

Instructions from Human Resources

Congratulations on the offer of employment from The University of Southern Mississippi!

You should have already received confirmation of the conditional offer of employment from your Hiring Manager. As we approach your tentative start date you will work in conjunction with your hiring department, Graduate School, and University Human Resources to complete your new hire paperwork.

Since you are being hired as a Graduate Assistant, you are required to clear a background check through University Human Resources. You will be receiving an email from RedTail@redtailsecurity.com with the subject line **REDTAIL Screening Request** from our background vendor. Please complete the necessary information through that link to initiate the background check. Here is the [Redtail Information Sheet](#) that will assist you if you have any questions. Please be on the lookout for this email and check your spam folder if you have not received it within 1-2 days of receiving this notice. If your name is misspelled or incorrect, please contact Sandra Anderson at Sandra.c.anderson@usm.edu so that it can be fixed and resent. You must clear a background check before starting your assistantship.

You will be required to complete a few forms with University Human Resources. You can schedule your appointment to complete these forms at University Human Resources using this [LINK](#).

These forms can be found on their website under “[Employment- New Hire Forms](#)”. Please note that you are required to verify your routing and banking account numbers when submitting your direct deposit form. You may provide a voided check or a statement from your bank that lists this information. This information is mandatory, and your packet will be considered incomplete without it. University Human Resources will not accept your hiring packet without this form.

Another form that you will be required to complete is the Form I-9. This document is required to prove your eligibility to work in the United States. Along with this form, you must provide proof of your eligibility to work in the United States. Here is a document that provides a list of [Acceptable Forms of Identification](#) to successfully complete this form. You will need to provide an original form of identification from List A **or** if you do not have a document from List A then you must provide one document from both List B **and** C. Please note that these forms of ID must be original. **University Human Resources cannot accept photocopies of forms of ID.** The forms of ID are mandatory, and your packet will be considered incomplete without them. University Human Resources will not accept your hiring packet if it is incomplete.

Remote Hire: If you live out of state and will not be physically coming to campus, or will not be here by the July 31st deadline, you can mail your paperwork to Human Resources at [118 College Dr. #5111 Hattiesburg, MS 39406](#). Here is the link to the [Remote I-9 Instructions](#) that will assist you in completing the I-9 Form remotely. Another individual must act as the authorized representative. They are to review your documents and complete section 2 of the I-9 Form stating that they reviewed the documents and attest that you are eligible to work in the United States. The authorized representative will also need to complete the authorized representative form. HR will also need a copy of the forms of ID you use. If you use a passport (List A Document), that is the only form of identification HR will need. If you use a driver’s license or ID Card (List B Document), it must also be accompanied by a List C Document (Most people use either a social security card or birth certificate). The forms of ID must have the same name on them; meaning that if you have changed your name, your birth certificate will not work unless accompanied by the document showing the name change (i.e., marriage license).

ALL PAPERWORK MUST BE COMPLETE, CORRECT, AND IN HUMAN RESOURCES THREE WEEKS BEFORE YOUR START DATE TO ENSURE YOU ARE PAID ON TIME.