

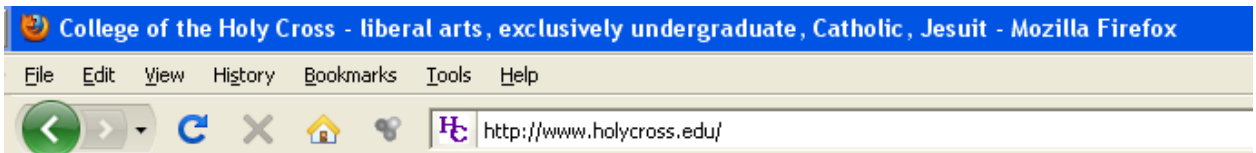
## Introduction

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. Documentation cannot be reviewed more than 3 days before or after hire.

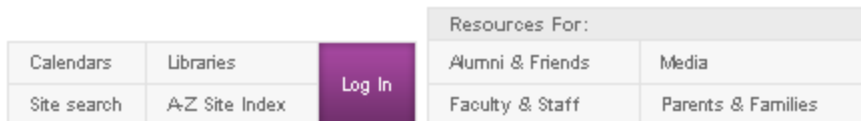
## Verification of I-9

To verify documentation for a new employee, 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

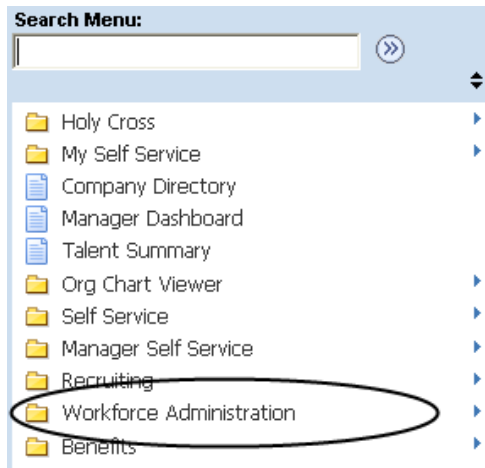


4. Click the link for **Human Resources – Self Service** located under the Links and Quick Links on the right side of the page
  - Human Resources Self-Service
5. Enter in your network id and network password and click Sign In

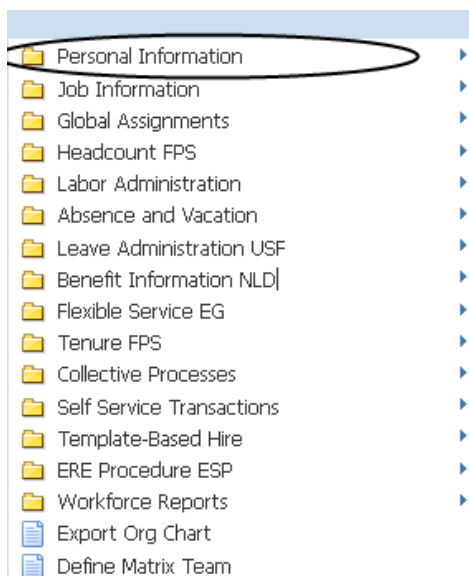


6. Underneath College of the Holy Cross click Main Menu

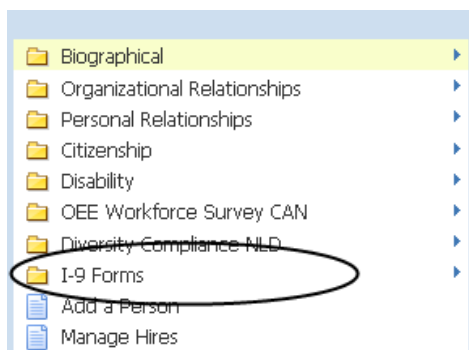
7. From this expanded menu click **Workforce Administration**



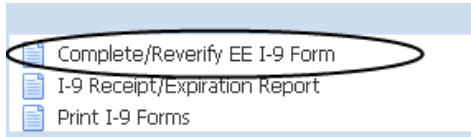
8. From this expanded menu click **Personal Information**



9. From this expanded menu click **I-9 Forms**



10. From this expanded menu click **Complete/Reverify EE I-9 Form**



11. Fill in the form as instructed by the Associate Director HR/Employment.

**Document Verification**

To be completed and signed by the employer. Examine one document from List A OR examine one document from List B and one from List C, as listed in the instructions, and record the title, number and expiration date, if any, of the document(s).

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

**List A**

Document Title:   Receipt

Issuing Authority:

Document Number:  Exp Date (if any):

Document Number:  Exp Date (if any):

**List B AND List C**

**Document from List B**

Document Title:   Receipt

Issuing Authority:

Document Number:  Exp Date (if any):

**Document from List C**

Document Title:   Receipt

Issuing Authority:

Document Number:  Exp Date (if any):

**Employer Representative Details**

Employer Rep's Name: Jean Leavitt  
 Title: Specialist  
 Address: One College Street  
 Worcester, MA 01610

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 07/19/2012 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

12. After completing the form, click on the **Accept** button indicating that you have examined the original documents.