

Instructions for Employment Eligibility Verification Form I-9

Please note: By law, the Employment Eligibility Verification Form I-9 must to be completed within 72 hours of starting employment. However, the employee portion (Section 1 – Employee Information and Verification) must be completed no later than the end of the 1st day worked.

To ensure the Employment Eligibility Verification Form I-9 is completed in accordance with the Department of Homeland Security – U.S. Citizenship and Immigration Services standards, please carefully follow the procedures listed below. If you have any questions, please contact Easy HR at 1-866-4EASYHR.

**YOUR I-9 MUST BE COMPLETED WITHIN 3 BUSINESS DAYS OF YOUR START DATE
OR YOU WILL BE SUBJECT TO SUSPENSION AND/OR TERMINATION.**

Initiate I-9 Section 1 Online:

Log-on to <https://hrx.talx.com/HRX/EmploymentCenter/Default.aspx?divisionid=135> and submit your employee portion (Section 1) of the I-9 on or before your first day. This site will take you through the process of filling in your I-9 in a few simple steps.

Employer Verification: On-Site Associates

Have your [accepted documents](#) ready for verification by Human Resources, a manager, a designated team lead within 3 days of your first day.

- If you are presenting a US Passport, US Passport Card, Employment Authorization Card, Permanent Resident Card or you are a resident of Colorado, you must send legible photocopies to easyHR@compucom.com or fax to 972-856-0126. Per DHS guidelines, we must photo match the record in E-Verify.
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Employer Verification: Remote Associates

If you are off-site and our Human Resources department will be unable to view your I-9 documentation in person, special procedures are necessary. **URGENT:** Contact easyHR immediately on your first day of hire and request instructions on how to set up an appointment for remote I-9 verification.

- Email easyHR@compucom.com or
- Call 1-866-4EASYHR. Press option 2 and then option 2 again for an easyHR Representative. Hours of operation are Monday through Friday, 8:30AM CST to 5:00PM CST.