

Andrews  University  
Hourly Staff/Contract Work Permit

**INSTRUCTIONS:** *Section 1* to be completed by the employing department. Then the employee brings form to the Employment Office for employment eligibility verification of the employee. *Section 2* lists the required documentation they will need to bring if they have not been verified before or if updated documents are needed. *Section 3* will be completed by the Employment Office after they have verified employment eligibility. They will return the form to employee to be brought back to the department. Once department receives the form, the rate sheet or contract form can be submitted to Employment Office for processing.

**SECTION 1**

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Hiring Dept: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_

(Please select one)     Regular Hourly     Temporary Hourly     Contract

**SECTION 2**

In order to complete the I-9 employment eligibility verification form, the individual must present **signed original documents**. The following list provides the *most common* sets of documents which qualify.

**For US Citizens or Residents**—choose *one* of the following options:

1. US Passport
2. Permanent Resident Card
3. Driver's License + Social Security Card
4. Driver's License + Birth Certificate
5. School ID Card + Social Security Card
6. School ID Card + Birth Certificate
7. Employment Authorization Document that contains a photograph (unexpired)

**International Employees** must present their Employment Authorization Document (EAD).

For a complete list of acceptable documents, see the Employment Office or see page five of the form that can be found here: <http://www.uscis.gov/files/form/I-9.pdf>.

**NOTE:** employee must also bring their **direct deposit information**.

**SECTION 3**

Completed the biographical employee data sheet, tax forms, and other necessary forms for employment.

Completed the I-9 employment eligibility verification form (I-9 completed date: \_\_\_\_\_).

Visa (circle one): F1 | J1 | US Citizen | PR | Other: \_\_\_\_\_

Employment verification by: \_\_\_\_\_

Date: \_\_\_\_\_