UNIVERSITY of PITTSBURGH: ELECTRONIC I-9 FORM COMPLETION INSTRUCTIONS

As part of the hiring process, all new employees are required by law to complete a Form I-9, which is the Employment Eligibility Verification Form required by the federal government.

ALL University new hires and rehires will utilize the secure electronic I-9 service called **I-9 Express** for the electronic completion of I-9 forms. Section 1 of the Form I-9 must be completed by no later than the first day of employment, and the documentation required for the University's completion of Section 2 of the Form I-9 must be presented no later than three business days after the date of employment begins*.

I-9 Form Section 1 – COMPLETED BY THE NEW EMPLOYEE

1. Prior to the your first day of employment, log on to www.newi9.com
2. Enter the Employer Code for the University of Pittsburgh: 14726
3. Enter the text in the picture to authenticate. For a new picture, click 'New Picture.'
4. Complete section 1 of the I-9 form.
5. Electronically sign the I-9 form:
    a. Review the information
    b. Click the checkbox to agree to the perjury statement
    c. Click "Continue" to complete your electronic signature
6. Print the "Thank You" page to remind you which documents you may choose from to bring to a University I-9 Service Center to have section 2 of the I-9 form completed.

I-9 Form Section 2 Completion – NEW EMPLOYEE TRAVELS to a UNIVERSITY I-9 SERVICE CENTER

1. Prior to or on your first day of work, and no later than your third day of work, please visit a University I-9 Service Center **(locations listed below)** to have section 2 of the I-9 form completed by a University I-9 representative.
2. Bring the applicable identification documents listed on the "Thank You" page printout of the section 1 online I-9 form to satisfy the I-9 form requirements. **(Documents presented must be original)**.
3. At the I-9 Service Center, a University I-9 representative will validate the I-9 documentation presented, complete section 2 of the I-9 form, and electronically sign off on the completion of the I-9 form process.
   The electronic I-9 process is now completed.

UNIVERSITY I-9 SERVICE CENTERS LOCATIONS:

- **Panther Central** – Main Lobby, Litchfield Towers (412-648-1100), 7:00am to 10:00pm Daily
- **Health Sciences I-9 Service Center** – Suite 118 Lothrop Hall (412-648-2222) – 7:30am to 6pm; Monday – Friday (Use entrance on the corner of Lothrop & Victoria Streets, next to entrance of School of Nursing / Victoria Hall)
- **Office of Human Resources** – 200 South Craig Street (412-624-8150), 8:30am to 5:00pm; Monday – Friday

***NOTE: If you fail to meet these deadlines, you will be suspended without pay. If you do not satisfy the Form I-9 requirements promptly after you have been suspended, your employment/offer of employment is subject to termination.**

QUESTIONS: Please contact the Office of Human Resources at 412-624-8150 ***April 1, 2013***