Southern Illinois University is now an Equifax Form I-9 user. The form should be completed entirely in the Equifax system.

U.S. Citizenship and Immigration Services requires an I-9 form to be completed for all employees within three business days of the employees first day of work for pay. The I-9 form verifies the identity and employment authorization of the employee.

Each Department has a specific link to be sent to their new employees or those who are recertifying.

Clicking or visiting the department specific link will take the employee to the secure electronic Equifax I-9 Compliance website where they will complete Section 1 of Form I-9. Every employee must complete Section 1 of Form I-9, providing their information and attestation, no later than their first day of work (this includes uploading work authorization documents).

Once Section 1 of Form I-9 is completed, an email will be sent to the correct contact within the Department to complete Section 2 of Form I-9 with them at a designated time and place. This must be completed within three business days of the employees’ first day of work for pay. The department representative will reach out to the employee via email/phone to schedule this. The employee must be sure to have their original work authorization documents in hand when they meet with the department representative (same documents that were uploaded during Section 1 completion).

If you have any questions about the I-9 process or regarding completion of the form you can email [hrrecords@siu.edu](mailto:hrrecords@siu.edu) or [hrinfo@siu.edu](mailto:hrinfo@siu.edu). You may also call 618-453-6602 for information.