ATTENTION SUPERVISORS:

- The CaPS office and HR offices are closed physically on campus and will not be able to collect student’s paperwork in person at this time.
- Your student(s) can scan you/email you their completed New Hire Paperwork, and you can send everything to hrstatusforms@butler.edu. Then HR can process the paperwork.
- You as the supervisor must complete page 2 of the I-9 form:
  - **One tricky part is students are required to include 2 of the following forms of ID documents (a passport, photo ID, social security card, and/or birth certificate) for their I-9.** Students normally present these documents in person so we can make the **required colored-copies** (must color copy front and back sides of IDs).
  - I am not sure how the students would do this. Perhaps students could color-copy themselves, and scan them to you along with their paperwork? But maybe this is something HR can clarify for you.
- You must complete and submit the student’s eHire form.
- Questions about paperwork? Contact Sue Gray in HR (ssgray@butler.edu) and/or Alyssa Laskowski in CaPS (alaskows@butler.edu).