

Keysight I-9 Process

OVERVIEW

Every Keysight employee working in the US must complete an I-9 Form to verify their employment eligibility. Federal law requires that Section 1 of the I-9 be completed on or before your first day of work and Section 2 be completed no later than three days after your start date.

New hires are encouraged to start the I-9 process at least 1 week before their start date, if possible.

SUBMIT YOUR I-9 FORM

Complete Section 1 of the I-9 on or before your first day of work

1. Create an account on <https://keysight.i9servicecenter.com/Login.aspx>. This site is managed by Fragomen, Keysight's I-9 vendor.
2. Complete and sign Section 1 of the I-9.

Complete Section 2 of the I-9 no later than three days after your start date

If you work at or near a large site*	Go to the Keysight Security office at your site on your first day of work to finalize the I-9 process. Make sure you bring the required documentation with you, as defined on the I-9 form . Note: your manager may direct you to someone besides security to complete your I-9.
If you do not work at or near a large site	<ol style="list-style-type: none">1. Ask your manager or co-worker to complete Section 2 of the I-9 for you if they are near your remote location. If no managers or co-workers are available, ask a trusted individual. This can be anyone you know who is not a family member.2. Call Fragomen Support Services at 415-263-8459 and give them your name and the name and email address of the person who will complete Section 2. Fragomen will email them instructions.3. The person completing Section 2 will validate your original work authorization/identity document(s). They must inspect the original document(s) in person.4. Provide the person with a copy of the document(s) so they can complete the authorization process.

* Large sites: Roseville, CA, Santa Clara, CA, Santa Rosa, CA, Colorado Springs, CO, Englewood, CO, Loveland, CO.

E-Verify

In addition to processing your I-9, Fragomen will complete the E-Verify process, which further verifies your eligibility to work in the U.S. Keysight's status as a Federal Contractor requires us to adhere to the government's E-Verify program in all 50 states. Valid work authorization is subject to the successful and timely completion of both the I-9 and automatic E-Verify processes. For more information, please contact Fragomen Support Services at 415-263-8459, or by email at KeysightI9@fragomen.com.

RE-VERIFICATION PROCESS FOR INTERNATIONAL ASSIGNEES

Re-verification is required for international assignees or foreign nationals working in the US if:

- You have temporary work authorization that has an expiration date, or
- You provided a receipt for a replacement document evidencing employment authorization in the United States that is only valid for 60 days.

Complete Section 3 of the I-9 (international assignees and foreign nationals **only**)

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If you do not work at or near a large site	<ol style="list-style-type: none">1. Ask your manager or co-worker to complete Section 3 of the I-9 for you if they are near your remote location. If no managers or co-workers are available, ask a trusted individual. This can be anyone you know who is not a family member.2. Call Fragomen Support Services at 415-263-8459 and give them your name and the name and email address of the person who will complete Section 3. Fragomen will email them instructions.3. The person completing Section 3 will validate your original work authorization/identity document(s). They must inspect the original document(s) in person.

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