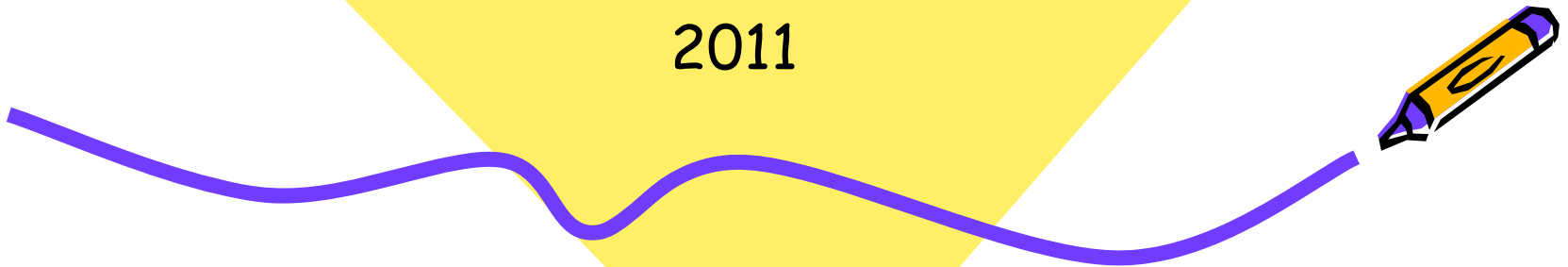




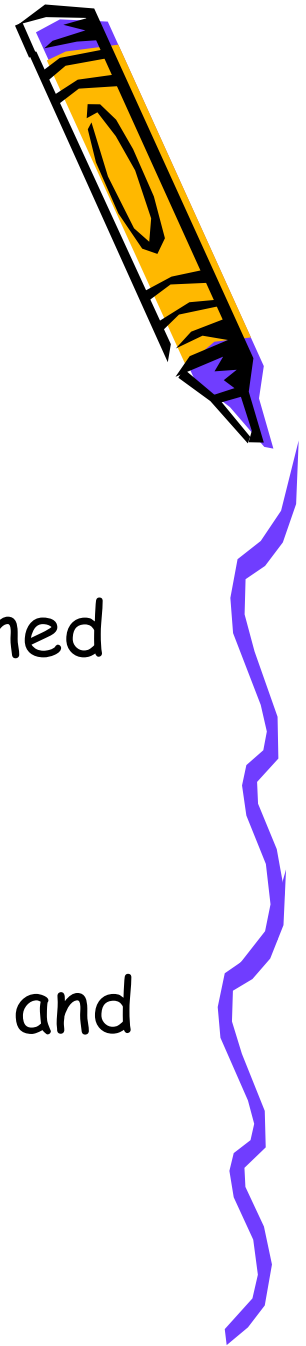
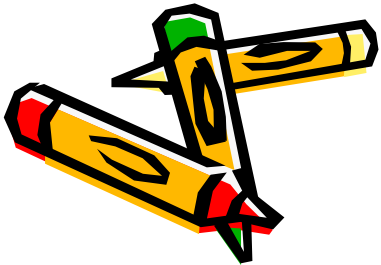
Completing I-9 Forms for Permanent Residency Hires

HR Data Services
2011



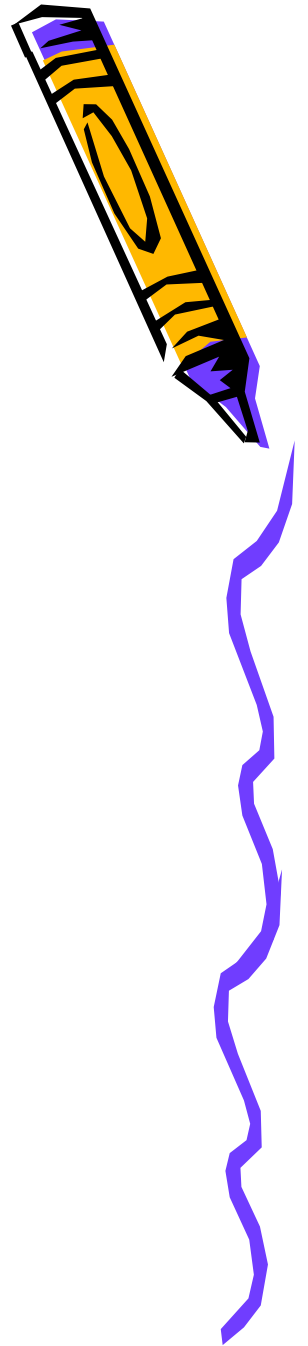
Hiring Paperwork

- Requirements:
- All hires must be Pre-Started
 - Completed on-line I-9 form and scanned I-9 documentation (identity and eligibility for legal work in the U.S.)
 - Entry in PeopleSoft enables UTS accounts, parking passes, EmoryCard and library access



