

# E-Verify/I-9 Compliance

The chart below applies to all new hires and employees transferring from trainee.

| EMPLOYEE GROUPS                   | RECRUITMENT PROCESS              | ONBOARDING PROCESS     |                      |                        | HIRE ACTIONS                 |
|-----------------------------------|----------------------------------|------------------------|----------------------|------------------------|------------------------------|
|                                   |                                  | I-9 Section 1          | I-9 Section 2        | eVerify                | ACT Doc Submit               |
| <b>Hospital 01/03/12/17</b>       | Taleo                            | Hospital HR            | Hospital HR          | Records Administration |                              |
| <b>Hospital 02/04</b>             | Taleo                            | Hospital HR            | Hospital HR          | Records Administration |                              |
| <b>GME 07</b>                     | GME Office                       | Records Administration | Hospital HR          | Hospital HR            | GME Office                   |
| <b>Campus Staff 01/03</b>         | Taleo                            | Recruitment Services   | Recruitment Services | Records Administration | Auto ACT Doc                 |
| <b>Temp Services Staff 04</b>     | Taleo                            | Temp Services          | Temp Services        | Records Administration | Partial Auto ACT/ Department |
| <b>Post-doc Employees 21</b>      | Post-doc Office (or Department)* | School/ Unit POC*      | School/ Unit POC*    | Records Administration | Department                   |
| <b>Staff Hired by Dept. 04/02</b> | Taleo                            | Temp Services          | Temp Services        | Records Administration | Partial Auto ACT/ Department |
| <b>Student Employees 06/11</b>    | Department*                      | School/ Unit POC*      | School/ Unit POC*    | Records Administration | Department                   |
| <b>Faculty 01/03</b>              | People Admin*                    | School/ Unit POC*      | School/ Unit POC*    | Records Administration | Department                   |
| <b>Faculty 02/04</b>              | Department*                      | School/ Unit POC*      | School/ Unit POC*    | Records Administration | Department                   |
| <b>International Hires</b>        | Varies                           | School/ Unit POC*      | ISSS                 | Records Administration | Varies                       |

*\*Employee categories for which school/unit's Compliance Representative is responsible*