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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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Form I-9 – Employment Eligibility Verification

Effective August 1, 2023, the USCIS will be releasing the new Form I-9. The updated form will be available for download from the USCIS website (www.USCIS.gov) on August 1, 2023. The primary change is that the form and the corresponding instructions are shorter, but its purpose remains the same: to verify identity and eligibility to work in the United States. Employers may continue to use the older Form I-9 through October 31, 2023. After that date, they will be subject to penalties if they use the older form.

There are no changes to the requirements on filling out the form (i.e., must be completed within 3 days of start date, identity and eligibility documents must be originals, retention schedule stays the same, etc.). This means that your “I-9 process” will not change.

Questions can be directed to Meg Paul, 513-263-3341 or mpaul@catholicaoc.org.