Form I-9 Training

Human Resource Services

Presented by Christina Galloway and Karen Wuestney
Background

- Immigration Reform and Control Act (IRCA) enacted November 6, 1986.
- Two divisions of the Department of Homeland Security, the United States Citizenship and Immigration Services (USCIS) and Immigration and Customs Enforcement (ICE), are responsible for rules and enforcement related to IRCA.
- Department of Justice - Immigrant and Employee Rights (IER) is responsible for enforcement of anti-discrimination provisions.
- Contact Human Resource Services immediately if you receive communication from any of these agencies.
Background

• All employers must verify the identity and employment authorization of each person hired after November 11/6/86.
• Proper completion of Form I-9 ensures that U.S. employers only employ individuals authorized to work in the United States, and ensures that employers do not commit discriminatory practices against individuals who are work authorized.
• Accurate and timely completion of the Form I-9 is essential for compliance with federal regulations. Failure to complete the Form I-9 timely can result in serious penalties.
Enforcement & Internal Procedure

Employers Must Not:

- Discriminate against individuals on the basis of national origin, citizenship, or immigration status.
- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.
- Keep copies of documents used to complete the I-9.
Enforcement & Internal Procedure
Worksite Enforcement

• A notice of inspection (NOI) informs employer that Immigration and Customs Enforcement (ICE) is going to audit their hiring records/Form I-9 to determine whether they are complying with existing law.

• Violations may result in:
  • Civil Fines and/or Criminal Penalties.
  • For I-9 paperwork violations, the penalties range from $272 to $2,701 for the first offense for substantive violations or uncorrected technical errors.
  • For recruiting, referral, and rehiring unauthorized non-citizens violations, the penalties range from $676 to $5,404 for first offenses for each knowingly employed unauthorized workers.
  • The penalties range from $5,404 to $27,108 for second and subsequent offenses.
  • Debarment from Federal Contracts, Subcontracts and Awards.
Compliance Rules

Important

• U.S. Citizenship and Immigration Services (USCIS) requires all new employees, including U.S. citizens, to complete Section 1 of Form I-9 no later than their first day of employment and to present an original document or documents that establish identity and employment authorization (Section 2) within three business days of the hire date.

• It is allowable to complete Section 1 or both Section 1 and Section 2 prior to first day of hire.

• USCIS requires in-person review of original employment eligibility documents.
Social Security Number Information

• Awaiting an SSN is not a valid reason to delay completing the I-9.
• Providing a SSN on Form I-9 is voluntary for all employees unless required to process in the USCIS E-VERIFY Program. HRS will work with your department if participating in E-VERIFY.
• A prospective employee without an SSN must obtain one, as it is required for tax purposes. Any person eligible to work in the United States is also eligible for an SSN and a card bearing that number.
• If the employee does not have a SSN at the time the appointment begins, Payroll can assign a Temporary Payroll Processing Number (TPPN) once the employee shows proof to Payroll the SNN application has been applied completed.
• Do NOT use the TPPN on Form I-9.
• Individual Taxpayer Identification Numbers (ITINs), which are formatted similarly to SSNs but begin with the digit “9,” do not satisfy the requirement for an SSN and are not allowed on the Form I-9 either.
Form I-9 Options / Post Covid-19

• Form I-9 is to be completed for WSU new employees in Workday.

• Lookout was the backup method for new Form I-9s.

• Reverifications will be completed on the original I-9.

• Please contact HRS.Records@wsu.edu for removal of Workday I-9 tasks or errors and warning notifications.

