

University of Pittsburgh Electronic I-9 Form Completion Instructions

As part of the hiring process, all new employees are required by law to complete an I-9 Form, which is the Employee 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 I-9 Form 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 I-9 Form 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 your first day of employment, log onto 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 check box 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 – 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 CENTER LOCATIONS

1. **Panther Central** – Main Lobby, Litchfield Towers (412-624-1100), 7:00 a.m. to 10:00 p.m. daily
2. **Health Sciences I-9 Service Center** – Suite 118 Lothrop Hall (412-648-2222), 7:30 a.m. to 6:00 p.m. Monday to Friday (use entrance on the corner of Lothrop & Victoria streets, next to the entrance of the School of Nursing/Victoria Hall)
3. **Office of Human Resources** – 200 South Craig Street (412-624-7000), 8:30 a.m. to 5:00 p.m. Monday to Friday

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