## 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**

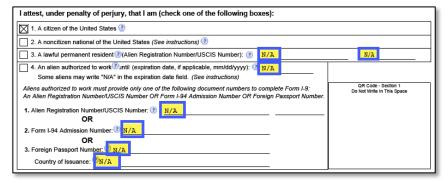
| By Employee's First Work Day  | By Employee's Third Work Day  |
|---|---|
| Hiring dept. provides I-9 form, instructions and list of acceptable documents to employee | <ol> <li>Employee provides document(s) to hiring dept.</li> <li>Hiring dept. physically examines document(s) and ensures Section 1 has been filled out</li> </ol> |
| <ol><li>Employee completes and physically signs<br/>and dates Section 1</li></ol>         | correctly  3. Hiring dept. completes and physically signs   |
| Employee returns complete Section1 to hiring dept.  | <ul><li>and dates Section 2</li><li>4. Hiring dept. submits complete I-9 form to<br/>HRIS-group@pcc.edu</li></ul>   |

## **Section 1 (Completed by Employee)**

1. Employee populates all fields below. Blank fields must be populated with "N/A". The three fields that are highlighted and in a bold box are 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.





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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.

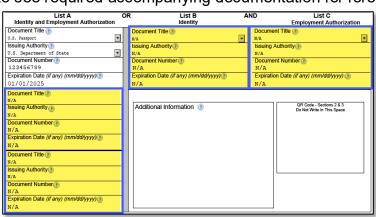
Preparer and/or Translator Certification (check one): I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

# 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



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 Acceptable Documents to see required accompanying documentation for foreign passports.



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

employee is authorized to work in the officed states The employee's first day of employment (mm/dd/yyyy): ( (See instructions for exemptions)

3. 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 Form I-9 Central **Acceptable Documents** PCC's I-9 Page and FAQs **I-9 Instructions** Emily McNamara, HR BPS