TO: Department Chairs, Supervisors and Administrative Support

FROM: The Office of Human Resources

SUBJECT: New Electronic I-9 Application Announcement

DATE: March 14, 2016

Good Morning,

On February 26th, Human Resources announced that we would be introducing a new electronic I-9 application system from Equifax. We're happy to say that this day is finally here!
The electronic I-9 system is now up and running.

That's great, but how does that affect me?

For all employees that were responsible in the past for providing the I-9 paperwork for their new employee and approving the I-9, section 2, this process has come to an end for the following employee types; Instructional Faculty, Administrative & Professional Faculty and classified employees.

What will be the new process?
In the new hire employment letter, new hire packet and on the Human Resources Employment website, human resources will provide the new employee with a link so that he or she will be able to complete their I-9 online.
The employee will need to visit the human resources office 'prior to' or 'on' their employment start date so that he/she can provide eligibility documents and so that human resources can complete section 2 of the I-9 process.

Will I ever need to complete section 2 of the I-9 process?
Perhaps. For employees that were hired through the non –recruitment (non-advertised) positions (i.e. Adjunct Faculty or Miscellaneous employees) the new employee will need to complete section 1 on line and bring a printed summary report to you.

You will then need to review the documents, complete section 2 and then interoffice the documents to Human Resources.

The attached documents, contain the new electronic I-9 process and the remote I-9 process for those that do not physically work here at Longwood University. If you have any questions, please feel free to contact the Human Resources - Employment team; LaTasha Tucker at X2952 or Melissa Parks at X2015.

Thank You.