***Electronic I9 Completion email for New Regular Academic or Non-academic Employees***

*In most of these cases District Support is assisting with the new hire processing for these positions. This sample was written with this in mind.*

*\*\*\*For eVerify purposes, all* ***HNI new hires and 4-H PCs in Oakland County*** *MUST have copies of the documentation used to complete Section 2 of the I-9 form* ***UPLOADED directly into the electronic I-9 system.***

***SAMPLE EMAIL TO NEW HIRE:***

Congratulations and welcome to the MSU Extension team!

To establish you as a new MSU Extension employee, you will need to complete Section One of your electronic I9 and bring copies of acceptable documentation to our meeting on [DATE] where we will complete Section Two of your I9 and other new hire paperwork.

**Section 1 of the electronic I9:** Completed by Employee

In order to complete the hiring process for your new position, you will complete an electronic I-9 form (Section 1) and sign it with an electronic signature*.* To complete Section 1 of the electronic I-9 go to <http://www.newi9.com/>.

* + The Employer Code for Michigan State University is **16628**
	+ Enter the following for “location”: [INSERT ORG CODE – SEE LIST BELOW] in the drop down box.
		1. 10058940 – AABI

**Select ONE of these**

**And enter HERE**

* + 1. 10058941 – CYI
		2. 10058942 – GMI
		3. 10058946 – HNI
		4. 10058282 – Director’s Office
	+ Your employment date is:  [MM/DD/YYYY]

**Section 2 of the electronic I9:** Documentation Verification; Completed by Employee and MSU Extension representative

Once you’ve completed Section 1 (above), please refer to your online confirmation/receipt page for a list of acceptable documents required to complete Section 2 of the I-9.

**Please bring this documentation with you when we meet on [DATE] to complete your new hire paperwork.**

If you have any additional questions, please let me know.