

Julie Hawk

From: Lori Sykes <ljspsn@rit.edu>
Sent: Monday, June 03, 2013 12:34 PM
To: RIT Managers
Subject: New I-9 Form Process (effective immediately)

The Human Resources Department and Student Employment Office are excited to announce the introduction of a new electronic I-9 (Employment Eligibility Verification) system. Completing the I-9 is an essential step in the hiring process because it verifies a new employee's eligibility to be legally employed in the United States. By law, a person cannot be placed on RIT's payroll until they've completed an I-9. RIT is partnering with Equifax on the new I-9 system. The electronic I-9s will allow RIT to:

- Create error-free and compliant I-9s for new hires
- Keep track of expiring work authorization dates for Foreign National employees
- Eliminate the need to transfer I-9s between Human Resources and Student Employment
- Rely on Equifax to make sure our I-9 forms meet all of the necessary requirements as I-9 compliance continually evolves and becomes increasingly complex

What is the new process?

- Section 1 of the I-9 must still be completed by the new employee *on or before their first day of work*. However, this can now be done by logging into <http://www.newi9.com/>. The new employee must have RIT's employer code to log in (**15083**). Departments can provide this information at any time after an offer of employment is made.
- Section 2 of the I-9 must be completed *no later than the third day of work*. The new employee must present valid identification documents in person to a representative of the Human Resources Department (regular employees, adjuncts or temporary employees) or the Student Employment Office (student employees). Once they have completed both sections of the I-9, they will be able to obtain their RIT Identification Card and register their vehicle with the Parking Office. Please note – for new faculty, completion of the I-9 process is required for access to the Student Information System (SIS) Faculty Center, including class lists.

If a new regular, adjunct or temporary employee does not have access to a computer to complete Section 1 of the I-9, one is available for use in the Human Resources Department.

New student employees must complete Section 1 of the I-9 prior to visiting the Student Employment Office.

If you have questions about this new process, contact:

For regular, adjunct or temporary employees - Lori Sykes, HR Compliance Manager – 475-7393, ljspsn@rit.edu

For student employees – Joanne Stuewe, Sr. Associate Director, Student Employment Office – 475-6164, jmsseo@rit.edu

Lori Sykes
Rochester Institute of Technology
HR Compliance Program Manager
(585) 475-7393
(585) 475-7170 fax
ljspsn@rit.edu.

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