

Human Resources – Form I-9 Memo

(Department Completes)

Employee Name: _____ Date Began Working (Hire Date): _____

Department: _____ Supervisor: _____

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.

Wait for an email from hr-hris@wmich.edu in your WMU webmail account, which should come on or before your third day of work. When you receive the email, it means we have entered your appointment into our database. Please bring your **original, unexpired** document(s)/ID(s) to Human Resources in the Seibert Administration Building, Room 1300. Detailed instructions for completing the Form I-9 is available at: www.wmich.edu/hr/formi9.

Thank you!

(Human Resources completes)

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:

Do not have original, unexpired documents. Visit the ISCIS website at

uscis.gov/i-9-central/acceptable-documents for a list of acceptable documents.

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.

HR Representative: _____ Date: _____

HR-205 (04/17)

Human Resources – Form I-9 Memo

(Department Completes)

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HR Representative: _____ Date: _____

HR-205 (04/17)