

## **New I-9 process for student employees (effective April 22, 2022)**

A new online I-9 system to streamline and improve the onboarding process for new student workers will be set in place. Effective April 22, 2022, hourly student workers and Teaching/Graduate/Research Assistants will complete their Employment Eligibility Verification (Form I-9) through a new online system.

When a student is hired and a job record is created in PeopleSoft, they will receive a "welcome" email with a unique link for them to complete their I-9 prior to their first day of work. They will have an opportunity to upload their supporting documents directly into the online I-9 system, and Student Employment staff will then review and approve the I-9. Once approved, the student may begin working. Students may also visit our office at 210 Steele Hall to complete the I-9 at a convenient kiosk.

It is important that a student's record is created in PeopleSoft prior to their start date so they can complete their online I-9 by their first day of work.

The new online I-9 system will improve efficiency, provide a secure system for completing and storing data, and enhance the student worker experience.