



COLLEGE OF THE Holy Cross

Form I-9 - Employment Eligibility Verification

The federal I-9 form is an employment **requirement** that is used to verify the identity and employment authorization of individuals hired to work in the United States. Failure to comply with this federal requirement will negatively impact your employment.

The employment verification process is a 2-step process and it is mandatory. The I-9 process is not complete until original identification documents are verified in person by a Human Resources representative. Documents that establish both identity and employment authorization can be found [here](#).

Step 1: Employees must complete **the** employment verification electronically in Human Resources [Self-Service](#) via the directions below.

Step 2: Please present your original, unexpired identification documents to Human Resources personnel in Smith 101, Monday through Friday from 8:30 a.m. to 5 p.m.* This step is mandatory and must be completed **within three** days of your hire.

Please proceed with this onboarding task, following the instructions below.

Note For Rehires - If your new hire date is within 3 years of your last hire date and you completed both sections of the I-9, there is no action needed. When accessing the I-9 via the instructions below, you will be presented with the option to view your completed I-9. If the I-9 is deemed to be out of compliance, such as an incomplete section, you will be notified via email with instructions on what action to take.

* - For those hired in positions that are scheduled outside of normal business hours such as Banquet and Seasonal Athletic Staff, please follow up with your manager who will provide you with the person available to present your identification to in order to complete step 2.



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Form I 9 Instructions

Accessing The Employee Self-Service Portal

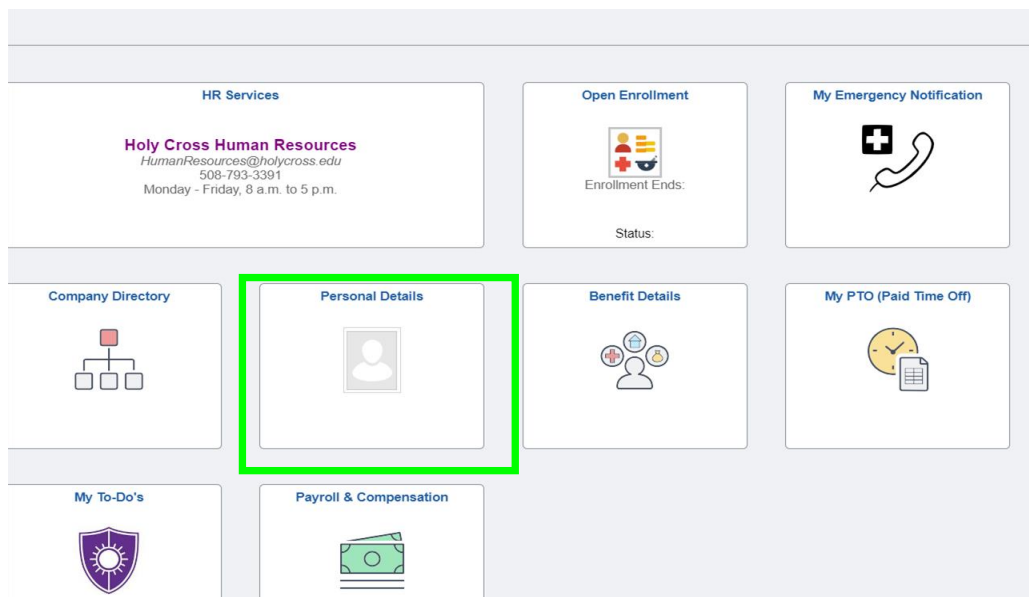
To access the self-service portal please click [here](#) or follow these instructions:

1. Go to www.holycross.edu and click the drop-down in **Audiences** select **Faculty & Staff**
2. Navigate to the **General** section and **click the Human Resources (HR) Self-Service link**

General

- [Campus Directory](#)
- [Email \(Gmail\)](#)
- [Human Resources & Benefits](#)
- [Human Resources \(HR\) Self-Service](#)

3. **Log in** by using your network username and passphrase (not your HC email address). Note, please reset your network passphrase prior to logging into H Self-Service. Please follow the above info on how to reset your passphrase.
4. You will be presented with the **Employee Self-Service Portal**.
5. Form I-9 is located in your **Personal Details Tile**. **Click the Form I9 Menu** and proceed with the instructions below.





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Employee Self Service

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status
- Form I-9

Form I-9: The Form I-9 Information page will appear. For instructions about the form including the list of approved identification sources, click the links provided. .

hr-acp.chx.holycross.edu/psc/chxhracp/EMPLOYEE/HRMS/c/EL_EMPLOYEE_FL_HR_I9_EE_FL_GBL?Action=U&XFER_SOURCE_TILE=Person

Employee Self Service Personal Details

Judy Jetson
Head Coach

Update Photo

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status
- Form I-9

General Information

Read instructions carefully before completing this form.

[I-9 Instructions for Employee](#)

Employment Eligibility Verification

You submitted Form I-9 on 12/11/2023.

[View Form I-9](#) [Edit Form I-9](#)

When ready to complete Section 1, **select Submit Form I-9**. The form I9 will appear. Please input your information to proceed with **completing Section 1 of 2 of the I9 Form**

Complete Section 1 of 2 of the I-9 Form: Fill in the fields of the I-9 form.



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Employment Eligibility Verification



Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing his form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation:

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)

First Name (Given Name)

Middle Initial (if any)

Other Last Names Used (if any)

Address (Street Number and Name)

Apt. Number (if any)

City or Town

State

Zip Code

Continue with selecting your applicable status and complete the related fields based on that status. Finish this section of the form by selecting a signature. If a preparer or translator is being used, please complete the designated section. If you require translation services please contact HR.

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that the information, including my selection of the box relating to my citizenship or immigration status, is true and correct.

1. A citizen of the United States

2. A noncitizen national of the United States (see instructions)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check item Number 4., enter one of these:

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

Signature of Employee

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification

Once finished, click submit. Please note the form I9 is still incomplete, You have only completed section 1 of 2 of the form.

Section 2

Please come to Human Resources, located in Smith 101, between 8:30 a.m. and 5 p.m.* Monday



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through Friday with your original unexpired identification documents (see important note and list below) within your first three days of hire to complete the mandatory requirement.

* For those hired in positions that are scheduled outside of normal business hours such as Banquet and Seasonal Athletic Staff, please follow up with your manager who will provide you with the person available to present your identification to complete step 2.

IMPORTANT NOTE

REGARDING ORIGINAL UNEXPIRED IDENTIFICATION DOCUMENTS

From the attached list of acceptable documents, you will need one item from List A, or one from List B and one from List C. The most common form of ID is a valid passport which is all you will need. If you do not have a valid (unexpired) passport, you will need a picture ID and an original birth certificate or original social security card. Photocopies are not accepted.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|---|-----|--|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document. |
| Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274. | | | | |
| <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. | OR | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. | | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document. |

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.