

- **Completing Page 2 of the I9 Form**

- Same day as conversion, but after payroll is completed and turned into management, HR will complete page two of the I9 form.
  - HR will complete this either electronically or hard copy that you can scan to employee file.
  - HR will go into the employee's file and pull up their onboarding packet or their I9 documents if provided after onboarding.
  - HR will complete section 1 on page two from the information they provided on their I9 page one form. HR **MUST** complete this section **EXACTLY** as they have it on page one. You can **NOT** change or correct this information.
  - HR will then fill out the appropriate columns based on the provided documentation from either column A or column B & C. Clarification can be found on page 11 of the onboarding packet.
  - HR will date the 1<sup>st</sup> date of employment as the conversion date.
  - HR will then complete the information down to Section 3 and stop.
  - The document will be saved and uploaded to the employees file in the Contractor Shared Drive.