



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

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 Thursday, August 8, 2024 (3 days from your August 5, 2024, 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

Anna Holmes - [holmesa@fau.edu](mailto:holmesa@fau.edu)

Office Phone: 561-799-8579

Tranekqua Davis - [tdavis30@fau.edu](mailto:tdavis30@fau.edu)

Office Phone: 561-799-8135

Harbor Branch - Appointment Required

Catherine Rossmell - [crossmel@fau.edu](mailto:crossmel@fau.edu)

Office Phone: 772-242-2460

Jessica Pettingill - [jessicap@fau.edu](mailto:jessicap@fau.edu)

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](mailto:hres@fau.edu) to make alternate arrangements.

### **Broward Campus FAU Employees**

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

For details about accepted documents, see the [U.S. Citizenship and Immigration Services, Accepted Documents](#).

### FAQ - 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](mailto:hres@fau.edu).