























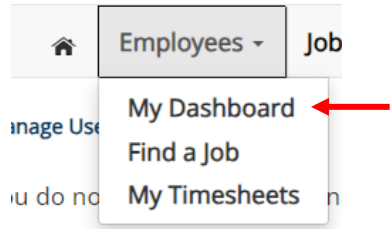
## Dynamic Forms Completion – I-9 (For Students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Applications 

 ASSIST	 Office 365	 Blackboard
 V Link	 Engagement Zone	 iTravel+
 FPT	 PeopleSoft	 vSoftware
 HR Portal	 E-Learn	 Handshake
 Library	 V OneCard	 Gartner
 Housing	 Course Evals	 EAB Navigate
 Orientation	 mySAS	 JobX

Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the **link**

User Dashboard

Employee Information Applications Job Mail

**Stop, please complete the following steps before your first day of work.**

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

### Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Not completed	<a href="#">I9</a>

Once you click on the link, you will reach the **instructions** page. Follow the instructions to complete the required form > once done, click **Next**

\* = required field



### Required Employment Form Federal Form I-9 Instructions

First Name:

Last Name:

Student ID:

Email:

**Important Notice:** As a UTRGV employee, you will need to complete and submit the required documents below **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

Please complete **Step 1** of the I-9 Employment Eligibility Form by clicking [here](#). The employee will need to complete all required fields as required by USCIS.

**IMPORTANT:** After completing the above process, click the **'Next'** button at the bottom of the screen and continue to the next page. This process is not complete until you have received the **'Thank you for completing your form'** Confirmation Page.

After completing this form, Please complete **Step 2** of the I-9 Employment Eligibility Form by presenting original and unexpired documents for verification purposes to the Office of Human Resources. A list of acceptable documents can be found [here](#).

**HR LOCATIONS:** The HR Office in Edinburg is located on the second floor of building 13 (EMASS 2.126) and the Brownsville HR Office is located in building 28B (Vaquero Plaza) – please see maps below.

Campus maps: [Brownsville Campus](#) [Edinburg Campus](#)

Thank you,  
Office of Student Employment

Next 

You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > **sign and date** > click **Submit Form**.

If you need to return to the instructions page, click **Previous**.

**Timer** 45 minutes [Hide](#)  
\* = required field

**IMPORTANT NOTICE:** As a UTRGV employee, you will need to complete and submit the required documents **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

- I confirm I have completed **Step 1** by completing Section 1 of Form 1 by clicking the link on the previous page.
- I confirm I will complete **Step 2** by visiting Human Resources as instructed on the previous page. See the HR locations that are listed below.

(click to sign) \_\_\_\_\_  
Employee Electronic Signature Date

**HR LOCATIONS:** The HR Office in Edinburg is located on the second floor of building 13 (EMASS 2.126) and the Brownsville HR Office is located in building 100 (Valero Plaza) – please see maps below.

Campus maps: [Brownsville Campus](#) [Edinburg Campus](#)

[Previous](#) [Submit Form](#)

Once the form has been submitted, the status will automatically update on **My Dashboard**.

User Dashboard

Employee Information Applications Job Mail

**Stop, please complete the following steps before your first day of work.**

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
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4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

**Employment Eligibility Forms & Details**

Criteria	Status
I-9 Status	Completed

\*\*\*Please note that this is a two-step process, and you will still need to visit one of our HR locations to present your physical documents. If you have previously submitted your I-9 documentation, please email [HR@utrgv.edu](mailto:HR@utrgv.edu) or call 956-665-2451 (Edinburg) or 956-882-8205 (Brownsville).

You have now completed the I-9 Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).