





EMPLOYMENT I-9 SERVICES

Employment I-9 services assist faculty and staff in completing the I-9 Form which is used to verify employment authorization of individuals hired for employment in the United States. The three Regional I-9 Centers are co-located with MCard offices in each of the major Ann Arbor campus areas.

HOW TO INITIATE SERVICE

- Faculty, staff, student temps and non-student temps may visit a Regional I-9 Center of their choice for prompt service (*exception: Student Life hires complete the hiring process at the Student Activities Building location*). No appointment necessary.
- Departments may request the SSC HR Employment team attend departmental orientation programs for the purpose of completing the I-9 forms on site. Events need to have a minimum of 15 new hires for SSC representatives to attend. These requests are submitted through the Special Event Request eForm and require a minimum of 10 business days advance notice.

HOW TO CONTACT US

			
PHONE	EMAIL	eFORMS	WEBSITE INFO
734-615-2000 PRESS #1 PRESS #5	GENERAL INQUIRIES: SSC.HR.Recruiting.Employment@umich.edu URGENT INQUIRIES: SSC.HR.Recruiting.Employment-urgent@umich.edu	I-9 Special Event Form	I-9 information on the SSC website

REGIONAL I-9 CENTERS

PIERPONT COMMONS
NORTH CAMPUS – B430
2101 Bonisteel Ave Ann Arbor, MI 48109-0402
M-F 8 AM – 11:30 AM, 12:30 PM – 5:00 PM

NORTH CAMPUS ADMINISTRATIVE COMPLEX (NCAC)- Room 1111
2901 Hubbard Street Ann Arbor, MI 48109-0402
M-F 8 AM – 5:00 PM

WOLVERINE TOWER
SOUTH CAMPUS – G250
3003 S State St, Ann Arbor, MI 48109-1281
M-F 8 AM – 5 PM

STUDENT ACTIVITIES BUILDING MAIN CAMPUS – 512
515 E Jefferson Street, Ann Arbor, MI 48109-1360
M-F 8 AM – 5 PM

**Always check the Shared Services Center website ([I-9 Center Information](#)) for the most up to date information on hours of operation*

I-9 PROCESS OVERVIEW

The Regional I-9 Centers collect I-9s for the following job families for new hires and rehires:

- **eRecruit:** instructional, supplemental, primary, graduate students, non-student temps.
- **Student Temporary Employment Process (STEP):** student temporaries
- **Other:** visa extension/changes, missing I-9s, I-9 corrections, NEO no-shows, off cycle regular staff hires

NOTE: Regular staff hires complete the I-9 form during their NEO session.

UNIT I-9 PROCESS RESPONSIBILITIES

Units must complete the following in order for the Regional I-9 Center to complete the I-9 process.

For eRecruit:

1. Utilize the Applicant Contact Note, I-9 Emp Start Date Header through the Manage Applicant Screen.
2. Enter the actual start date (mm/dd/yyyy) in the subject box and save.
3. Regular staff hires that attend NEO do not require a contact note.

For STEP:

1. Complete the entire STEP process
2. Have the student complete the I-9 process on or before their first day of work.

SSC I-9 PROCESS RESPONSIBILITIES

The SSC will do the following when a new employee visits a Regional I-9 Center:

1. **Determine who the person is** and their appointment type.
2. **Find their first day of employment** through the contact note you entered in eRecruit or through Job Data for student temporaries.
3. Direct them to **Fill Out & Review Section 1 of the I-9.**
4. **Review eligibility and identity** documents.
5. **The SSC will Complete Section 2** of the I-9.
6. **An SSC representative will Validate accuracy** of the completed I-9 and **scan into imaging** for further processing.

NOTE: A person may be required to go to a regional I-9 Center to correct an error, complete the I-9 process where there is a missing I-9, or to renew the I-9 for extensions or visa changes. In these cases, the SSC will do the following:

Correcting errors: (If the error requires a new I-9 to be completed, it will be attached to the original and both I-9's will be scanned to imaging)

1. The I-9 form that requires correction shall be returned to the SSC Employment team for management.
2. An SSC representative locates the original I-9 in the Regional Center Files.
3. The SSC representative contacts the new employee to direct them to return to the appropriate Regional Center.
4. The original I-9 is corrected using the required method and scanned to imaging.

Incomplete I-9:

1. **Check Regional Center files** for the original I-9
2. **Complete the I-9** and scan to imaging

REGIONAL I-9 CENTER RETURN NOTICE: If the I-9 process cannot be completed, the SSC representative shall fill out the **Regional I-9 Center Return Notice** instructing the employee on what needs to be done to complete the I-9. The employee must return to the same regional center with the correct information. The employee receives email notifications daily until the process is complete. If the process is not complete within the stated timeframe, by law the appointment must be terminated.

ADDITIONAL RESOURCES & HELP

Quicklinks:

- [Add Contact Notes My LINC job aid](#)
- [HR I-9 Forms](#)
- [U-M Parking and Transit Information](#)