

## Electronic Form I-9 Pilot Schools and Units

For those Harvard units piloting the electronic on-line Form I-9 System, after completing [Section 1](#), individuals must take their original, unexpired documents to their school or unit's I-9 Administrator listed below to complete Section 2. This must be completed **no later than your 3<sup>rd</sup> day of work**. You are encouraged to present identification documents as soon as possible after completing Section 1 of the form in order to avoid any delay in your onboarding process.

<b>Division of Continuing Education (DCE)</b>	
All employees 9:00-5:00 Monday-Friday	DCE Payroll Office - 3 <sup>rd</sup> Floor 1100 Massachusetts Ave. Cambridge, MA
<b>Harvard Graduate School of Education (GSE) – School Wide</b>	
Administrative/Staff Jobs Biweekly Employee	GSE HR Office - Longfellow Hall, Room 124 13 Appian Way Cambridge, MA Phone: 617-495-3471
Academic / Faculty Member / Postdoc	GSE Faculty Affairs Office - Longfellow Hall, Room 135 13 Appian Way Cambridge, MA Phone: 617-495-3958
Student or Temporary Hire	GSE Finance Office - Nichols House, Room 106 7 Appian Way Cambridge, MA Phone: 617-496-2733
Graduate Teaching Fellow or Research Fellow	GSE Finance Office - Nichols House, Room 106 7 Appian Way Cambridge, MA Phone: 617-496-2733
<b>Harvard Law School (HLS) – School Wide</b>	
Administrative/Staff Jobs Biweekly Employee Post Doc 9:00-4:45 Monday-Friday	HLS HR Office - 010 Hauser Hall 1575 Massachusetts Ave Cambridge, MA Phone: 617-495-4611
Academic / Faculty Member 9:00-4:45 Monday-Friday	HLS Finance Office - 030 Hauser Hall 1575 Mass Ave Cambridge, MA Phone: 617-495-4607
Student or Temporary Hire 9:00-4:45 Monday-Friday	HLS HR Office - 010 Hauser Hall 1575 Massachusetts Ave Cambridge, MA Phone: 617-495-4611
<b>Harvard T. H. Chan School of Public Health (SPH) – Limited</b>	
See list of participating departments at: <a href="https://cdn1.sph.harvard.edu/wp-content/uploads/sites/113/2020/05/Harvard-Equifax-Electronic-I9-Pilot-Departments-PDF.pdf">https://cdn1.sph.harvard.edu/wp-content/uploads/sites/113/2020/05/Harvard-Equifax-Electronic-I9-Pilot-Departments-PDF.pdf</a> All other departments should follow current SPH Processes.	
If you have questions, contact: Staff Appointments - Human Resources – 617-432-0979 <a href="https://www.hsph.harvard.edu/human-resources/">https://www.hsph.harvard.edu/human-resources/</a> Faculty/Academic Appointments - Faculty Affairs – 617-432-1047 <a href="https://www.hsph.harvard.edu/faculty-affairs/">https://www.hsph.harvard.edu/faculty-affairs/</a> Monthly Graduate Students - Payroll - 617-432-7694 <a href="https://www.hsph.harvard.edu/financial-services/">https://www.hsph.harvard.edu/financial-services/</a>	
<b>Philips Brooks House (FAS – PBH)</b>	
All employees 9:00 am - 4:45 pm Mon., Tues., Wed. 9:00 am - 2:00 pm on Thursday 9:00 am - 4:45 pm on Friday	Finance Office – 1 <sup>st</sup> Floor Room 105 1 North Harvard Yard Cambridge, MA Phone: 617-496-8621