



Human Resources & Payroll  
4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
Phone: 703-993-2600; Fax: 703-993-2601

## FORM I-9 MANAGEMENT CHECKLIST

The hiring Department must complete the FORM I-9 MANAGEMENT PROCESS Check List, review with the employee and provide the employee with a copy and instruct the employee to visit HR & Payroll within the federally mandated time lines and with all required documents.

Org No.	Organization Title	Hiring Manager (print name)	Hiring Manger Signature
Hire Date	Employee Name	Employee G#	Position/Suffix

Upon accepting a job offer the employee will need to:

- Log into <http://www.newi9.com/> **ON OR BEFORE THE FIRST DAY OF WORK FOR PAY.**
- Enter the George Mason University **Employer Code 15114** when prompted.
- Complete Section 1 of the I-9.
- Print the receipt page of confirming completion of I-9 Management.

The receipt page will list the acceptable documents that the employee will need to provide in person to HR & Payroll (or designated department) **WITHIN THREE BUSINESS DAYS OF THE FIRST DAY OF WORK FOR PAY.** The employee will visit HR & Payroll (or designated department) and provide:

- ☐ FORM I9 Management Process Check List
- ☐ The I-9 Management receipt page verifying completion of Section 1
- ☐ One original document from List A **OR** one original document from List B **AND** one original document from List C from the List of Acceptable Documents
- ☐ Offer Letter or Contract with start date indicated

**THE EMPLOYEE MAY NOT BEGIN WORKING UNTIL SECTION 1 OF THE FORM I-9 IS COMPLETED AND MAY NOT CONTINUE WORKING IF SECTION 2 IS NOT COMPLETED BY HR & PAYROLL (or designated department) WITHIN THREE BUSINESS DAYS OF THE FIRST WORK DATE.**

It is the responsibility of the Hiring Department to ensure that the employee completes Section 1 and follows-up with a visit to HR & Payroll (or designated department) within the federally mandated timelines.

Prepared By:

Name	G#	Date	Phone	Email