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.

For more information, click here