

## Finalization of Hire and Form I-9

You will receive an email from [rcuh\\_employment@rcuh.com](mailto:rcuh_employment@rcuh.com) for further instructions to finalize your hire including the Form I-9 and any additional documents required. You are not authorized to work until you have received an official "Hire Approval" email. Please see Milestone 4.

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Schedule Appointment:

- Phone: (808) 956-7307
- Email: [rcuh\\_employment@rcuh.com](mailto:rcuh_employment@rcuh.com)



Form I-9 Employment Eligibility Verification (required for employees working in the U.S.)

- Oahu Work Locations: RCUH HR will complete the I-9 with you. Schedule an appointment via phone or email.
- Other Work Locations: You will complete the I-9 with either a Project Representative or Authorized Representative.

Bring ORIGINAL and VALID government-issued IDs to your appointment. Refer to [acceptable document list](#).

**IMPORTANT:** You are not yet approved to start work until RCUH HR reviews and approves your hire.

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### [I-9 Acceptable Documents](#)

You will receive a Hire Approval email from [rcuhhr@rcuh.com](mailto:rcuhhr@rcuh.com) confirming your official start date. Please contact your Principal Investigator/Supervisor to coordinate your first day.

HOME 