• Paper Form I-9s will only be acceptable for necessary Remote I-9s, set up through HRS, and for Supplement B (Formally Section 3) on existing paper Form I-9s that were completed during Covid or Remotely.
Lookout Services Authorization Form

- To gain access to Lookout, return your completed Authorization Request form to HRS Records. HRS.Records@wsu.edu
- Access Form can be found on the HRS website on the Access to HR Systems tab. https://hrs.wsu.edu/resources/access-to-hr-systems/
Accessing Lookout

• Lookout Services has been updated to a new format.
• Please use Microsoft Edge or Google Chrome and ensure the browser is set to allow pop-ups. **Do NOT use Firefox, it has technical issues with the system.**
• Enter your network ID and temporary password provided by HRS.
• You will be required to change your password upon initial entry to the system.
Password Guidelines

- Passwords need to be a minimum of at least 8 characters and must contain: at least one uppercase letter, at least one lowercase letter, one number, and one special character.
- Users are prompted to change their password every 90 days.
- Users cannot reuse any of their five previous passwords over a 15 month timeframe.
- Select “Forgot password” and you will be prompted to reset your password.
- If the incorrect password is entered 3 consecutive times, users will be locked out of their account. Please email or call HRS Records to be unlocked and have your password reset.
To complete a new Form I-9, from the home screen, under the **New Hires** tab, select: **Add New I-9 Form**.

Depending upon your access level, your menu may display different options.
Adding a New I-9

- Select the Assign Level 1 select “Washington State University” this is where the new I-9 is to be stored.
- I-9 Type will default to **New Hire I-9**.
- If providing their SSN, it should be entered in the field to the right of **Full SSN**, otherwise select “Pending”, again the SSN is voluntary – it is NOT required on the I-9.
- Select “**Start Form I-9**”.
Adding a New I-9

• If there is already an employee record, you will be prompted with a message that states “A duplicate I-9 already exists”. In the case where a duplicate I-9 exists, reach out to HRS Records for next steps. The prior I-9 may need Section 3 or no action if it is active. In some cases a new I-9 is required.
Adding a New I-9

• If no duplicate is found, you can proceed.
• Please note if using “pending” in place of the SSN, Lookout doesn’t have the capability to search for duplicates.
• If a duplicate is found, please query in OBIEE or Workday to determine if it is still valid.
• Form I-9 is valid for 3 years from completion if separated and rehired, or indefinitely with no break in service.
Checking Workday
Form I-9 Section 1

- Please provide the new hire with the Form I-9 Instructions provide by USCIS and the List of Acceptable Documents before beginning the Form I-9.
- The new hire is responsible for completing Section 1.
- The employee may use N/A for information that does not pertain to them or they do not wish to provide in the following fields: Other Last Name Used, Apartment, Email Address, and Phone Number. Additionally, if not providing SSN for any reason indicate “Pending”.
- Section 1 must be completed no later than first day of employment, and after the offer of employment has been accepted.
- The new hire confirms and attests to the information they’ve provided by signing Section 1.
- The new hire must re-certify their SSN (if provided) in Lookout to complete and sign Section 1.
Form I-9 Section 1

- The Employer must never request to see – or otherwise require review of – any documentation to substantiate the accuracy or legitimacy of information provided by an employee in Section 1.
- The purpose of Section 1 is for the new hire themselves to attest to the accuracy and legitimacy of information provided by means of a personal signature and date.
- If a new hire does not, cannot, or will not provide all required Section 1 information, including the date and original signature, the employer is on notice that the Section 1 requirement has not been met and should not proceed with Section 2. Such a failure or refusal on the part of a new hire is notice to the employer that the new hire is not authorized to work.
Form I-9 Section 1

• While information is being entered in Section 1, the required Section 1 fields are tracked in the “Error Summary”. This summary ensures error-free completion.

• Once Section 1 is complete, the new hire checks the “You adopt 'ELECTRONICALLY SIGNED' as your electronic signature” box, to attest that the information they have provided is true and correct.
The new hire can be provided with a receipt of their electronic signature and completion of Section 1 of the Form I-9 when completed in Lookout. It is considered best practice to provide them the receipt.
Preparer and/or Translator Certification

- The employer will need to provide name, date, address, and signature in the Preparer Section of the Form I-9 before continuing to Section 2.
Form I-9 Section 2

