



FORM I-9 MANAGEMENT PROCESS CHECK LIST

The Hiring Department must complete the FORM I-9 MANAGEMENT PROCESS Check List, review with the employee, provide the employee with a copy and instruct the employee to visit HR & Payroll (or designated department) within the federally mandated time line and with all required documents.

Org No.	Organization Title	Hiring Manager (Print Name)	Hiring Manager Signature
Hire Date	Employee Name	Employee G#	Position/Suffix

Upon accepting a job offer the employee will need to:

- Log into <http://www.newi9.com/> **ON OR BEFORE THE FIRST DAY OF WORK FOR PAY.**
- Enter the George Mason University **Employer Code 15114** when prompted.
- Complete Section 1 of the I-9.
- Print the receipt page confirming completion of I-9 Management.

The receipt page will list the acceptable documents that the employee will need to provide in person to HR & Payroll (or designated department) **WITHIN THREE BUSINESS DAYS OF THE FIRST DAY OF WORK FOR PAY.** The employee will visit HR & Payroll (or designated department) and provide:

- FORM I9 Management Process Check List
- The I-9 Management receipt page verifying completion of Section 1
- One original **non-expired** document from List A **OR** one original non-expired document from List B **AND** one original document from List C from the List of Acceptable Documents
- Offer Letter or Contract with start date indicated

THE EMPLOYEE MAY NOT BEGIN WORKING UNTIL SECTION 1 OF THE FORM I-9 IS COMPLETED AND MAY NOT CONTINUE WORKING IF SECTION 2 IS NOT COMPLETED BY HR & PAYROLL (or designated department) WITHIN THREE BUSINESS DAYS OF THE FIRST WORK DATE.

It is the responsibility of the Hiring Department to ensure that the employee completes Section 1 and follows-up with a visit to HR & Payroll (or designated department) within the federally mandated timelines.

Prepared by:

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Name	G#	Date	Phone	Email	