

710 9TH AVE SEATTLE, WA 98104-2017 www.archseattle.org

I-9 Process

COMPLETE THE I-9 PROCESS FOR EACH EMPLOYEE HIRED

All employers must complete and retain <u>Form I-9</u>, <u>Employment Eligibility Verification</u>, for every person they hire for employment in the U.S. as long as the person works for pay or other type of payment.

The employer must physically examine acceptable, and unexpired documentation the employee presents from the Lists of Acceptable Documents to complete the applicable document fields in Section 2.

A document is acceptable if it reasonably appears to be genuine and to relate to the person presenting it.

Please note: Photocopies, except for certified copies of birth certificates, are not acceptable for Form I-9. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

Steps for completing I-9 Verification:

- 1. Employee will complete the first section of the I-9 form before reporting to work. This is completed through the **Paycom New Hire Onboarding** process.
- 2. Employer will complete section 2 of the form on the first day of work for the new employee.
- 3. Form should be completed by the employer no later than the 3rd business day after the employee's first day of work.