

Employee (non-student) Work Permit

Only complete and submit AFTER the personal action form (PAF—rate sheet, RAF, contract form) has been received by the Employment Office.

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.

SECTION 1

Employee Name: _____ ID Number: _____ Expected Start Date: _____

Hiring Dept: _____ Supervisor—ID#: _____ Signature: _____

(Please select one) Faculty/Salaried Staff Hourly Staff 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 visit the USCIS I-9 website at: <https://www.uscis.gov/i-9>.

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

SECTION 3 – ALL checkboxes MUST be completed before cleared to work

- Background check completed + offer letter signed (regular employees only).
- Complete the biographical employee data sheet, tax forms, and other necessary forms for employment.
- Complete the I-9 employment eligibility verification form (I-9 completed date: _____).
- Establish U.S. address for mailing (MA) or home (HO) address in PPAIDEN.
- SSN is in PPAIDEN (if missing, enter from W4 forms; if none, enter 9 zeros).

Visa (circle one): H1B | PR | US Citizen | Other: _____

Employment verification by: _____ Date: _____