In the past, I-9 paper forms were included in departmental hiring packets. Beginning in September 2018, responsibility for the I-9 process shifts from departments to a centralized location. The HR I-9 Worksite field designates the location where a new hire/rehire goes to complete the I-9 process, including E-Verify as appropriate and required.

Faculty/staff hires will go to Business and Financial Services (BFS) to complete electronic I-9s. For student hires, please refer to the chart below for the hiring division and corresponding HR Worksite. A more detailed department/division reference guide is available on the following pages.

Note: If an employee is hired into a position whose funding requires E-Verify, the employee (whether faculty, staff, or student) must visit Business and Financial Services (BFS) for I-9 verification, document scanning and submission of E-Verify.
## Department/Division Reference Guide

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