



ARCHDIOCESE OF  
CINCINNATI



## NEWSLETTER

*The mission of the Department of Human Resources is to offer the highest quality of service by developing (with its partners) a work environment that is built on trust and respect for each individual — an environment of invitation, welcome, motivation and well-being for all employees. We strive to promote and support the dignity and rights of each person who works in the Archdiocese of Cincinnati so that each employee can carry out his or her ministry and utilize his or her talents in accordance with God's will.*

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### From Meg Paul: Form I-9

With the Paylocity onboarding becoming a reality, the Form I-9 will be done online in conjunction with the Federal Government's E-Verify system. This change does not eliminate the need to keep your current, paper I-9's for the required amount of time nor does it eliminate the need to audit those current I-9's for accuracy.

The [15-page I-9 Instructions](#) spell out exactly how to complete a paper I-9 (allowed abbreviations, correct format for each required field, etc.). You can use these instructions to audit your current I-9's. If there are corrections to be made, do the following:

- For correcting an incorrect date format or information entered in the wrong field (i.e. City and State reversed), put a single line through the incorrect entry, enter the information correctly, then initial and date.
  - Employees correct all fields in Section 1. The employer does so for Section 2.
- If an I-9 was not done, if an outdated form was used, if there are numerous corrections or if entire sections were not completed (i.e. typically Section 2), you can re-do the I-9 in its entirety using the most current version of the I-9, current employee identity and eligibility documents and do NOT back date signature dates.
- Attach a short Memo to the corrected and/or re-done I-9 which spells out what was corrected and why (make sure you sign and date this Memo).
  - If the I-9 was completely re-done, be sure to keep the original, incorrect I-9 with the re-do and Memo.

Contact [Meg Paul](#) if you questions about completing and/or correcting paper I-9s. For questions about I-9's within the Paylocity onboarding component, contact [Karen Brannon](#).