

Human Resources – Form I-9 Memo

Employee Name: _____ Dept: _____

Date Began Working (Hire Date): _____

Welcome! Completing the Form I-9 is a mandatory part of your employment with Western Michigan University. The Form I-9 verifies your identity and eligibility to work in the United States.

On or before your third day of work, please bring **original, unexpired** documents to Human Resources in the Seibert Administration Building, Room 1300. Detailed instructions for completing the Form I-9 electronic document are available at: www.wmich.edu/hr/form-i-9.html.

Your Form I-9 is COMPLETE. No further action necessary.

You must return to Human Resources to complete your Form I-9 for the following reason:

No employee record has been found on the data base. Your department must submit an Appointment Form to put you on the WMU Payroll. Please look for an e-mail message from hr-hris@wmich.edu (via your WMU e-mail account) confirming your appointment has been loaded. Once you receive this e-mail, you may then start the Form I-9 completion process.

Your appointment is currently in process, but has not yet been processed by Human Resources as of _____. Please look for an e-mail message from hr-hris@wmich.edu (via your WMU e-mail account) confirming your appointment has been loaded. Once you receive this e-mail, you may then start the Form I-9 completion process.

Thank You!

HR Representative: _____ Date: _____

HR-205 (08/11)

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HR-205 (08/11)