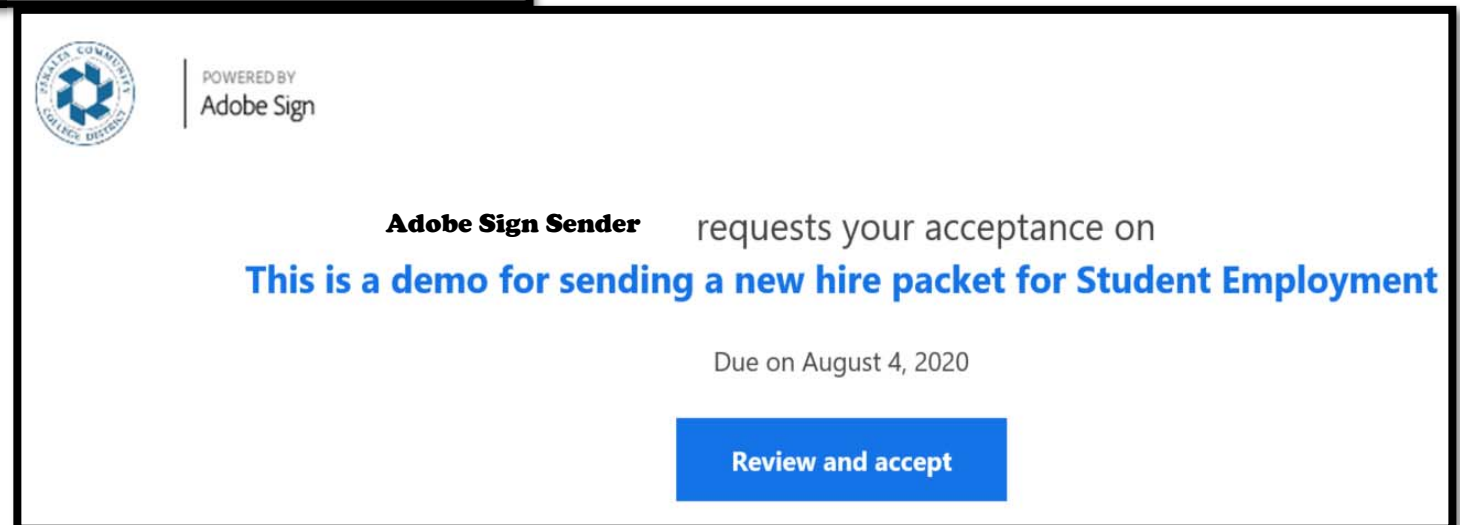
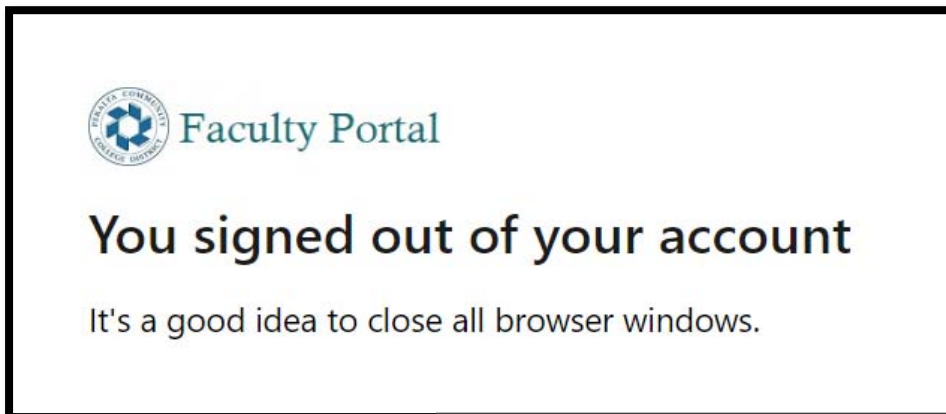




## Reviewing signed packet from new student employee (verify new hire packet and complete I-9 form)

1. You will receive an email notification from Adobe Sign requesting your acceptance
  - 1.1 Completely sign out from Adobe Sign application and all other associated tabs and browsers before reviewing the packet
  - 1.2 Click “Review and accept” to begin






# Reviewing signed packet from new student employee (verify new hire packet and complete I-9 form)

## 2. Scroll down to review each form for completeness

This is a demo for sending out new hire packet for a new student employee



### Peralta Community College District

**REQUIRED MANDATORY FORM**

#### Conviction History

|                                      |                  |
|--------------------------------------|------------------|
| <b>Applicant First and Last Name</b> | Student Employee |
| <b>Position You Are Applying For</b> |                  |

