



Interested in Hiring an ECU Student?

Thank you for your interest in hiring a student employee at the University. Students can gain valuable experience working with your departments/businesses, which aids in growth and development of our future leaders of tomorrow.

The Student Employment Office is available to assist you with the process. Please review the information below before beginning the hiring process.

Steps to hiring an ECU student

1. **Submit a job posting.** – Log onto PeopleAdmin at <https://ecu.peopleadmin.com/hr> to post your position. For instructions on how to submit a job posting click here <http://www.ecu.edu/cs-admin/HumanResources/upload/STUDENT-HIRE-MANAGER-Applicant-Tracking-Job-Aid.pdf>
2. **Identify candidate(s) for your position(s).** – Positions should be posted on PeopleAdmin to attract a candidate pool from which to conduct interviews.
3. **Provide the student employee with a Hiring Packet** – If the student will be an employee with ECU, provide them with a hiring packet of information that will guide them through the steps of the hiring process. The hiring packet can be found at <http://www.ecu.edu/cs-admin/HumanResources/upload/Student-Employment-Hiring-Packet-Employees.pdf>.
4. **Submit a hiring proposal** – Submit a hiring proposal that is appropriate for the type of student worker that you are interested in hiring. For instructions on how to submit a hiring proposal click here <http://www.ecu.edu/cs-admin/HumanResources/PeopleAdmin.cfm>.

Prior to first day

1. **Student's I-9 completed** – Ensure that the student has completed their I-9 and submitted their documents to the Student Employment office on or prior to their start date.
2. **Student's paperwork completed** – Ensure that the student has completed all their documents and returned to Human Resources and Payroll by their start date.

First day of work

1. **Complete the New Student Employee Entry Checklist** - Prepare for the student's first day of employment by having their work space prepared and scheduling them to participate in any departmental training or onboarding sessions. The New Student Employee Entry Checklist can be found below.
2. **Confidentiality Agreement (Blackboard)** – Ensure the student signs the required Confidentiality agreement found on Blackboard.
3. **Blackboard Online Training** – Ensure the student completed the required IT Security Training, Preventing Workplace Harassment and Unlawful Discrimination, EEO Laws & Discrimination, and Unlawful Harassment Prevention in Blackboard.

Federal I-9 Instructions

What is the Federal I-9 Form?

The Form I-9, officially the Employment Eligibility Verification form, is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, the I-9 form is used to verify the identity and legal authorization to work of all paid employees in the United States.

When does the I-9 have to be completed?

- Section 1 must be completed on/or before your 1st day of employment.
- Section 2 must be completed on/or before your 1st day of employment.

What are my next steps to complete my I-9?

- Once an offer has been extended and a start date has been established you will receive an email from HireRight to complete Section 1.
- Once you complete Section 1 of the I-9 form you can then present your documents (any documents from the list of acceptable documents provided) to the SEO or the HR office
- Documents need to be unexpired.
- Documents that are laminated are not accepted.
- Documents must be presented on and/or before your start date and no appointment is required.

What do I need to do if I think I already have an I-9 on file?

If you have previously completed an I-9 or if you are not sure if you have already completed an I-9 you can contact Joretta Chestnutt at 252-328-9995 or email at millsjo16@ecu.edu.

What do I do if my documents have been lost or stolen?

If your acceptable documents have been stolen or lost, you can provide a receipt showing that you have applied for a new document such as driver's license, social security card or birth certificate. You will have 90 days to provide the actual document to the SEO or HR office.

Can I just email you copies or bring you copies of my documents to complete Section 2 of the I-9?

No, you cannot email copies of your documents or bring copies of your documents. We will need to see the originals of your documents and we will then make copies of your documents to complete Section 2 of your I-9.

How can I complete my I-9 if I am in another city or state?

The I-9 can be completed via notary (3rd party) for students that are not local. If using a notary, please keep in mind the notary is not actually notarizing the documents. The notary is only attesting that your documents are valid and completing section 2. A list of local institutions that can complete section 2 of the I-9 in your area can be accessed by going to <http://www.cupahr.org/I-9/index.aspx>

Other places that can complete Section 2 of the I-9 via notary are:

- Banks
- UPS offices
- Current/previous employers
- Other HR Representatives

Notary/HR Instructions for Offsite Electronic I-9 Completion

These instructions are intended for offsite (distance education) and out of city/state employees who are moving here and who cannot come to HR on or before their first day of employment to complete their I-9. These new hires can go to a notary/HR Representative in their city/state and have the notary/HR rep complete Section 2 of the I-9 form electronically.

