

Andrews  University  
Employee (non-student) Work Permit

**INSTRUCTIONS:** *Section 1* to be completed by the employing department. Then the employee brings form to the Employment Office for employment eligibility verification of the employee. *Section 2* lists the required documentation they will need to bring if they have not been verified before or if updated documents are needed. *Section 3* will be completed by the Employment Office after they have verified employment eligibility. They will return the form to employee to be brought back to the department. Once department receives the form, the personal action form (PAF—rate sheet, RAF, contract form) can be processed after being received by the Employment Office.

**SECTION 1**

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Expected Start Date: \_\_\_\_\_

Hiring Dept: \_\_\_\_\_ Supervisor—ID#: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please select one)  Faculty/Salaried Staff  Hourly Staff  Temporary Hourly  Contract

**SECTION 2**

In order to complete the I-9 employment eligibility verification form, the individual must present **signed original documents**. The following list provides the *most common* sets of documents which qualify.

**For US Citizens or Residents**—choose *one* of the following options:

1. US Passport
2. Permanent Resident Card
3. Driver's License + Social Security Card
4. Driver's License + Birth Certificate
5. School ID Card + Social Security Card
6. School ID Card + Birth Certificate
7. Employment Authorization Document that contains a photograph (unexpired)

**International Employees** must present their Employment Authorization Document (EAD).

For a complete list of acceptable documents, see the Employment Office or visit the USCIS I-9 website at: <https://www.uscis.gov/i-9>.

**NOTE:** employee must also bring their **direct deposit information**.

**SECTION 3**

- Complete the biographical employee data sheet, tax forms, and other necessary forms for employment.
- Complete the I-9 employment eligibility verification form (I-9 completed date: \_\_\_\_\_).
- Establish U.S. address for mailing (MA) or home (HO) address in PPAIDEN.
- SSN is in PPAIDEN (if missing, enter from W4 forms; if none, enter 9 zeros).

Visa (circle one): H1B | PR | US Citizen | Other: \_\_\_\_\_

Employment verification by: \_\_\_\_\_ Date: \_\_\_\_\_