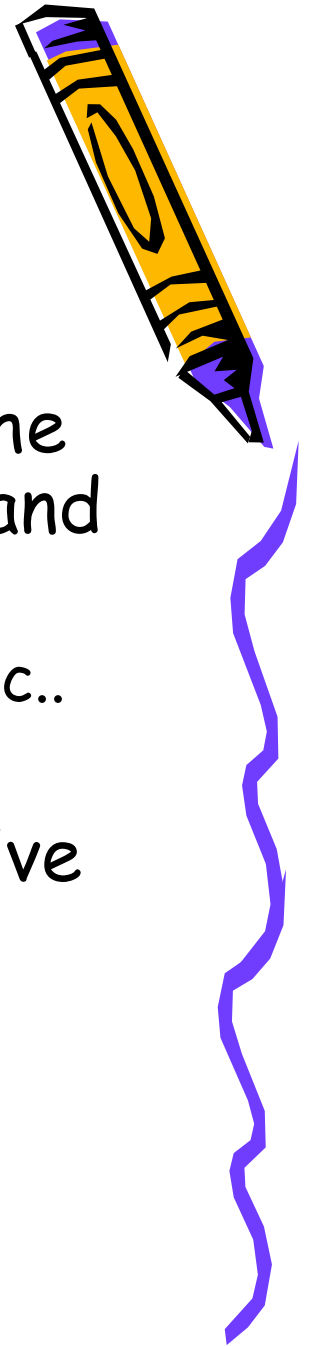
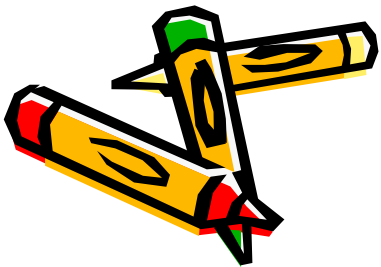
Required Paperwork

- Completed online direct deposit or CASHPAY Form
- Completed online GA state and Federal tax forms



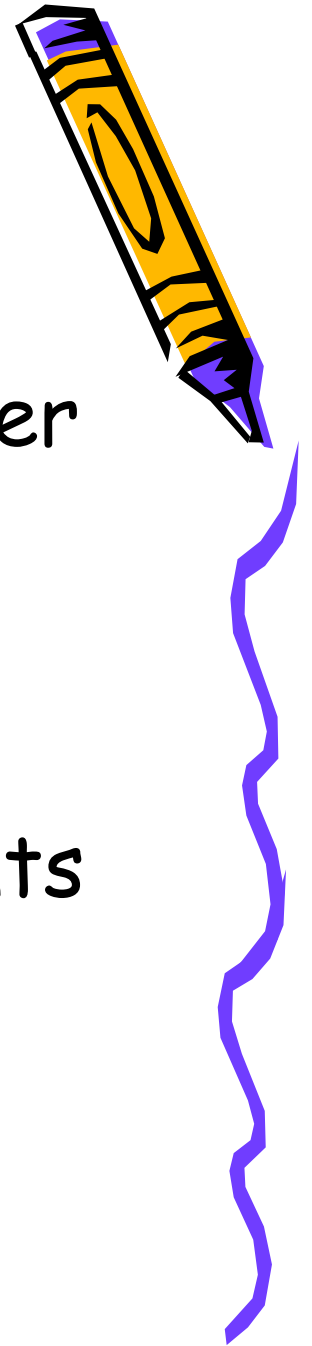
Completing the I-9 Form

- It is your responsibility to make sure the employee fills out section 1 accurately and completely
 - Check that last name is under last name, etc..
- NEVER tell a hire what documents to give you for I-9 purposes



Completing the I-9 Form

- Permanent Resident hires should check 3rd box in section 1 and enter their Alien # found on their Permanent Resident Card
- Section 2 - Employer completes
- You may accept list B & C documents for Permanent Resident hires



Completing the I-9 Form



Completing List A for Permanent Resident hires:

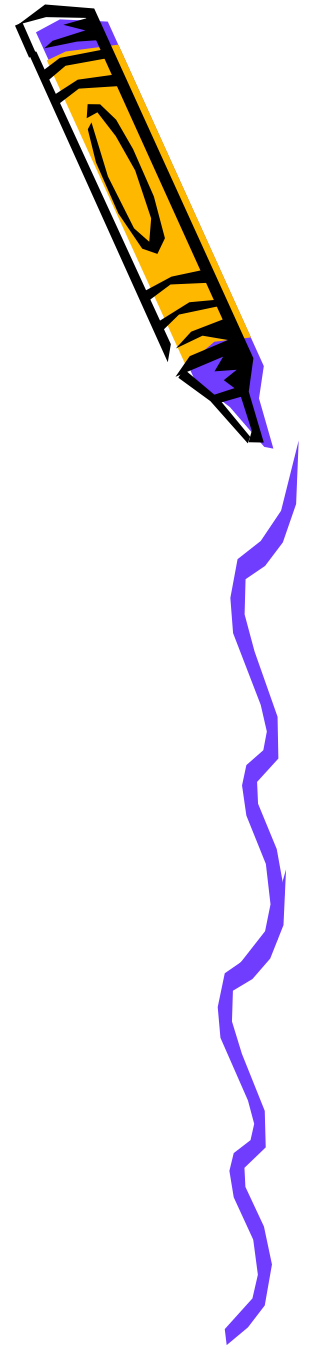
- Document Title: Permanent Resident Card
- Issuing Authority: US Department of State
- Document #: Card # that starts w/three letters
- Expiration Date: expiration date of work authorization on front of the card



Completing the I-9 Form

Certification Statement

- Be sure to fill in the first date of work for the new hire
- Electronically sign and date



Completing the I-9 Form

- HR Data Services **MUST** have a complete on-line I-9 form and scanned I-9 documents before a hire will be processed into PeopleSoft HR
- All hires must present original documents for the I-9 (no faxes or copies)