- **Must be completed within 3 business days of the date employment begins.**
- From the List of Acceptable documents, the new hire presents original document(s) that establish identify and employment authorization.
- **Please do not specify which document(s) an employee must present. This could be considered discriminatory.**
- You must accept document(s) presented by the individual that appear to be genuine and to related to the person presenting them. Documents must be unexpired. Photocopies are not acceptable.
Form I-9 Section 2

• The new hire provides minimal documentation of their choice, which will meet the requirement.
• The representative reviews and records information accurately from the documentation presented onto the form.
• Receipts cannot be used on the Form I-9 for first time applications. They can only be used for lost, stolen, or damaged documents if they were unexpired.
• USCIS has additional documentation requirements for certain visa types. Automatic Extensions follow the guidelines set forth by USCIS.
• Your job as employer representative for Section 2, is to examine the original document(s) presented and accurately enter the required information into the form.
Completing Section 2

- Select the appropriate document combination from List A, OR from List B and List C.
- As the required Section 2 fields are completed, items are eliminated from the ‘Error Summary’ list.
Completing Section 2

• Use the drop down boxes under the List A, or the List B and C headings, and select the appropriate document.
• The document dropdown options will correspond with the citizenship or immigration status.
• Select the appropriate Issuing Authority.
• Enter the identifying number for each document.
• Enter the document expiration and/or work authorization expiration date.
• If there is not an expiration date or document number, enter “N/A.”
Form I-9

Acceptable Document List

- Please remember these examples are the MOST common documents used/presented.

- Refer to the USCIS List of Acceptable Documents for other possible choices.

- Please contact HRS if unsure of what to accept based on visa type.

https://www.uscis.gov/i-9-central
Completing Section 2

- Some data fields are pre-populated based upon user login and the new hire’s citizenship status.
- **The first day of employment defaults to the day which Section 2 is completed.**

Please ensure this date matches the date the new hire’s appointment begins.
Finalizing Section 2

• Once the employer representative has provided all of the required information for Section 2, it is ready for signature.

• The employer’s information appears when the user check marks the employer signature box upon completion of Section 2.
Form I-9
Receipt Rule:
First Time Application vs. Replacement Documents

First time application - Receipts resulting from first time application for a document are never acceptable under this rule.

Replacement documents – Under certain circumstances, receipts for replacement documents may be accepted. A document will constitute a replacement if the document being replaced was lost, stolen, or destroyed before it expired and must be replaced in order to engage in any activity permitted by that document. Once the replacement document has been received, it must be presented to the employer within the 90-day period and the Form I-9 should reflect this event.
Form I-9
Receipt Rule:
Identifying an Acceptable Receipt

- A receipt will not indicate whether it relates to a replacement, extension, renewal, or first time application. For this reason, ask if the receipt relates to an application filed to replace document, to renew or extend an expired document, or a first time application.

- If the receipt is for a replacement rather than an extension or renewal, enter the document number into the document number field.

- If the receipt is for first time application for a document, or extension/renewal of an expired or expiring document, ask the employee for other acceptable documentation. If other documentation cannot be provided, the employee is not considered eligible to work.
Completing Section 2

Form I-9 Acceptable Documents | USCIS:

- These images can be very useful when reviewing documents for genuineness, since they familiarize users with document appearance and features.
Form I-9
Acceptable Documents
Common Documents Used Based on Citizenship/Visa Type

- US Citizen
  1. List A-Passport
  2. OR any combination of List B and List C
     List B-Driver’s License/Enhanced Driver’s License/State ID
     List B-School ID
     List C-SSN Card
     List C-Birth Certificate
     List C-Certificate of Naturalization
     See example images of acceptable documents at the USCIS website link below

Form I-9 Acceptable Documents | USCIS
Deferred Action for Childhood Arrivals (DACA) Visa


Please note the date from their I-766 is their work authorization date. These dates should match in Sections 1 and 2 of Form I-9. Additionally, document number may be found on the back of the card in some cases.
Form I-9
Acceptable Documents

Common Documents Used Based on Citizenship/Visa Type

- Permanent Resident
  1. List A-Permanent Resident Card (I-551)
     Please note, I-551 document number is found on the back of the card.
  2. OR combination of List B and List C
     List B-Driver’s License/Enhanced Driver’s License/State ID
     List C-SSN Card
Form I-9
Acceptable Documents
Common Documents Used Based on Citizenship/Visa Type

• Noncitizen
  2. List A-Foreign Passport, F1 Visa I-20, and I-94.
     • I-20 document number is the SEVIS number from the top left corner.
     • I-20 expiration date is the program end date in the Program of Study section found in the center of page 1.
     • I-94 will not have an expiration date so duration of service (D/S) should be used.

