

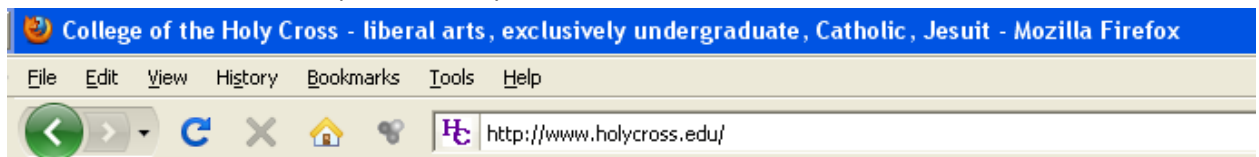
Introduction

Complete and submit I9 is a self service application that allows Holy Cross employees the ability to complete the employee portion of the federal I-9 verification form online and submit it for verification. Original documentation will be reviewed by Human Resources within 3 days of hire.

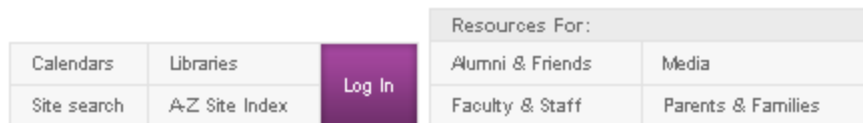
Complete and Submit I-9

To complete and submit your I-9 form, you need to have a network id and password. The following instructions can be used with any computer on campus.

1. Launch a web browser, either Mozilla FireFox or Internet Explorer
2. If you aren't presented with the Holy Cross home page, press CNTL and L at the same time and enter in the address bar: <http://www.holycross.edu/>



3. Click the purple Log In button located in the upper right portion of the Holy Cross home page

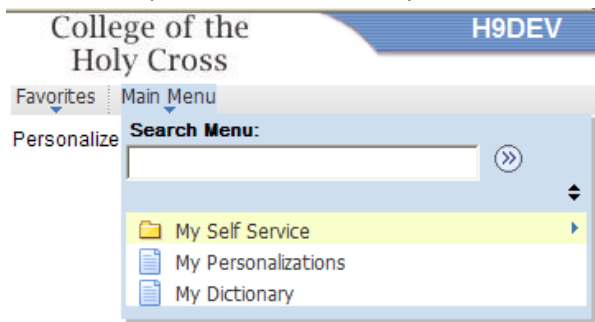


4. Click the link for **Human Resources – Self Service** located under the Links and Quick Links on the right side of the page
 - Human Resources Self-Service
5. Enter in your network id and network password and click Sign In



6. Underneath College of the Holy Cross click Main Menu

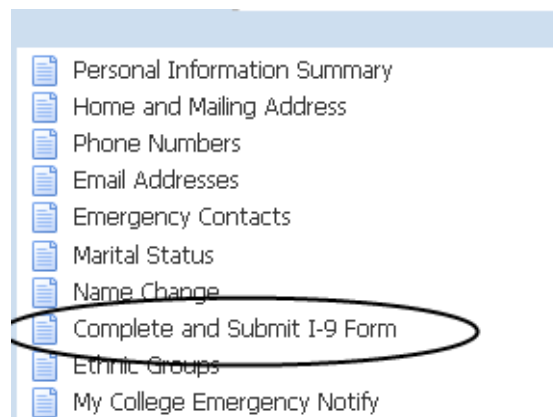
7. From this expanded menu click My Self Service



8. From this expanded menu click **Personal Information**



9. From this expanded menu click **Complete and Submit I9**



10. You will then be presented with a screen that allows you to complete the employee portion of the form.

I-9 Form

Employee Information and Verification

Elmer Fudd

Social Security Nbr: XXX-XX-XXXX

College of the Holy Cross

Date of Birth:

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

To open the complete instructions in a separate browser window, select [I-9 Instructions](#)

Home Address

1 College St
Worcester, MA 01610

[Update Home Address](#)

Maiden Name

Maiden Name: (Last, First)

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

- A citizen of the United States
- A noncitizen national of the United States
- A lawful Permanent Resident (Alien Nbr) A:
- An alien authorized to work (A # or Admission #):
until (expiration date, if applicable --month/day/year)

Minor and Special Placement Details

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

- Special Placement Employee unable to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

[Return to Personal Information](#)

11. Verify Social Security Number and Date of Birth. If you need to make a correction, please contact Human Resources.
12. Fill in the form and click **Accept**. You will then see a submit confirmation.

I-9 Form

Submit Confirmation

The Submit was successful.