Department of Human Resources
Division of Administrative Affairs
777 Glades Road
Boca Raton, FL 33431
tel: 561.297.3057
hres@fau.edu
www.fau.edu

FLORIDA ATLANTIC UNIVERSITY

Dear Faculty,

As part of your new employee onboarding, you will need to complete the verification of your identity and employment authorization eligibility as required by USCIS.

You may present your original work authorization documents/IDs to Human Resources before your hire date, but no later than Wednesday, August 13, 2025 (3 business days from your August 9, 2025, hire date). Please review the information below to learn how you can provide your I-9 documents to Human Resources.

Human Resources Department- Boca Raton Campus

777 Glades Road. IS-4. Boca Raton, FL, 33431

No Appointment Required; Monday-Friday 8:00 am-5:00 pm

Jupiter Campus and Harbor Branch Campus

If you are unable to visit the Boca Raton campus, you may coordinate the submission of your documents at another FAU campus by scheduling an appointment:

Jupiter Campus – Appointment Required	Harbor Branch - Appointment Required
Anna Holmes - holmesa@fau.edu	Catherine Rossmell - crossmel@fau.edu
Office Phone: 561-799-8579	Office Phone: 772-242-2460
Tranekqua Davis - tdavis30@fau.edu	Jessica Pettingill - jessicap@fau.edu
Office Phone: 561-799-8135	Office Phone: 772-242-2217

Out of State Faculty

If you are currently out-of-state and unable to visit one of the FAU campuses, please send an email to hres@fau.edu to make alternate arrangements.

Broward Campus Faculty

If you are unable to present your documents in person at the Boca Raton campus, please send an email to hres@fau.edu to make other arrangements.

For details about accepted documents, see the **U.S. Citizenship and Immigration Services, Accepted Documents.**

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FAO - Form I-9

1. How do I complete the Employment Verification I-9 Form?

   You must complete the Employment Verification I-9 Form in Workday along with your other Workday onboarding tasks. Please complete the Employment Verification I-9 Form in Workday prior to your visit to HR.

2. Can I bring an expired document?

   No, the documents provided must be valid and appear to be genuine.

3. Can I bring a copy of my document to the Human Resources Office?

   Employees must present original documents.

4. Can I make copies of my documents?

   No, this must be completed in HR.

5. I am an international employee, and I am in the process of applying for a social security number. Do I have to wait until my social security number is issued to present my I-9 documents?

   No, please do not wait until your social security number has been issued. You must present your I-9 documents no later than 3 days from your hire date.

One of our WARC team members will be happy to answer any questions you may have. Please do not hesitate to contact us at hres@fau.edu.