Who should attend? All new USF faculty members should plan to attend one of the sessions.

Why attend? (1) To sign the paperwork required to get you on the payroll (this is called RightStart@USF) and (2) to get information about USF employee benefits, your options, how to enroll and, if you wish, to enroll for your benefits on the spot.

When & Where?
- **RightStart 8:30 – 9:30 AM**
  - Wednesday August 1
  - College of Business Administration, BSN 225
- **Benefits 10:00 AM – 12:00 noon**
  - Monday August 6
  - College of Business Administration, BSN 225
  - Wednesday August 8
  - USF Athletics – IAF Big East Room
  - Friday August 10
  - USF Athletics – IAF Big East Room

RightStart new hire paperwork already completed? Attend just the Benefits session.

Please RSVP to lleonard@admin.usf.edu or (813) 974-2970.

What to bring to RightStart orientation:

- Documentation that establishes your employment eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). A list of acceptable documents for the I-9 form is attached.
- Passport, I-94, visa and appropriate immigration support documents based on visa class, if you are a foreign national.
- Social security card. If you cannot locate your card, request a replacement from the local Social Security Administration Office, and bring the receipt to this orientation.
- Voided check, required to enroll in USF’s Direct Deposit program, which is a condition of employment at USF. If you do not have a bank account, information on options will be provided.

To enroll for Benefits on the spot, you’ll need:

- Social security numbers of eligible dependents you intend to cover.
- Birthdates of eligible dependents.

If you enroll before August 31, 2007 your health and basic term life coverage will be effective September 1. If you enroll during September, your coverage will be effective October 1. You will have sixty (60) days from effective date of coverage to provide additional dependent documentation (marriage certificate, birth certificates, etc.).

**Directions & Parking Information:** Take Fowler Avenue to the main entrance of USF at Fowler and Leroy Collins Blvd. Turn north on Leroy Collins Blvd. The Campus Information Center (CIC) is on the right. Stop there to pick up your temporary courtesy parking tag, a map of the campus, directions to parking and information on how to purchase your regular USF parking permit.
# Lists of Acceptable Documents

## List A

### Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
6. Unexpired Temporary Resident Card (Form I-688)
7. Unexpired Employment Authorization Card (Form I-688A)
8. Unexpired Reentry Permit (Form I-327)
9. Unexpired Refugee Travel Document (Form I-571)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

## List B

### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

## List C

### Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (FormFS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Unexpired employment authorization document issued by DHS (other than those listed under List A)

For persons under age 18 who are unable to present a document listed above:

8. School record or report card
9. Clinic, doctor or hospital record
10. Day-care or nursery school record

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)