

HUMAN RESOURCES

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Columbus, Ohio 43210
Phone: 614-292-2431
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Hiring Document Hours
Monday through Friday
10 am to 4 pm

New Student Employee Checklist

Congratulations on your offered position within the Office of Student Life!
Please follow the checklist below IN ORDER to ensure your hiring process is complete and we can get you started working!

- 1. Accept Offer by REPLYING ALL to offer email.**

- 2. Complete Background Check:** If your position requires a background check, you will receive instructions via email from the Office of Human Resources Background Check Office. Please complete this as soon as possible.

- 3. Gather Work Authorization Documents (Original/Certified Copy REQUIRED)**
* See Page 2 of this document for document options

- 4. Receive Electronic Documents via Email**
* If your OSU email is forwarded to a non-OSU email address, please go to www.docusign.net and log in with your OSU credentials to access your hiring documents.

- 5. Complete Your Electronic Documents AND Print "Statement Concerning Your Employment" and "OPERS Exemption Form" from online DocuSign packet**
****IF YOU HAVE ANY QUESTIONS RELATED TO COMPLETING THE ELECTRONIC DOCUMENTS, PLEASE CONTACT Student Life Human Resources at 614-292-2431 PRIOR TO 'FINISHING' THE DOCUMENTS****

- 6. Final Step:** Go to Student Life Human Resources (see location and contact information above) with your work authorization documents from **step 3** and printed forms from **step 5**.
****DO NOT COMPLETE THIS STEP UNTIL STEP 4 HAS BEEN COMPLETED.****

I-9 LISTS OF ACCEPTABLE DOCUMENTS

You must bring in original, unexpired identification (no photocopies):
one from List A OR one from List B AND one from List C.

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Authorization		Documents that Establish Identity		Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<ol style="list-style-type: none"> 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 		<ol style="list-style-type: none"> 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> 2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
<ol style="list-style-type: none"> 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 		<ol style="list-style-type: none"> 3. School ID card with a photograph 		<ol style="list-style-type: none"> 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
<ol style="list-style-type: none"> 4. Employment Authorization Document that contains a photograph (Form I-766) 		<ol style="list-style-type: none"> 4. Voter's registration card 		<ol style="list-style-type: none"> 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
<ol style="list-style-type: none"> 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 		<ol style="list-style-type: none"> 5. U.S. Military card or draft record 		<ol style="list-style-type: none"> 5. Native American tribal document
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 6. Military dependent's ID card 		<ol style="list-style-type: none"> 6. U.S. Citizen ID Card (Form I-197)
		<ol style="list-style-type: none"> 7. U.S. Coast Guard Merchant Mariner Card 		<ol style="list-style-type: none"> 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		<ol style="list-style-type: none"> 8. Native American tribal document 		<ol style="list-style-type: none"> 8. Employment authorization document issued by the Department of Homeland Security
		<ol style="list-style-type: none"> 9. Driver's license issued by a Canadian government authority 		
		<p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p>		
		<ol style="list-style-type: none"> 10. School record or report card 		
		<ol style="list-style-type: none"> 11. Clinic, doctor, or hospital record 		
		<ol style="list-style-type: none"> 12. Day-care or nursery school record 		