

Chico State Enterprises Announcements

Tuesday, October 17, 2023

Update to July 6, 2023 Announcement: Processing Form I-9 for New Hires

Chico State Enterprises (CSE) is pleased to share that effective immediately, hiring supervisors and/or designees will no longer be asked to assist with the Form I-9 process for newly hired CSE employees.

The federal government recently released new, alternative procedures allowing employers to remotely examine employees' Form I-9 documents provided they are enrolled in the E-Verify online system. As an approved, participating E-Verify employer, CSE is implementing the following new hire steps and incorporating the alternative Form I-9 process:

1. After the new hire candidate has signed and returned their offer letter, CSE Human Resources (HR) will send a "Congratulations" message via Adobe Sign, copying the hiring supervisor, with the new hire packet containing the legally required employment documents (application and disclosures, tax withholding and direct deposit form) for completion by the new employee.
2. Upon return of the completed new hire documentation by the employee, HR will send a letter via Adobe Sign with detailed instructions and Form I-9 for the employee to complete. HR will schedule an appointment to view and validate the new employee's work authorization documents. **A Form I-9 must be processed prior to the new employee being eligible to begin work.**
3. Lastly, CSE HR will send a "Welcome" email to the new employee, copying the hiring supervisor, providing them with their CSE employee number and additional new employee resources.

As a reminder, please allow a minimum of 10 business days for all onboarding steps to be completed. Much of the onboarding time is spent waiting for new employees to complete and return mandatory employment documentation. If there are any additional delays in the employee's anticipated start date, CSE HR will be sure to communicate that information.

Please contact me if you have any questions regarding the new hire onboarding process.

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