

Purpose

To comply with U.S. law

Policy

All 1st time, newly hired employees must have a completed I-9 on file before they begin working for the Illinois Institute of Technology

Definitions

I-9

Procedures

WHERE TO FILE

Newly hired graduate and undergraduate students who work at the Main Campus must visit the Student Employment Office located in Herman Hall to complete their I-9.

Newly hired staff and faculty employees who work at the Main Campus must visit the Human Resources Office located in Room 302 of IIT Tower for completion of their I-9.

All other 1st time, newly hired students, staff and faculty who work at the Institute of Design, Rice Campus, Moffet Campus (NCFST) and Kent Law School must meet with the designated personnel at your work location for completion of the I-9 Form.

Guidelines

INSTRUCTION ON COMPLETING FORMS

Questions regarding documents needed and proper completion of the I-9 form can be directed to the following:

Student Employment Office (SEO)
 Herman Hall – Room 111
 3241 S. Federal Street
 312 567-5729

Human Resources Department
 IIT Tower – Room 9F8-1
 10 W. 35th Street
 312 567-3318

References

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Responsibilities

Employees must make sure I-9 is filed.

Required Forms

I-9 Form