

Attention: Campus Administrators, Managers and Supervisors:

In ongoing efforts to ensure that UCSF is compliant in regards to the I-9 process, Campus Payroll has developed an I-9 Quick Training. This training can be accessed at the following link under training:

http://acctg.ucsf.edu/payroll/new_hire/index.htm

At UCSF all new and re-hired employees for Staff, Student, Postdoc and Academic appointments are required to complete an I-9 form. **It is the responsibility of the hiring supervisor or department representative to comply with the I-9 requirements** which are:

1. Complete Section 1 of Form I-9 with the new employee's signature on or before his/her first day of work.
2. Section 2 of Form I-9 must be completed by the department no later than the third day of employment
3. Direct employees holding nonimmigrant status to the Services for International Students and Scholars (SISS) office within three days of the employee's start date, understanding that the hiring department is responsible for ensuring compliance with the three-day deadline.

If you have any questions about the training, please contact Naheed Kalhor, Payroll Customer Service Supervisor at 415.476.1661 or Naheed.kalhor@ucsf.edu.

Thank you,

Yvonne

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"The Human race has only one really effective weapon, and that is laughter. The moment it arises, all our hardnesses yield, all our irritations and resentments slip away and a sunny spirit takes their place." -- Mark Twain