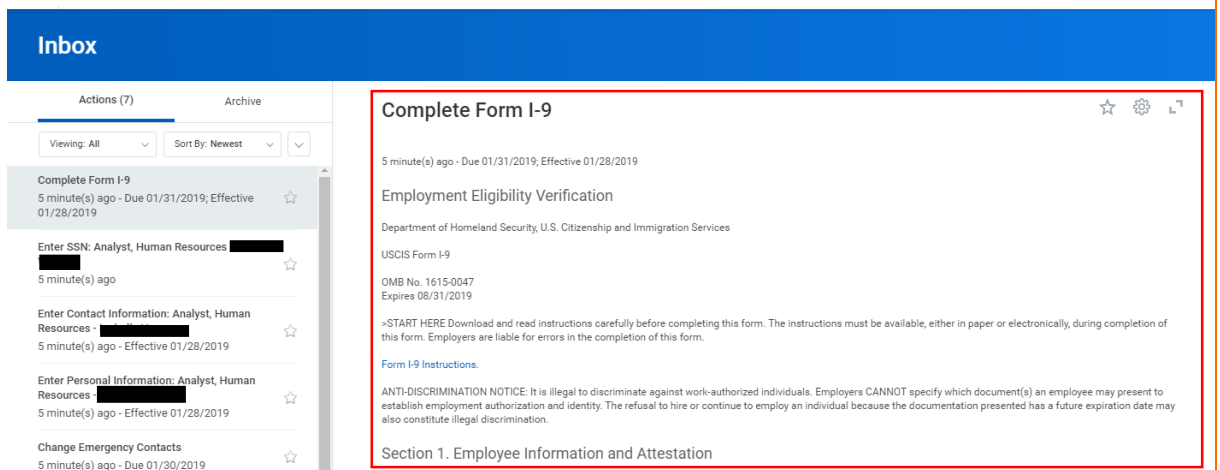
***Note: This Form is REQUIRED to be completed within three (3) days of hire.**

From Home Page;

- 1) Click on **Inbox** icon or card
- 2) Click on “Complete Form I-9”



- 3) The form to be completed will appear on the right-hand side of the screen



4) In the top portion of the form, complete the items with a **RED** asterisk *

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * First Name (Given Name) *

Middle Initial Other Last Names Used (if any)

Address (Street Number and Name) * Apt. Number

City or Town * State * ZIP Code *

Date of Birth * U.S. Social Security Number

Employee's E-mail Address Employee's Telephone Number

5) In the second section of the form, you will need to provide information regarding your citizenship.

- Select the applicable box and additional information required, indicated by a **RED** asterisk *.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write 'N/A' in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance: (empty)

6) In the last section of the form, you will need to check the box that you agree that you are aware of the federal laws surrounding this form. You will also need to indicate if a preparer or translator was utilized to complete the form.

- If you utilized a preparer or translator, you will need to provide their information.

Preparer and/or Translator Certification (check one):

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many?

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

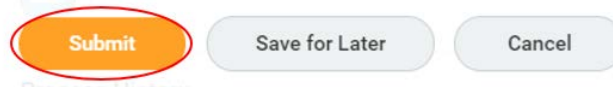
I Agree

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town

State ZIP Code

7) Once you have completed your elections, Click the **Submit** button at the bottom of the screen.



***Do Not Forget To Bring Your ID(s) To Human Resources. You Will Need To Bring EITHER, One (1) Item From List A; OR, One (1) Item From List B AND One (1) Item From List C.**

Document List On Next Page

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| <p align="center">LIST A</p> <p align="center">Documents that Establish Both Identity and Employment Authorization</p> | <p align="center">OR</p> | <p align="center">LIST B</p> <p align="center">Documents that Establish Identity</p> <p align="center">AND</p> <p align="center">LIST C</p> <p align="center">Documents that Establish Employment Authorization</p> |
|--|---|--|
| <p>1. U.S. Passport or U.S. Passport Card</p> | | <p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> |
| <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> | | |
| <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> | <p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> | |
| <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p> | <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> | <p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p> |
| <p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> | <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p align="center">For persons under age 18 who are unable to present a document listed above:</p> | <p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID Card (Form I-197)</p> <p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> |
| <p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p> | <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p> | <p>7. Employment authorization document issued by the Department of Homeland Security</p> |