Please note: When the notary views your original documents, and completes Section 2, they are acting as an authorized representative on behalf of ECU (not a notary).

Email Student Receives from HireRight:

Dear Student,

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay. Please complete this form as soon as possible by going to the website listed below. Once there, enter the login and unique password (included below), and Sign in to complete and submit the I-9 Form.

Web Address:

<https://ows01.hireright.com/ac.html?key=E15453EFEACDCFD21E27AA182398A26D>

Login: [Student Email Address](#)

Password: 11111111 (a user-defined password will be established after login)

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT -8). You can call HireRight at: (866) 521-6995 (within the U.S. and Canada) +1 (949) 428-5804 (outside the U.S. and Canada).

Federal I-9 Instructions

Below is an outline of the packets contents:

Part 1: Instructions for the new hire

Part 2: Instructions for the notary/HR rep on how to complete Section 2

* In some cases, a notary may be needed to complete Section 3 of the I-9 Form for work authorization updates. If this is the case, please have the employee and notary call Joretta Mills at 252-328-9995.

East Carolina University - Offsite New Hire

Part 1: Instructions for New Hire

1. Pull up the email from HireRight and click the link to access Section 1 on your I-9
 - a. If you do not see an email from HireRight, check your spam/junk folder
2. Follow the on-screen directions to complete Section 1 electronically
3. **Email I-9@ecu.edu with your notary/HR representative's full name and email address. The I-9 Coordinator will send your notary/HR rep an email with a link to access Section 2.**
 - a. **This email cannot be sent until you complete Section 1.**
 - b. **In addition, it may take up to two hours for HireRight to send the email to your notary/HR representative, so please email the I-9 inbox with your person's name and email address prior to going to their office.**
4. Please take the following items to the notary:
 - a. A copy of this document
 - b. The original document(s) you'll use to establish your identity and right to work (see the "List of Acceptable Documents" attachment from the email sent by the I-9 Coordinator)
 - i. Example: a passport OR a driver's license AND social security card
5. If you have any issues completing Section 2 with the notary or HR rep, please call Joretta Chestnutt at 252-328-9995. If the I-9 Coordinator is unavailable, please call 252-328-9823 and ask for Tamika Nixon. Please let the HR representative know you'd like electronic I-9 notary assistance.

Part 2: Instructions for the Notary/HR Rep

We are asking you to act as our authorized representative on behalf of ECU to examine the employment and identification documents for a new East Carolina University (Greenville, NC) employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the eligibility of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire's documentation and signing the I-9 following the steps below:

1. You'll receive an automated email for HireRight with a link to access Section 2 of the employee's I-9. Click on that link and log in to review Section 1 and complete Section 2.0
2. Examine the employee's Section 2 documents. The employee can present either:
 - a. Any one* document from List A **or**
 - b. Two documents, one from List B (identity) **and** one from List C (work eligibility). North Carolina is an e-verify state, so the List B document must include a photograph
 - c. These documents must be originals. Faxes, photocopies, and laminated social security card are unacceptable documents.
 - d. An example of a List A document is a passport. An example of a List B document is a driver's license. An example of a List C document is a social security card.
3. Using the documents presented, follow the on-screen instructions to complete Section 2.
4. Complete the Certification section of the I-9 to sign electronically.
 - a. If not pre-populated, please use ECU HR's address in the "Business Address" section – 210 E. 1st Street – Greenville, NC 27858

