



## HUMAN RESOURCES ANNOUNCEMENT

Hello,

I-9s have been completed within HRMS since November 2015, and we have been working since then to fine-tune the process! To gear up for the influx of hires made for the Fall Semester, we will be sending a detailed communication with instructions regarding that process. But first, we wanted to send you a brief update on what HR and you as the department can do to help make this process most effective.

### **Here is what HR is doing**

1. We are prioritizing the loading of completed new hire paperwork and/or information. Hires are typically loaded within 24 hours of being received – most being processed the same day.
2. HR has set up a computer room to help Employees access Section 1 of the Electronic Form I-9, while having a Human Resources Specialist to help. If an employee cannot come to HR for assistance, we have many tools to help them log-in while off campus and instruction guides on completing Section I of the Electronic Form I-9 before coming to HR.
3. Human Resources has been efficiently cross-training other HR employees to insure that there is plenty of help to process new hires efficiently and complete Section 2 of the Electronic Form I-9.
4. We understand sometimes it's hard to meet the 5 day deadline we recommend. If you need a hire rush-processed, please contact HR and we can see what we can do to get your hire processed sooner. Walking papers over to HR will decrease the time that forms are in the mail.

### **Here is what you can do:**

1. Departments can ensure complete hire paperwork and/or information is received by HR at least 5 days prior to the Employee's start date. If you are processing an electronic hire, the timeframe can be shortened to 3 days prior to the start date.
2. Complete hire paperwork includes a signed and completed Disclosure Statement by the employee. Please use the most current Disclosure Statement, as a new question has been added. Up-to-date copies of all HR forms can be found [here](#).
3. Departments can review the Employee's personal information within the hire documents is correct. This information includes the Employee's SSN, DOB and full legal name.
4. We recommend using our e-hire process, where you request, post and fill positions completely electronically! There are no papers involved in this process!
5. Departments can also assist their new hires with completing the Section I of the Electronic Form I-9 on or before the Employee's first day worked. We have many different tools to help with this process – including a [Step-by-Step Instruction Guide](#) in addition to the below information:
  - a. [Obtaining Username and Password](#) (if they've never accessed their UW email before)
  - b. [Accessing HRMS Self-Service while Off-Campus](#)
  - c. Navigating to [HRMS Self-Service](#) and follow the below path to complete Section I
    - i. Main Menu>Self-Service>Personal Information>Form I-9
  - d. Come to HR to complete Section I with the appropriate documentation. Here is a [List of Acceptable Documents](#)

Please forward this email to anyone in your area that will be hiring workers over the next several weeks. Any questions regarding Electronic I-9s can be directed to Amanda Schneider at 307-766-5604 or [aschnei5@uwyo.edu](mailto:aschnei5@uwyo.edu).