Please note the date from their I-20 is their work authorization date. These dates should match in Sections 1 and 2 of Form I-9.
Form I-9
Acceptable Documents
Common Documents Used Based on Citizenship/Visa Type

• Noncitizen
     • DS-2019 document number is the SEVIS number from upper right corner.
     • DS-2019 expiration date is program end date in the Program of Study section.
     • I-94 will not have an expiration date so duration of service (D/S) should be used.

Please note the date from their DS-2019 is their work authorization date. These dates should match in Sections 1 and 2 of Form I-9.
Form I-9
Acceptable Documents
Common Documents Used Based on Citizenship/Visa Type

- Noncitizen
  1. List A-Foreign Passport and H1B Visa I-94.

Please note the date from their H1B is their work authorization date. These dates should match in Sections 1 and 2 of the Form I-9.
## Form I-9
### Acceptable Receipts List

### Acceptable Receipts
May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

<table>
<thead>
<tr>
<th>• Receipt for a replacement of a lost, stolen, or damaged List A document.</th>
<th>OR</th>
<th>• Receipt for a replacement of a lost, stolen, or damaged List B document.</th>
<th>• Receipt for a replacement of a lost, stolen, or damaged List C document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Form I-94 with &quot;RE&quot; notation or refugee stamp issued to a refugee.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Refer to the Employment Authorization Extensions page on I-9 Central for more information.*

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[https://www.uscis.gov/i-9-central](https://www.uscis.gov/i-9-central)
USCIS GUIDELINES

“For a new employee, in Section 2, in the List A column, the employer must:

• Enter “EAD” in the Document Title field.
• Enter the receipt number from the Form I-797C, Notice of Action, in the Document Number field.
• In the Expiration Date field, enter the date that is 540 days from the “Card Expires” date on the EAD if the “Received Date” on the Form I-797C is on or before Oct. 26, 2023, or the end date of the Form I-94, whichever is earlier. If the “Received Date” on the Form I-797C is after Oct. 26, 2023, enter the date that is 180 days from the “Card Expires” date on the EAD or the end date of the Form I-94, whichever is earlier.
• Enter the Form I-94 document information in the second set of List A Document entry fields.

To calculate the new expiration date:

• Add 540 or 180 days to the EAD “Card Expires” date, whichever time period is applicable depending on the “Received Date” on Form I-797C.
• Compare the 540-day or 180-day auto-extended date to the Form I-94 end date.
• Whichever date is earlier is the new EAD expiration date.

The employer should enter “EAD EXT” in the Additional Information Field in Section 2. If applicable, you may keep a copy of the USCIS webpage describing the temporary EAD extension of up to 540 days with the employee’s Form I-9. Employer must verify employment authorization at the end of the automatic extension period.”

Form I-9
Acceptable Documents
Automatic Extension I-797C Receipt Notice

- Eligibility dependent on category codes found on the EAD and I-765 application.
- See full eligibility criteria and eligibility guidelines on the USCIS website:

Notice Type: Receipt Notice
Amount received: $580.00 U.S.
Class requested: A12
Please Note

HRS Records Completes EAD EXT on External Records in Lookout / Paper if the original I-9 work authorization document is in Section 2.

