

Each new Collin College employee is required to complete the Form I-9 to document his/her identity and employment authorization. Part 1 of Form I-9 will be sent to you via Workday as part of your onboarding documents, and you will submit this electronically.

For Part 2 of the I-9, employees must present [original, unexpired documents](#) that meet I-9 requirements. For more information on Form I-9 requirements, visit www.uscis.gov/I-9 or contact your campus [HR Consultant](#).

For the convenience of new employees, authorized approvers are located at each campus to assist with I-9 completion (by appointment only); [please contact an approver to schedule an appointment.](#)

If you have questions, please contact Human Resources at 972-985-3783.

Authorized Form I-9 Approvers

Collin Higher Education Center
3452 Spur 399
McKinney, TX 75069

Name	Location	Phone Number
<u>HR Staff</u> (8 a.m.-5 p.m., appt not required)	Room 339	972-985-3783

McKinney Campus
2200 W. University Drive
McKinney, TX 75071

Name	Location	Phone Number
<u>Sandra Escalante</u>	Room C332G	972-985-3717
<u>Julie Henry-Aguilar</u>	Room B122F	214-491-6282
<u>Niraida Soto Pastrana</u>	Room W101J	972-377-1750

Frisco Campus
9700 Wade Boulevard
Frisco, TX 75035

Name	Location	Phone Number
<u>Monica Conklin</u>	Room J234	972-377-1508
<u>Ashley McGee</u>	Room LH106	972-377-1016

Plano Campus
2800 E Spring Creek Parkway
Plano, TX 75074

Name	Location	Phone Number
<u>Nicole Moses</u>	Room G231	972-758-3857
<u>Cindy Duffer</u>	Room A177	972-881-5162
<u>Linda Salazar-Moya</u>	Room A218	972-881-5876
<u>Rachel Walker</u>	Room B189	972-881-5603

Courtyard Center
4800 Preston Park Boulevard
Plano, TX 75093

Name	Location	Phone Number
Leslie Decker	Room 419	214-491-6237
Lynne Bensten	Room 104	972-985-3749

Technical Campus
2550 Bending Branch Way
Allen, TX 75013

Name	Location	Phone Number
Leslie Decker	A202E	214-491-6237
Melissa Carmody	A210	972-553-1150

Wylie Campus
391 Country Club Road
Wylie, TX 75098

Name	Location	Phone Number
Sally Rosete	CC-303B	972-549-6448
Alicia Phillips	CC-104	972-378-8697

Farmersville Campus
501 South Collin Parkway
Farmersville, TX 75442

Name	Location	Phone Number
Sally Rosete	127H	972-549-6448
Marifrances Casey	129	972-549-6486

Celina Campus
2505 Kinship Parkway
Celina, TX 75009

Name	Location	Phone Number
Adriana Guney	302F	469-905-6063