MUST READ
IMPORTANT I-9 INSTRUCTIONS

The US Department of Homeland Security REQUIRES all employees to electronically fill out an I-9 form Prior to or on the FIRST Day of Employment. To complete the I-9 (verification of employment eligibility), Stanford Hospital and Clinics (SHC) and Lucile Packard Children’s Hospital (LPCH) have contracted with I-9 Express.

In order to facilitate the verification of your employment documents on your scheduled Orientation date, we strongly recommend the following:

1. As soon as possible, confirm your Social Security Card matches your legal name. If it does not, you may want to visit your Social Security Office to obtain a new card BEFORE your 1st day of employment.

Prior to your 1st day of employment, but not more than 30 days:

Type the following URL into your browser address bar:

https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=12967&Location=SUMC

2. Complete the authentication screen, press ‘Continue’ and complete Section I of the I-9 form.

3. Review the Document List A, B, and C and decide which original document you will present at NEO. One document from List A or one EACH from List A and B are required.

4. Print your receipt and bring it with you to NEO in case our systems are down.

If your electronic I-9 cannot be validated on your first day of work, you will have 72 hours to comply. Failure to do so within 72 hours will compromise your continued employment with SHC/LPCH.

If you have any questions regarding these documents, please call 650-723-4748 (723-HR4U) BEFORE your first day of employment.