

TO: All supervisors who hire CU students

FROM: Therese McGrath, CU Student Employment Office
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SUBJECT: Coming soon - **On-line** I-9 Employment Eligibility Verification forms

DATE: 4/13/09

A big change is coming in early May!

Starting in May, there will be NO MORE paper I-9 Employment Eligibility Verification forms! All I-9 forms for new hires, **including CU student employees**, will be completed and e-verified on-line. When the new system goes live in May, the new on-line I-9 Verification form can be completed at the following locations:

All student workers:	Human Resources	2222 Burt Street	M-F 8 – 4:30
Federal work study students:	Student Employment Ofc	Harper Center rm 2054	M-F 8 – 4:30
International student workers:	Payroll Office	Linn Building L08	M-F 8 – 4:30

As hiring supervisor, you will be encouraged to have the student go on-line to complete section 1 of the I-9 form. Students will then need to present, in person, their original **document(s) for witnessing at designee locations above**. Those who do not complete the verification process by the 3rd day of employment should not be allowed to continue working.

Because of the increasing complexity of tax and treaty regulations for **International students**, all International Students will be asked to complete their on-line I-9 form in the CU Payroll Office. Payroll is located in the Linn Building, 23 and Cass Street, lower level. International students will be asked to complete their tax forms at the same time.

No paper I-9 forms will be accepted after the implementation date in May.

Departments should continue to send all PR2S hiring forms, W4's and Direct Deposits to the Student Employment Office.

More information will be sent to you as it becomes available regarding exact implementation date and web links.

Attached is a list of acceptable documents for the Federal I-9 Employment Eligibility Verification Form. All documents must be original, unexpired, and presented in person to designated HR staff at time of hire.

This online system will increase compliance, eliminate paper filing and decrease errors.

Please share this information with another staff in your department who hire students.

Thank You!