

Confirmation of Completion of New Hire Paperwork

All new employees of Edmonds Community College must complete a new hire packet **within 72 hours of hire.**

Packets are located in the Human Resources Office in the Clearview building.

Supervisors: Please confirm that all Student and Hourly employees have completed their new hire paperwork within 3 days of hire. A signed copy of this form ensures that the employee has completed the paperwork and HR has it on file.

Employees: You will not receive a paycheck until your new hire packet is completed. The following table shows the acceptable documents that are needed to complete the I-9 form, which is included in the new hire packet. Please bring the original(s) with you when you come to HR to complete the paperwork. **WE CANNOT ACCEPT COPIES.**

**LIST OF ACCEPTABLE DOCUMENTS
(All documents must be unexpired)**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity (one of these)	AND	LIST C Documents that Establish Employment Authorization (one of these)
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 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 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p><u>For persons under age 18 who are unable to present a document listed above:</u></p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

_____ completed the new hire packet in Human Resources on _____
(Employee's Name) **(Date)**

_____ _____
(Human Resources Representative) **(Date)**