**Onboarding/I-9 Flowchart**

**Reminders**

* Employee cannot complete I-9 until criminal background check is completed.
* Check PEAEMPL/NBAJOBS before confirming start date & instructing employee to visit HR
	+ I-9s are valid for 3 years. If employee has break in service after 3 years, update is needed
	+ Current employment or transitioning to new position does not typically need update. Are they an existing employee? Do they have another position ending? Is this an additional position?
* If I-9 is needed, instruct the employee to visit HR
	+ Employee should know these things before visiting HR
		- Status of CBC (if it’s not needed, make sure they know that)
		- Start date
		- Position type (temporary, temp faculty, classified, etc.)
		- Acceptable documents for the I-9. **DO** send them the list of acceptable documents – just don’t specify which ones they should present.
* All new employees must visit HR (or rep) on or before their first day of work
* Offsite I-9s
	+ - <https://www.uidaho.edu/human-resources/managers> “U of I Authorized I-9 Reps”
		- “Remote I-9 Instructions” only if employee is not near UI Rep. **Only approved for employees starting work before arrival on campus, or working entirely remotely**
* HR Main office & offsite reps have all of the paperwork for onboarding, no need to send this to the employee prior to them visiting our office. This eliminates issues with outdated forms, missing forms, errors on forms, etc. FOCUS FOR SUPERVISOR IS TO HAVE EMPLOYEE VISIT HR ON/BEFORE FIRST DAY OF WORK!
* Start date = first day of work for pay. This includes any required work related trainings, orientations, meetings
* Supervisors responsibility to ensure work authorization has been granted prior to first shift
	+ Student/Temp employees = work authorization card
	+ Board appointed employees = supervisor is cc’d on email to VandalCard Office/Parking
	+ Offsite I-9s
		- Email sent to UI rep (or employee if remote I-9), supervisor is cc’d
* Create EPAF
* New student/temp hiring form

*Questions please contact Human Resources at 208-885-3638 or* *hr@uidaho.edu*