- Send a copy of the I-797C automatic extension receipt notice to HRS.Records@wsu.edu.
- HRS will make the correction/changes in Section 2 when applicable.
- In Rehire/Reverification for work authorization, a new I-9 must be completed.
Editing/Correcting an Existing I-9

- Select “Search & Edit New Hire” from the **New Hires** tab.
- Enter search data, and select “Find Matches” to get the desired I-9.
- Select “Edit” from the Action column.
- Select the applicable “Update Section 1” or “Update Section 2” button on the right hand side to save any changes made.
- The employee is the only one who can make any changes or alterations to Section 1 of the Form I-9.
# I-9 Reverification Supplement B (Formally Section 3)
## Rehire vs. Reverification

### Supplement B,
**Reverification and Rehire (formerly Section 3)**
Department of Homeland Security
U.S. Citizenship and Immigration Services

<table>
<thead>
<tr>
<th>Last Name (Family Name) from Section 1.</th>
<th>First Name (Given Name) from Section 1.</th>
<th>Middle Initial (if any) from Section 1.</th>
</tr>
</thead>
</table>

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee’s name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee’s Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274).

<table>
<thead>
<tr>
<th>Date of Retire (if applicable)</th>
<th>New Name (if applicable)</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number (if any)</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

<table>
<thead>
<tr>
<th>Name of Employer or Authorized Representative</th>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

### Date of Retire (if applicable) | New Name (if applicable) | Last Name (Family Name) | First Name (Given Name) | Middle Initial
I-9 Reverification Supplement B  
(Formally Section 3)

**Rehire vs. Reverification**

- **Rehire** refers to reviewing pieces of information after a break in service, for either a US citizen, or a Non-US citizen.
- **Reverification** refers to examination and recording of new proof of work eligibility once a qualifying document has expired.
- Reverification needs to be completed on the *original I-9*.
- If the original was done on paper or inside Lookout Services please email HRS with that request and we will complete the Section 3 Rehire, and delete the Business Process out of Workday if needed.
- If the original was done inside Workday, then you will need to complete the Section 3 Rehire inside Workday.
- **HRS will complete all External Supplement B (Formally Section 3)’s for rehires.**
- **Rehires that need reverifications of work authorization must complete a new Form I-9.**
I-9 Reverification Supplement B  
(Formerly Section 3) 
Rehire vs. Reverification

USCIS Reverification Guidelines
“You must reverify employees’ employment authorization when their automatic extension of their employment authorization ends, and no later than the date their employment authorization expires. You can reverify temporary employment authorization before the automatic extension ends if an employee presents any acceptable, unexpired document that shows employment authorization, such as any acceptable document from List A or C.”

“Reverification is never required for U.S. citizens or noncitizen nationals. Reverification is also never required when the following documents expire: U.S. passports, U.S. passport cards, Permanent Resident Cards (also known as Green Cards), and List B documents. Other noncitizens may require reverifications.”

I-9 Reverification Supplement B
(Formally Section 3)

**Reverification**

- New work authorization for an employee whose documentation indicates expiring work authorization, must be re-verified & recorded in Section 3 before the applicable expiration date.

- Reverifications must be completed on expiring work authorizations prior to the expiration date.

- If reverification cannot be accomplished and new information cannot be recorded in Section 3, the employee must be terminated as of the Section 1 and Section 2 expiration date.
I-9 Reverification Supplement B
(Formally Section 3)

Reverification

Section 3 Reverifications need to be completed on the original I-9.

• If original I-9 is on Paper, complete paper form page 4. Print out and complete the Supplement B (formally Section 3) Reverification on page 4 of the Form I-9. Once the paper Section 3 Reverification is completed, fax or scan HRS a copy for review, and then send the original to HRS Pullman for records retention.

• If original I-9 is in Workday, add a Reverification Section 3 in Workday.

• If original I-9 is in Lookout, add a new Section 3 in Lookout. If the original was done inside Lookout Services please email HRS, and we will grant you temporary access to get this completed inside Lookout Services.
Instructions to complete **Paper** Form I-9 Supplement B Reverification:

- Enter the employee’s full name from the original Form I-9 at the top of Supplement B.
- Enter any name change in New Name.
- Re-verify and update their employment authorization documents in Reverification: Document Title, Document Number, and Expiration Date.
- Enter your name and sign and date Supplement B.
I-9 Reverification Supplement B (Formally Section 3)

Reverification

Instructions to complete Workday Form I-9 Supplement B Reverification:

• Search “Complete Form I-9 Section 3” for the employee.

