

The Empyrean Group Instructions for the form I-9

When an Employee is hired by the Empyrean Group, Federal Regulations require us to verify eligibility to work in the United States within three days of their employment start date. As our authorized representative, you will be responsible to fill out page 2 of the I-9 form. Please follow the instructions below. If you have any questions, please do not hesitate to call Elicia Smith, Office Administrator at 412-923-4053 or Tia Fanning, Payroll and Administrative Specialist at 412-923-4041.

Step 1: Please have the employee fill out Page 1 of the I-9 in its entirety.

- Last Name
- First Name
- Middle Initial
- Other names used (Maiden name if married)
- Address
- Date of Birth
- Social Security Number
- Email Address
- Telephone number

The employee will need to check one of the four boxes under where it states **“I attest under penalty of perjury I am...”**.

The employee will then sign and date the bottom of the form.

Step 2: The employee is required to bring in documents to prove their identity and their eligibility to work in the United States. A list of acceptable documents is provided on the third page of the I-9 form. As the employer, we are not allowed to specify which documents they present. They will need either one document from List A (for an example, a passport will verify their identity and their citizenship) or one Document from List B **AND** one Document from List C (for example, a Driver’s License and Social Security Card). You must look over the documents they provide and attest that they are valid. All documents that have an expiration date such as a Driver’s Licence or a State Photo Id must be current. No expired documents can be accepted.

Once you have verified that the documents are valid you must fill out the boxes under List A or Lists B and C on Section 2 of the I-9. Please be sure to Include the Document Title, Issuing authority, Document Number and expiration Date if any. I have included an example below.

List B

List C

(Document Title) Pennsylvania Driver’s License	(Document Title) Social Security Card
(Issuing Authority) Pennsylvania Department of Motor Vehicles	(Issuing Authority) Social Security Administration
(Document Number) 12 345 678	(Document Number) 123-45-6789
(Expiration Date) 02/08/2020	

Once you have filled out the Boxes, you must fill out the bottom portion of the I-9 on page 2. This will include:

- Signature of Employer or Authorized Representative
- Today's Date
- Job Title
- Printed last name of Employer/Authorized Representative
- Printed first name of Employer/Authorized Representative

You will not need to fill out the Business or Organization Name or business address. We will fill this out once we receive the original document in the mail. We will also fill out the employee's first date of employment. Please leave Section 3 on the bottom of Page 2 blank.

Step 3: Please photo copy the original documents the employee brought to verify their identity and employment eligibility in color. Please scan and email the completed I-9 along with the copies you made of their documents to me at esmith@theempyreangroup.com . Once this is, please return the original I-9 along with the copies you made of their documents to the employee along with a self addressed stamped envelope addressed to The Emyrean Group. Please instruct the employee to mail these documents back to us at the **end of the day**. We must receive these documents no later than a week after their hire date. We are required by the Federal Government to keep the original documents in the office.