



Marshfield Clinic®

~~Employment Alert~~

Congratulations on joining Marshfield Clinic! As a new hire you will receive access to Marshfield Clinic's Workday onboarding process, where you will be asked to provide information required for employment, payroll, and benefit purposes. We ask that you complete these onboarding tasks by the time you arrive for orientation on your first day of employment.

U.S. employers are required by law to verify the employment authorization of all workers hired for employment in the United States, regardless of the worker's immigration status. Employment authorization is verified using the federal Employment Form I-9, found as one of the final steps in the Workday onboarding process. Section 1 of the Form I-9 (employee portion) must be completed no later than the first day of employment. For further processing of this form, you are **required** to present documents showing your work authorization and your identity. The list of acceptable documents is found along with the Employment Form I-9 instructions. You are **required** to present **one** document from List A **or** one document from List B **and** one from List C. ***Please note that we cannot accept photocopies.***

- **Failure to present the acceptable document(s) within three (3) business days of your hire date will result in termination of employment.**
- **Marshfield Clinic cannot employ anyone who is unable to provide appropriate Form I-9 documentation.**

If you will **not** be able to present your documents within three business days of your hire date, or have other concerns related to your employment eligibility, please contact your Recruiter in the applicable office (Physician Recruitment 715-221-5770 or Human Resources 715-387-5342) as soon as possible.

If you are currently on a non-immigrant visa, an immigrant visa or need other immigration assistance, please contact Leslie Ertl, Paralegal (715-389-4882) or Nelsen Wahlstrom, Associate General Counsel (715-221-8757) as soon as possible in order to provide enough lead-time for your anticipated start date.

We wish you the very best in your new position at Marshfield Clinic!