

Subject: [Test]:REMINDER: Required I-9 Documentation for UVA Medical Center Team Members
Date: Tuesday, May 11, 2021 at 3:54:33 PM Eastern Daylight Time
From: UVA Human Resources
To: Daley, Sarah Lauren (sld9j)



Medical Center Team Member,

You are receiving this email because you became a UVA Health team member between April 2020 and April 2021 and were asked to submit 'Part II Documentation' for the I-9 requirements by uploading them directly into Workday. At the time, you were notified that there would be a requirement at a later date for you to present these same original documents to a UVA HR representative in person. This email is to notify you that UVA HR will be holding these 'I-9 Requirement' sessions over the next three weeks on Tuesdays/Thursdays. UVA HR representatives will be available at both the Medical Center and at John Paul Jones Arena from 7:00 am – 12:00 pm and 4:00 - 7:00 pm each day. If you have already attended an in-person session within the last week, kindly disregard this email.

Location details are below:

Tuesday, May 11, 7:00am – 12:00 pm: Leonard Sandridge Auditorium and John Paul Jones Arena

Thursday, May 13 7:00am – 12:00 pm: Pinn Hall 2ABC (2nd Floor) and John Paul Jones Arena

Tuesday, May 18, 7:00 am – 12:00 pm: Pinn Hall G1 & G2 (Ground Floor) and John Paul Jones Arena

Thursday, May 20, 7:00 am – 12:00 pm: Pinn Hall G1 & G2 (Ground Floor) and John Paul Jones Arena

Tuesday, May 25, 7:00am – 12:00 pm: Pinn Hall 2ABC (2nd Floor) and John Paul Jones Arena

Thursday, May 27, 7:00am – 12:00 pm Leonard Sandridge Auditorium and John Paul Jones Arena

All EVENING SESSIONS from 4:00 – 7:00 pm will be held in the Dining Hall Conference Room and at John Paul Jones Arena.

Here is what you need to know:

- **This is a requirement of your employment with UVA Medical Center.** You must present the same original documents in person that you uploaded into Workday to complete the I-9 requirement at the time of hire (ie. if you presented a US Passport, you must present the same US Passport in person). [View this Job Aid](#) to learn how to log into Workday and review the documents you uploaded initially.
- Social distancing will be maintained at both locations to ensure the health and safety of all employees. During the sessions at the Medical Center, UVA HR representatives will be behind a plastic barrier, wearing gloves and masks; they will not need to touch your documents. You may simply hold them up to the

plastic barrier to satisfy this requirement.

- At the JPJ location (weather pending), you will be able to drive through the parking lot area and present documents through your car window. If there is inclement weather, UVA HR representatives will be located in a car in the parking lot. Please use the Massie Road entrance into the main JPJ parking lot and follow signage from there accordingly.
- There is no need to sign up for a specific time to complete this requirement. Please plan on attending one of the above sessions which should take no more than five minutes of your time.
- If the documents you presented are expired or no longer in your possession, please contact UVA HR by emailing AskHR@virginia.edu.

If you have additional questions about meeting this important requirement of your employment, please email AskHR@virginia.edu with subject line, I-9 Requirements.



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