1. Have you ever been convicted of crime other than a minor traffic offense  
 Yes       No
2. Have you ever been convicted by a court of misdemeanor?  
 Yes       No
3. Have you ever been convicted by a court of a felony?  
 Yes       No
4. If "YES" to "1", "2", or "3", state **WHAT CONVICTION**, when where, and disposition of case(s):

**Start**



# Reviewing signed packet from new student employee (verify new hire packet and complete I-9 form)

## 3. Completing Form I-9 section 2

### 3.1 Scroll down to view List of Acceptable Documents (page 6)

this icon indicates that signer has uploaded attachments for I-9 verification

### 3.2 Review attached files immediately following the last form of current packet

### 3.3 Enter I-9 information into appropriate list

Form I-9 10/21/2019 Page 2 of 3

I-9 attachment (required)
 I-9 attachment (optional)

### LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization  | LIST B<br>Documents that Establish<br>Identity   | LIST C<br>Documents that Establish<br>Employment Authorization   |
|--|--|--|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer</li> </ol> | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> </ol> | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State</li> </ol> |

**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

USCIS  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

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### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

|                                     |                                    |                                     |      |   |
|-------------------------------------|------------------------------------|-------------------------------------|------|---|
| <b>Employee Info from Section 1</b> | Last Name (Family Name)<br>Student | First Name (Given Name)<br>Employee | M.I. | Citizenship/Immigration Status<br>US Citizen - Native |
|-------------------------------------|------------------------------------|-------------------------------------|------|---|

List A  
 Identity and Employment Authorization

OR

List B  
 Identity

AND

List C  
 Employment Authorization

|                                       |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Document Title                        | Document Title                        | Document Title                        |
| Issuing Authority                     | Issuing Authority                     | Issuing Authority                     |
| Document Number                       | Document Number                       | Document Number                       |
| Expiration Date (if any) (mm/dd/yyyy) | Expiration Date (if any) (mm/dd/yyyy) | Expiration Date (if any) (mm/dd/yyyy) |

|                                       |
|---------------------------------------|
| Document Title                        |
| Issuing Authority                     |
| Document Number                       |
| Expiration Date (if any) (mm/dd/yyyy) |
| Document Title                        |
| Issuing Authority                     |
| Document Number                       |
| Expiration Date (if any) (mm/dd/yyyy) |

QR Code - Sections 2 & 3  
Do Not Write in This Space

Next



## Reviewing signed packet from new student employee (verify new hire packet and complete I-9 form)

4. Continue to review other pages for completeness until you reach New Hire Checklist page

4.1 Enter student employee full name, work location, start date and manager's full name

4.2 Check off each box to certify item is completed correctly

4.3 Initial, sign and click "Accept" to finish

**NEW HIRE CHECKLIST FOR STUDENT EMPLOYMENT**

**Student Employee Information**

Name: Student Employee Location: Berkeley City College  
Start Date: 08/01/2020 Reports To Manager Name (manager position only): Manager Full Name

**Hiring department responsibilities**

Certify that New Hire Documents are completed: Additional documents received from new student employee:

- Conviction History
- Oath of Allegiance
- Acknowledgement of Receipt of Information
- I-9 Eligibility Form
- Direct Deposit Form
- W4 and EDD State allowance
- Copies of acceptable I-9 Documents
- Proof of current enrollment (documented on the ePAF)
- Live Scan criminal background form (if applicable)

**To be certified and signed by College**

\*Initial: I acknowledge that I have reviewed all the information listed above.  
\*Initials: I understand that I am responsible to obtain copies of 19 documents and forward these documents to HR Office.

Completed by (full name): **Adobe Sign Sender** Signature: \*Click here to sign  
Position/Job Title: Date: 07/30/2020

[Next](#) [Accept](#)

I agree to the Terms of Use and Consumer Disclosure of this document

**✓ You're all set**

You finished accepting "This is a demo for sending a new hire packet for Student Employment".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just accepted.



## Reviewing signed packet from new student employee (verify new hire packet and complete I-9 form)

5. A final email notification from Adobe Sign to confirm new hire packet is completed
  - 5.1 Click “Open agreement” to view/download the signed packet for your record
  - 5.2 Be sure to generate a new hire ePAF to complete the hiring process for a new student employee

