

February 6, 2025

Good afternoon HCM Action Initiators (HCAIs),

First and foremost, we want to extend our gratitude for your patience and perseverance as we worked through the Winter and Spring semester contract processing. While the weather closures delayed our training and contract initiation processes, we were still able to get the majority of contracts processed. Understanding we still have some that are working their way through, we will continue to monitor and approve actions as soon as possible.

Please be sure you are following up with your employees that need to finish the onboarding process by signing their documents, completing the I-9 Section 1 online then coming to HR for Section 2 completion, and filling out and submitting the tax forms and direct deposits. Mark has already sent one list of incomplete submissions and will be sending another soon. Inaction on this request from HR will result in the escalation of the request to supervisors and 2<sup>nd</sup> level supervisors. As a reminder, after the appropriate employment contract/letter is acknowledges/signed, Section 1 of the **online I-9 must be completed by the 1st day of work and Section 2 (which requires a visit to the HR Office) by the 3rd business days of the first day of work**. This is a regulatory requirement and compliance is mandatory.