



Instructions for processing I-9's at Arlington Campus

1. The hiring manager has to review, complete and sign the **I-9 MANAGEMENT PROCESS CHECK LIST FORM**.
2. The hiring manager is responsible for ensuring that section one (1) is filled out by the employee either on or before the first day of work.
3. The new employee is responsible for scheduling an appointment by email, within three business days of employment start date, with one of the Arlington designates by contacting arlops@gmu.edu.
4. Appointments to complete I-9 paperwork need to be scheduled 24 hours in advance and will be confirmed via e-mail to the new employee and hiring manager.
- 5. The hiring manager is responsible for ensuring the new employee has all of the necessary supporting documents to bring to the appointment.**
6. If the new hire arrives without a completed checklist, he/she will be directed back to the hiring manager. The hiring manager will then need to reschedule the appointment, adhering to the 24 hour rule.
7. Please feel free to contact arlops@gmu.edu should you have any questions.