

Instructions for Employees Reporting to I-9 Office

Date: _____

Employee Must Respond By: _____

Employee Name: _____

Date employment began: __ / __ / __

Supervisor: _____

Department: _____

Re: Employment Eligibility Verification - URGENT

Your immediate response is required to verify your employment eligibility as required by law.

Within three business days of receiving this notice, please call 919-962-0985 to schedule a time to meet with an I-9 Specialist in the Employment & Staffing Department, Office of Human Resources, Suite 1100, Administrative Office Building (see directions below). If you are not in or near Chapel Hill, your department will direct you to report to an alternate location.

Compliance with Employment Eligibility Verification procedures is a condition of employment at The University of North Carolina at Chapel Hill.

Directions to the Office of Human Resources

Chapel Hill Bus Routes:

- The NU bus makes the most frequent trips to and from Airport Drive.
- View all schedules for Chapel Hill Transit:
<http://www.townofchapelhill.org/town-hall/departments-services/transit/routes-schedules/all-routes-schedules>

From Downtown Chapel Hill:

- Heading down Franklin Street towards Carrboro, turn right at the intersection of Franklin Street and Columbia.
- North Columbia becomes Martin Luther King Jr. Blvd, formerly Airport Road.
- Continue ahead on Martin Luther King Jr. Blvd for another 0.5 miles. As you near the top of the hill, Airport Drive will be located on your left. (It is the last left turn prior to reaching the intersection with Estes Drive.)
- Turn left onto Airport Drive.
- The Administrative Office Building is the first building on the left. Human Resources is located at 104 Airport Drive, Suite 1100 (first floor, through doors to left of elevators).

From a Campus location: <http://www.maps.unc.edu/>

- Parking at the building is reserved for employees; however, visitors may receive temporary passes from the Office of Human Resources to park in the lot for business purposes. There are a number of visitor parking spaces in front of the building.
- If spaces are not available near the building, there is additional parking across Airport Drive in the R1/R2 Overflow Parking Lot (see map).



The I-9 Specialists can be reached at ...

962-0985

- ③ 104 Airport Drive
- ④ Giles Horney Bldg