

## MGH Residents & Fellows - I-9 Processing

We ask that Program Coordinators notify trainees to look out for emails from HireRight Customer Support and [PHSprostaffcomp@partners.org](mailto:PHSprostaffcomp@partners.org) within the coming months. No action is needed until the trainee is contacted by Human Resources (HR).

Completing the I-9 is a two-step process:

### Step 1:

Once a trainee is entered into the PeopleSoft system, the trainee will receive an email from HireRight Customer Support to complete online Section 1 of Form I-9. Section 1 must be completed on or before the hire date, so the trainee should complete and submit the form as soon as possible upon receipt.

### Step 2:

Beginning in early May, HR will email new hires with additional I-9 process instructions. The email will include:

- A reminder to complete Section 1 of Form I-9 on or before the hire date
- A link to sign up for an in-person appointment with HR
  - All new hires must present original, unexpired I-9 Acceptable Documents in person to establish identity and work authorization
  - HR cannot accept copies, scans, or expired documents

Questions about the I-9 process can be sent to [PHSprostaffcomp@partners.org](mailto:PHSprostaffcomp@partners.org).