Dear Colleagues,

You are being sent this message as someone who currently has exposure to the I-9 process, including responsibility for completing and/or submitting the form through the Wasabi submittal process. As you know, the I-9 is a Federal form that must be completed accurately in the event of an audit, and to ensure a smooth onboarding experience for our hires.

We realize that completing an I-9 isn’t always a clear and intuitive process, with the many rules, regulations, and strict guidelines put in place by USCIS. *With that in mind, attendance is now mandatory for all staff that complete the I-9 function. Any person who is required to attend this training and fails to attend one of the sessions offered below, will risk losing access to Wasabi until training is completed.*

**PLEASE NOTE: There will only be four training sessions offered per year and we will be monitoring attendance. **

At your earliest convenience, please register for one of the upcoming “Understanding the I-9 Process” training sessions below:

- **March 8, 2018 (3:00 PM – 4:00 PM) Tosteson Medical Education Ctr. (TMEC), Rm. 246 Walter Amphitheater**
  https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class00000000007368

- **May 30, 2018 (1:00 PM – 2:00 PM) Room TBD**
  https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class000000000013125

- **August 6, 2018 (2:00 PM – 3:00 PM) Room TBD**
  https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class000000000013126

- **October 10, 2018 (10:00 AM – 11:00 AM) Room TBD**
  https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class000000000011819

Please forward this email on to others, new or seasoned, who participate in the I-9 process. If you have any questions, please email sphr@hsph.harvard.edu.

Thank you!

Human Resources