

## **IMPORTANT I-9 INFORMATION FROM UH THE STUDENT EMPLOYMENT OFFICES**

It is recommended that new student hires complete the Federal I-9 form with the campus Student Employment (SE) Office.

Reasons for this include:

- I-9 forms completed with the campus SE office are valid for any job through the F1 and F3 student payrolls at that particular campus. If the campus SE office accepts I-9 forms completed by the hiring department, it will be valid only for that department. Student employees who are then hired for subsequent jobs at the same campus will be asked to complete another I-9 form.
- The original I-9 form completed by departments must be submitted to the campus SE office in order for processing of the Student Employment Work Agreement (SEWA). Any errors or incomplete sections on the I-9 may delay the establishment of the student's payroll record.