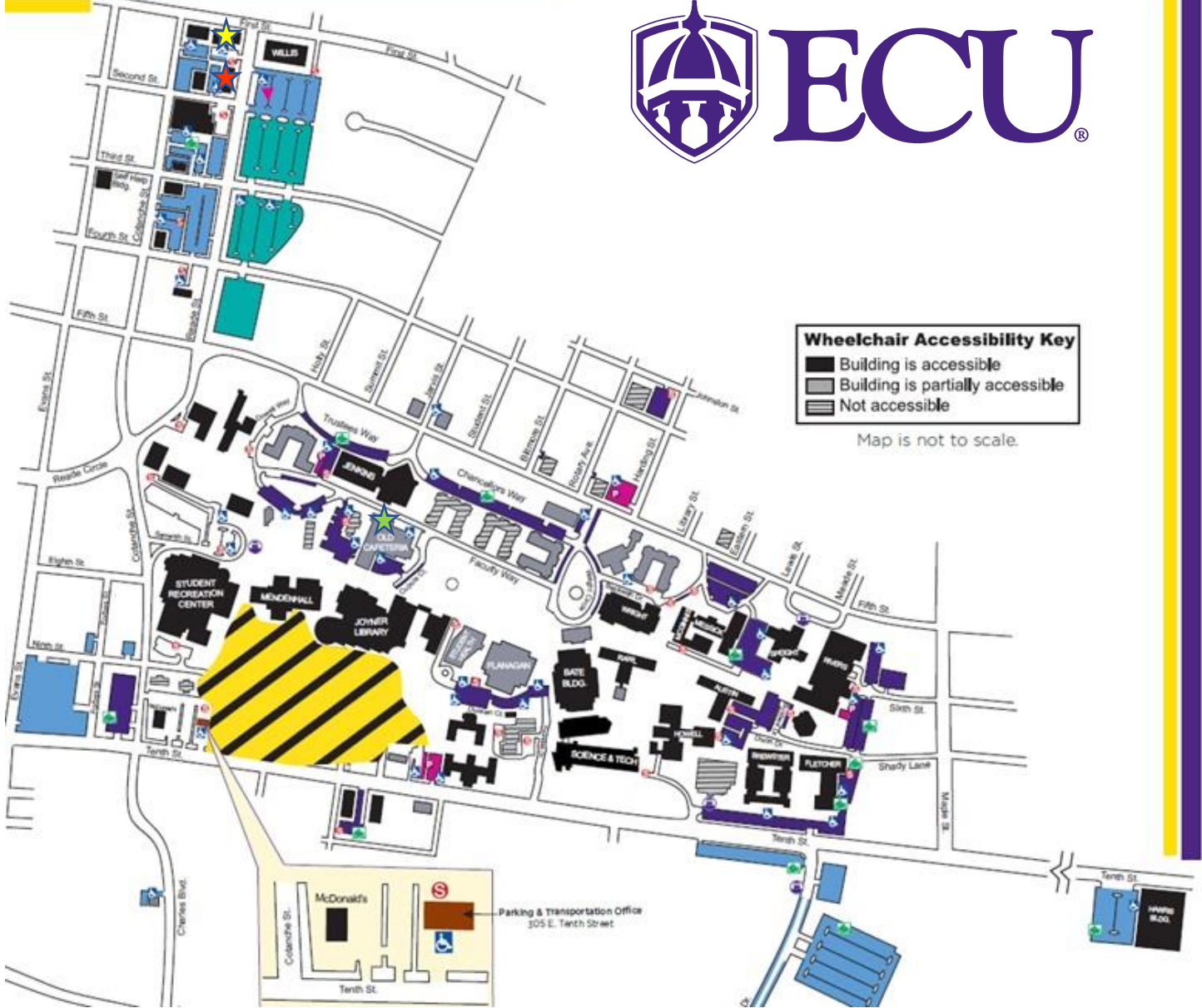
*In some cases, an employee's citizenship status may require more than one List A document. If this is the case, please call 252-328-9823 for assistance.

If you have any issues completing Section 2, please call Joretta Chestnutt at 252-328-9995. If the I-9 Coordinator is out of the office, please call 252-328-9823 and ask for Tamika Nixon. Please let us know you'd like electronic I-9 notary assistance.

Click here to see the list of Acceptable Documents for Section 2 I-9 - <http://www.ecu.edu/cs-admin/HumanResources/upload/Acceptable-I-9-Documents.pdf>



ECU



KEY

- ★ Payroll Building – 120 Reade Street Greenville, NC 27858 | Phone: 252-328-6955
- ★ Human Resources Building – 210 East 1st Street Greenville, NC 27858 | Phone: 252-328-9847
- ★ Student Employment Office – 2430 Old Cafeteria Complex Greenville, NC 27858 | Phone: 252-737-4473