OR

From the employee’s Workday account view: Select Personal Data.

• Re-verify and update their employment authorization documents in Reverification: Document Title, Document Number, and Expiration Date.

• Enter your name and sign and date Supplement B.
I-9 Reverification Supplement B (Formally Section 3)

Reverification

Instructions to complete Workday Form I-9 Supplement B Reverification:

1. Actions
2. Personal Data
3. View Form I-9
4. Select most recent Completed Form I-9 or Section 3
5. Select Section 3 Reverification
I-9 Reverification Supplement B (Formally Section 3)

Rehire vs. Reverification

Instructions to complete Lookout Form I-9 Supplement B Reverification:

• Search for the employee I-9 in Lookout database, click edit.

• Select Section 3 – Add Section 3.

• Re-verify and enter their employment authorization documents in Reverification: Document Title(s), Document Number, and Expiration Date/Program End Date/Valid Through Date.

• Enter your name in the Print Name field and check mark the box “You adopt ‘ELECTRONICALLY SIGNED’ as your electronic signature” to sign and date Supplement B Section 3.
I-9 Reverification Supplement B (Formally Section 3)

Reverification

Section 1

Supplement A - Preparer Section

Section 2

Supplement B - Section 3

Add Section 3

I-9 Form History

Employee Documents

OR

Section 3

Delete Latest Section 3 Only

Save Changes in Section 3

Add another Section 3

Information:

Section 3 User Interface displays in a standard format. Rules and PDF print based on create date (new hire) or signature date (e-paper).
I-9 Reverification Supplement B (Formally Section 3)

Reverification

- Select the appropriate Supplement B (formally section 3) type.
- After selecting reverification, rehire, or name change, Supplement B (Formally Section 3) will be made available for completion and signature.
- Check the box to electronically sign, and follow the prompts to attest to the validity of the verified document(s).
I-9 Reverification Supplement B
(Formally Section 3)

Reverification

- Select the Document(s) to be re-verified in Section 3 from the Document Title drop down box.
- Type in the information and expiration date from the selected document(s).
- After carefully re-verifying the document(s), check mark the box to electronically sign to complete the reverification.

*(If Section 1 & 2 differ in expiration dates, though they should match, Section 3 must be completed before the soonest expiration of either of the dates in the other section).*
List of Acceptable Documents

The list of acceptable documents should be provided to the new employee prior to their I-9 appointment, and can be located on the HRS website or the USCIS website links below:

- **Acceptable-Doc-I-9-Form-08.01.23.pdf** (wsu.edu)
- **https://www.uscis.gov/i-9-central**
Processing I-9’s Reference Guide

https://jira.esg.wsu.edu/servicedesk/customer/kb/view/165876162
Questions

- HRS Pullman office maintains all the official records as required by USCIS for WSU system-wide.
- Lookout Services is not a WSU system, but if you encounter issues, please call HRS Records and team members can assist with questions, help navigate within Lookout, or contact Lookout as necessary for technical difficulties.

Human Resource Services
HRS.Records@wsu.edu
(509) 335-4521
Contacts

If you have questions regarding Form I-9 or the use of the electronic I-9 system, please contact:

Human Resource Services
HRS.Records@wsu.edu
509-335-4521

Below are the I-9 contacts in HRS:

Caitlin Beers, caitlin.beers@wsu.edu
Christina Galloway, christina.galloway@wsu.edu
Emma Warner, emma.c.warner@wsu.edu
Karen Wuestney, karen.wuestney@wsu.edu
Lookout Services Authorization Form

- To gain access to Lookout, return your completed Authorization Request form to HRS Records. HRS.Records@wsu.edu

- Access Form can be found on the HRS website on the Access to HR Systems tab. https://hrs.wsu.edu/resources/access-to-hr-systems/