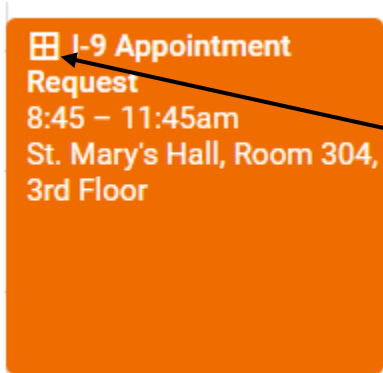
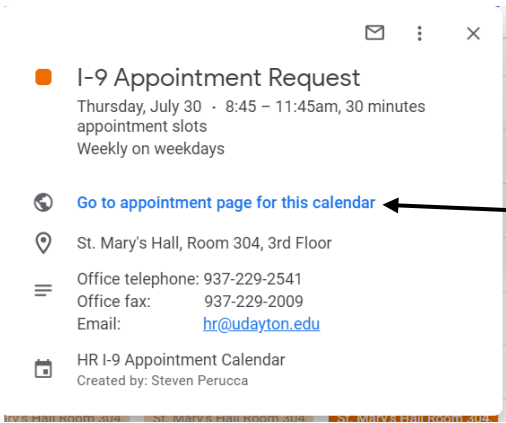


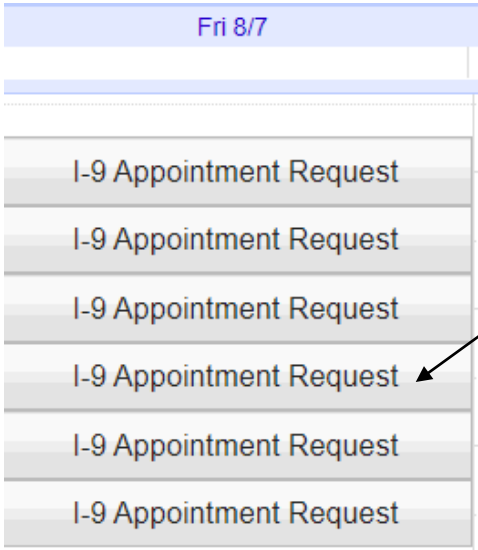
Scheduling an I-9 Appointment with HR Records – Online Google Calendar: HRIS Suite, St. Mary’s Hall Room 304



Locate an available appointment block on the calendar and click on the rectangle box next to the appointment title, I-9 Appointment Request



The I-9 Appointment Request window opens. Click on the link “Go to appointment page for this calendar”.



Locate an available time, Monday through Friday, then click on the I-9 Appointment Request calendar button.

Book an appointment ✕

What [-9 Appointment Request (Steven P)]

When Wed, July 29, 8:45am – 9:15am

Who Steven P

Where St. Mary's Hall, Room 304, 3rd Floor

Description Office telephone: 937-229-2541
Office fax: 937-229-2009
Email: hr@udayton.edu

Tip: You can customize the details of the event after you save it.

The Book an appointment window opens. Confirm the time day are correct.

Click Save to schedule the appointment.

Book an appointment ✕

Your appointment has been saved.
[View / edit in Google Calendar](#) or [stay here](#).

The appointment window opens and confirms your response.