



# COLLEGE OF THE Holy Cross


## Office of Human Resources

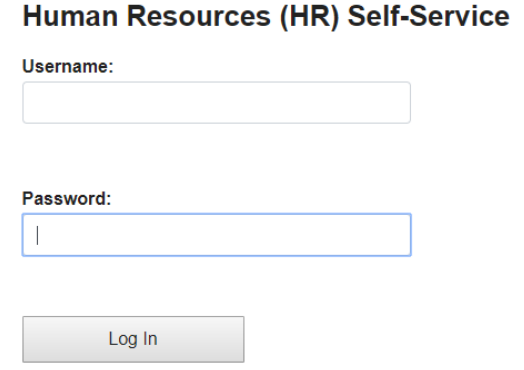

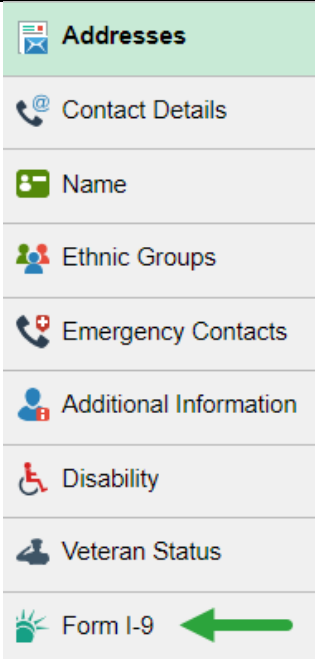
Welcome to Holy Cross Student Employment! We are looking forward to working with you.

The College of the Holy Cross is required by law to verify the identity and employment authorization of each person hired for employment (including students). All new employees are subject to the requirements of Immigration Reform and Control Act of 1986 (IRCA) which stipulates that only American citizens, permanent resident aliens, and aliens who are authorized to work in the United States may be hired. Therefore, each new employee must provide evidence of identity and work eligibility as a condition of employment so as to be in compliance with IRCA.

Employment verification is completed electronically in PeopleSoft Self-Service. This is a 2-step process.

1. You must sign into your account prior to arriving on campus.

<b>➤ Outlined below are the steps for the employee portion of the I-9 process.</b>	
<ol style="list-style-type: none"><li>1. Navigate to <i>HCConnect</i> (<a href="https://hconnect.holycross.edu/">https://hconnect.holycross.edu/</a>). From the toolbar, select <i>Quick Links</i>.</li></ol>	
<ol style="list-style-type: none"><li>2. Scroll down to <i>Job/Career Resources</i> and click the <i>Human Resources (HR) Self-Service</i> link.</li></ol>	<h3>Job/Career Resources</h3> <ul style="list-style-type: none"><li>• Career Advisor Network</li><li>• The HC Network</li><li>• Experience – Crusader Connections</li><li>• Human Resources (HR) Self-Service ←</li><li>• Student Employment Guide – SEWS</li></ul>

<p>3. <i>Log In</i> using your Holy Cross User ID and Password.</p>	
<p>4. From the <i>Employee Self-Service</i> home page, click the <i>Personal Details</i> tile.</p>	
<p>5. Scroll down and select <i>Form I-9</i>. Here you will complete your portion of the I-9 and submit the completed form.</p>	

- Note from the attached list of acceptable documents, you will need one item from List A, or one from List B and one from List C. The most common form of ID is a valid passport which is all you will need. If you do not have a valid (unexpired) passport, you will need a picture ID and an original birth certificate or original social security card. **Photo copies are not acceptable.**

***We will provide more information on the location/process of the verification step (step 2) in Human Resources, as we are currently finding the best way to accommodate social distancing during this process. More information will be shared in the coming weeks.***

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<b>OR</b>	<b>AND</b>	
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**