**NOTE: IF NO I-9 ON FILE THEY MUST SPEAK WITH THEIR HIRING DEPARTMENT

Visa/Category	Who does I-9	Paper/Electronic I-9	ISSO Procedure
Student- F1 or J1 (Cornell or Non-Cornell)	Hiring Department	Paper	N/A
New Staff (Any Visa)	Onboarding	Electronic	If dept HR rep wants date certification fill out the ½ sheet, otherwise nothing
Temporary Staff (Any Visa)	Hiring Department	Whatever department decides with Onboarding	If dept HR rep wants date certification fill out the ½ sheet, otherwise nothing
Staff Extensions (Any Visa)	Do we have a paper I-9 on file? If YES ➡ We update paper copy of I-9 If NO ➡ Hiring Department Is there an electronic I-9 on file? If YES ➡ We print and update paper copy of I-9 If NO ➡ They go to their department.	Electronic & paper	If existing I-9 on file, ISSO staff copies new work authorization documents/staple and make note on what needs to be done (extend work auth in Workday) and give to Laura. If no existing I-9 on file at ISSO they must speak with their department If there is an electronic I-9 in Workday we can print and update it in Section 3. You then give that to Laura, Adam, or Amanda to update in Workday