

New Online Process Available for Employment Eligibility Verification



Student Employment and the Office of Human Resources have a new online process for completing the Form I-9 (employment eligibility verification) and E-Verify for new faculty, staff and student hires. This process will replace the paper form completed in the Office of Human Resources (for faculty, staff and graduate assistant hires) or in the Student Employment office (for student hires).

The new electronic I-9 system will be available starting Monday, July 21, however, during the transition to the new electronic process, paper I-9's will be accepted through August.

Under the new electronic process, new hires will be sent a link to the Equifax website after they have accepted an offer of employment. The new hire will go into the system and complete section one of the Form I-9.

New employees will still need to bring their acceptable employment eligibility documents to the appropriate office (Human Resources or Student Employment) prior to, but no later than, their first day of work for pay. At that time, new hires in either HR or Student Employment will complete section two of their I-9.

The electronic component is designed to streamline the overall process for new hires, and provides valuable instructions and guidelines for completing the form and ensuring that the University is compliant with the Form I-9 and E-Verify processes. All hiring managers should inform new employees about this new online component prior to their first day of work.

For more information, please contact Student Employment at studentemployment@udayton.edu or 9-3249 for student hires.

For faculty, staff or graduate assistant hires, contact the Office of Human Resources at HR@udayton.edu or 9-2541.