**University of Pittsburgh**

**Electronic Form I-9 Completion Instructions**

**(Applicable to Faculty, Academic, Certificate, Post-Doc, & Research Associates)**

As part of the hiring process, all new employees are required by law to complete a Form I-9, which is the Employment Eligibility Verification Form required by the federal government.

**Prior to your first day of employment,** please complete section 1 of the Form I-9 by using an electronic I-9 service called I-9 Express. This confidential and secure service allows you to quickly and conveniently complete section 1 of your Form I-9 **online**.

Please follow the completion instructions in the box below to begin the form online.

**On your first day of work or prior, please visit one of the locations below to complete the I-9 process:**

* **Panther Central\*** – Main lobby of Litchfield Towers (412-648-1100) – 7am to 10pm; Daily
* **Office of Human Resources** – 200 South Craig Street (412-624-8150) – 8:30am to 5pm;
Monday – Friday
* **Health Sciences I-9 Service Center** – Suite 118 Lothrop Hall (412-648-2222) – 7:30am to 6pm;
Monday – Friday (Use entrance on the corner of Lothrop & Victoria Streets, next to entrance of School of Nursing / Victoria Hall)

***\*Only location where a University Pitt ID card may also be obtained.***

**Bring the identification documents** listed in the I-9 confirmation section of the online I-9 form so that section 2 of the Form I-9 may be completed by an authorized University representative. In addition, a list of what applicable identification documents to bring is attached.

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| ***To complete section 1 of the Form I-9 online:***1. Go to [www.newi9.com](http://www.newi9.com)
2. Enter the **Employer Code** for the **University of Pittsburgh**: **14726**
3. Enter the text in the picture to authenticate. For a new picture, click ‘New Picture.’
4. Complete the I-9 form.
5. Electronically sign the I-9:
	1. Review the information.
	2. Click the checkbox to agree to the perjury statement.
	3. Click Continue to complete your electronic signature.
6. **Print** the “Thank You” page to remind you to bring your documents to work on your first day of employment.
7. Close your browser to clear your activity from the browser’s memory.
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**WARNING: You must complete Section 1 of the Form I-9 by no later than your first day of employment, and you must present the documentation required for the University’s completion of Section 2 of the Form I-9 by no later than three business days after the date your employment begins.  If you fail to meet these deadlines, you will be suspended without pay.  If you do not satisfy the Form I-9 requirements promptly after you have been suspended, your employment/offer of employment is subject to termination.**

**Questions – Please call the Office of Human Resources at 412-624-8150**