

## Complete Section 1

Employees must complete **Section 1 of Form I-9** and then initiate steps for the employer or authorized agent to complete Section 2.



## Visit One Stop/HR

Please go to the SUB 3rd floor for One Stop or HR at the Clifton Robinson Tower Suite 200 to complete section 2 (bring original documents)



## Documents

When in person, take one of the following **original documents**: either your passport, birth certificate or social security card, along with your driver's license. No photocopies or scans are allowed. For Foreign Nationals, click [here](#).



## Once Completed

Soon after you have completed your Federal I-9, you will be processed to work and will have access to the Timecard in Ignite.



## Onboarding Tasks

Go to Ignite and click on the Journeys tile to do the Onboarding tasks. This includes your direct deposit information for payment.



# Completing your I-9