

Steps to complete I-9

Due to ongoing federal focus on I9 compliance, it's essential that all hiring leaders and delegates follow the correct process to verify and document employee work eligibility from day one.

Until ArchHR is fully updated to support electronic completion, we must transition back to completing Form I-9s manually on paper.

The most recent version of the form can be found here: [I9 Form](#).

Please print and use this form to complete all new employees hired on August 1, 2025, and after. Instructions for those hired prior to August 1, 2025, who are in a "pending" status in ArchHR will be forthcoming.

IMMEDIATE ACTION REQUIRED

Please forward this email to your I-9 Site Delegate — the person who meets with new hires on their first day of employment and is the employer's delegate -- to complete Section 2 of the form.

Steps to complete the Form I9:

1. **Print the I9 Form linked above.**
2. **Meet with new hires**, ensuring they bring acceptable I-9 documents, as stated in the form.
3. **Employee completes Section 1.**
4. **Delegate completes Section 2** and adds this note in the Additional Information box: "I-9 verification is being completed today manually due to an HRIS system issue."
5. **Store completed I-9s** in either the employee's folder or a dedicated site I-9 folder.

Please ensure your local hiring teams are aware of these requirements and follow proper I-9 procedures.

For questions, contact AskHR@archstl.org.

Your Archdiocese Human Resources Team