Reminder: I-9 Completion/ Verification and Re-verification Requirements

Federal law requires that all newly hired employees complete and submit Form I-9, Employment Eligibility Verification, on or before their first day of employment. There are no exceptions to this rule! Newly hired employees must also present appropriate documents to HSBC HR, or other authorized designated representative, within three business days of their first day of employment.

Re-verification or a new I-9 form is normally required when an employee’s work authorization has expired, an employee changes their name, or an employee is rehired one year or more after their termination date or three years since their original hire date.

Failure to complete or re-verify within the required timeline may result in fines or other sanctions from the U.S Immigration and Customs Enforcement agency.

If you have any questions about the I-9 verification process, please contact the HSBC HR Team– HSBC.HR@oregonstate.edu

Reminder: Filling Positions and the Required Recruitment Process

Do you have a position to fill? If so, this is just a reminder that all position establishments and recruitments must begin with a conversation with one of the HSBC HR Consultants.

Please do not post any job announcements that prompt the submission of resumes, cover letters, or application materials outside the Online Recruiting System before having a discussion about the process with the HR Consultant assigned to your unit. In most cases, a competitive recruitment through the Online Recruiting System is required and specific criteria must be met prior to posting job announcements.

If you have questions and don’t know who to contact, you may send an email to HSBC.HR@oregonstate.edu or call one of the HR Consultants below:

Kim Cholewinski, 7-8488, Kim.Cholewinski@oregonstate.edu (serving the College of Public Health & Human Sciences)

Valerie Mouw, 7-6063, Valerie.Mouw@oregonstate.edu (serving the College of Pharmacy and the College of Veterinary Medicine)

Upcoming Staff Fee Privilege (Tuition Reduction) Deadlines

The Summer Term deadline for submitting staff fee forms to the HSBC is:

- OSU Dependent enrolling at another OUS University: 06/09/14
- OSU Employee enrolling at another OUS University: 06/18/14
- OSU Dependent or Employee enrolling at OSU: 07/18/14

Information and the current Staff Fee Form can be found at: http://www.ous.edu/dept/hr/benefits/stafffee. Additional information can also be found at: http://hr.oregonstate.edu/benefits/staff-fee-privileges-tuition-reduction

Completed Staff Fee forms should be sent to:

HSBC, Attn: Debbie King, 436 Snell Hall, Corvallis, OR 97331
Deborah.King@oregonstate.edu, Questions? 7-7112
**Hiring Students for Summer?**

A student may work as a student employee during the summer months if:

- The student was eligible for student employment during the previous spring term and intends to enroll fall term as an eligible degree-seeking student; OR
- The student is enrolled in Summer Session for at least three (3) credit hours and intends to enroll fall term as an eligible degree-seeking student (unless the student will be graduating at the end of Summer Session).

A student who graduates with their baccalaureate in the spring is not eligible to work as a student employee during the summer unless the student has been officially admitted to the Graduate School and plans to enter graduate school in the fall.

**Reminder:** Before any student may begin work, all hiring paperwork must be processed through the HSBC. The HSBC must determine if the student employee will need a Criminal History Check or Department of Motor Vehicle Check, and must receive clearance prior to the employee beginning work.

The HSBC HR team can answer questions and provide any options for student employment or alternate employment types.

**Do you process J-1 or H-1B applications?**

International Scholar & Faculty Services (ISFS) has implemented a new case management system. As a result, the way you submit J-1 and H-1B applications to ISFS is changing!

ISFS invites you to attend one of the training sessions; bring your existing J-1 or H-1B applications and learn how to use ISFS’s new online system, IPConnect.

- Friday May 23rd 10am-12pm | Valley Library, Barnard Classroom
- Wednesday June 4th 10am-12pm | Valley Library, Barnard Classroom
- Wednesday June 11th 10am-12pm | Valley Library, Barnard Classroom

Prior to attending the training, you should request user access to IPConnect by following the steps below:

1. Go to this website: [https://ipconnect.oregonstate.edu](https://ipconnect.oregonstate.edu)
2. Click on Administrative Services for University Departments
3. Enter your ONID username and password
4. Request Access to IP Connect by completing the information form
   a. Under Campus select “OSU-Scholar”
   b. Under department please list your full department name not an acronym or abbreviated version
5. Click submit
6. You will receive an email once your access has been approved

Questions? Contact Cindy Nair, Immigration Programs Specialist, 7-6461

**Have you changed your name or any other personal information?**

Has any of your personal information such as mailing address, phone number, or personal email changed? Do you need to update your W-4 or your direct deposit authorization?

You may update your information through the OSU Online Services website. Please go to: [https://adminfo.ucsdadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin](https://adminfo.ucsdadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin) and log in using your ONID username and password.

**Have you changed your name?**

If so, please contact the HSBC HR Team. You will be required to fill out an OSU Name Change Form, a new I-9 form, and a new W-4. In order for the HSBC to process these forms, you’ll need to present acceptable I-9 supporting documents. Federal regulations require employers to validate that the employee’s name on record exactly matches the name which appears on the individual’s social security card.