I-9 Form Quick Sheet

Acceptable Documentation

- Employee must provide document(s) showing identity and right to work in the U.S.
- Hiring department cannot specify which document(s) employee can provide
- Employee must provide either one document (and any needed accompanying documents) from List A, or one document from List B with one document from List C.
- Hiring department must not accept or enter more documentation than is required.

I-9 Form Timeframe

By Employee's First Work Day		By Employee's Third Work Day	
	ept. provides I-9 form, instructions of acceptable documents to ee		Employee provides document(s) to hiring dept. Hiring dept. physically examines document(s) and ensures Section 1 has been filled out
	ee completes and physically signs es Section 1	3.	correctly Hiring dept. completes and physically signs
3. Employe dept.	ee returns complete Section1 to hiring	4.	and dates Section 2 Hiring dept. submits complete I-9 form to HRIS-group@pcc.edu

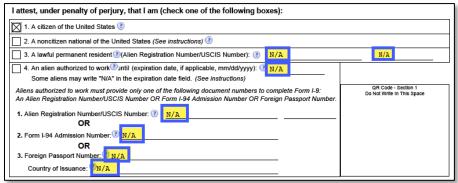
Section 1 (Completed by Employee)

1. All fields below must be populated. Blank fields must be populated with "N/A".

Populating the three fields that are highlighted and in a bold box is optional but recommended. If choosing to not fill these fields, employee must enter "N/A."



2. Employee must select box 1, 2, 3 or 4, and must enter "N/A" in any blank spaces.



3. Employee physically signs and dates Section 1.





I-9 Form Quick Sheet

4. Employee checks either the "I did not use a preparer and/or translator" box, or the "A preparer(s) and/or translator(s) assisted the employee" box. If preparer/translator assisted, they must complete the remaining fields.

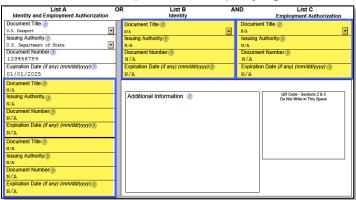
Preparer and/or Translator Certification (check one): 🕛					
I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.					
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)					

Section 2 (Completed by Hiring Dept.)

1. Hiring department enters the following information exactly as the employee entered it in Section 1. The Citizenship/Immigration Status field must be populated with 1, 2, 3 or 4, depending on which box the employee checked.

Employee Info from Section 1 (?) Last Name (Family Name)		M.I.(*) Citizenship/Immigration Status(*)
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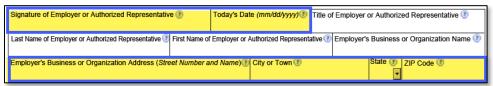
2. Hiring department enters the information from the documentation employee provided. The full title or abbreviated title of the document(s) from the list of accepted document titles must be entered (i.e. "U.S. Passport" and not "Passport"). All remaining blank fields must be populated with "N/A." Please visit the <u>Acceptable Documents</u> to see required accompanying documentation for foreign passports.



3. Hiring department enters the employee's first work day.



Hiring department populates every field below.



Hiring department representative physically signs and dates the highlighted boxes on the top. Hiring department must enter the department's physical address (not PCC's P.O. Box address).

Additional Information

I-9 FormPCC'sI-9 CentralI-9 InstAcceptable DocumentsEmily N

PCC's I-9 Page and FAQs I-9 Instructions Emily McNamara, HR BPS

