

## **INSTRUCTIONS FOR COMPLETING FORM I-9**

### **When an employer must complete the Form I-9.**

Every time you hire any person to perform labor or services in return for wages or other remuneration, you must complete the Form I-9. This requirement applies to everyone hired after November 6, 1986. After you have completed the Form I-9 for your new hire, please send the form and the attached documents with the PAN form.

All I-9s can be completed by the hiring department with the assistance of their Service Team when needed.

- You should not complete the Form I-9 before an offer of employment has been accepted. After an offer of employment has been accepted and pre-employment tests have been cleared, you may complete the form before the start date as long as you complete the form at the same point in the employment process for all employees.
- The Form I-9 must be completed within the first three business days from the date employment begins. If the Form I-9 cannot be completed contact your generalist.
- You may not specify which documents an employee must present. The employee can choose which document(s) he/she wants to present from the list of acceptable documents. You must provide the employee with all three pages of the Form I-9, which lists the documents that the employee can present to verify identity and employment eligibility.

### **Completing the Form I-9**

#### **Section 1 – Employee Information and Verification**

Employee must complete Section 1 in person. If the employee cannot complete Section 1 by themselves or if they need the form translated, someone may assist. The preparer or translator must complete the Preparer/Translator Certification block on the Form I-9.

The employee must check one of the three boxes (citizen, lawful permanent resident, or alien authorized to work) and sign the form.

No one, except the employee can alter any of the information in Section 1. Changes cannot be made using correction fluid. Changes on the form will need to be made on a new Form I-9.

If the employee has not yet received a Social Security Number, the department should instruct the employee to write “applied for” or “pending.”

## **Section 2 – Employer Review and Verification**

This section is to be completed and signed by the department. Examine one document from List A or examine one document from List B and one document from List C. These are listed on the back of the Form I-9. Please make copies of the documents and include them with the Form I-9.

### **Certification Section**

This section must be completed by the person who examined the original documents. Be sure to date the Certification using the date you verified the documents. This date is important because it becomes the employees Eligibility Date. This Eligibility Date is the same Eligibility Date that is documented on the Pan form. Also, remember to record the employees start date.

## **Section 3 – Updating and Reverification**

### **Rehires**

Whenever an employee is separated from the University, a new, updated, or reverified Form I-9 must be completed when the employee returns. If the hiring department has a copy of the Form I-9 less than three years old, this form can be used to update or reverify. If the original Form I-9 is more than three years old, or you do not have a copy of the original Form I-9, a new one must be completed.

### **Updates**

Departments will be notified by their Service Team 90 days before an employee's work authorization expires. They will also receive a copy of the employee's Form I-9. When the hiring department receives an updated work authorization from the employee, the hiring department will complete Section 3 of the Form I-9. When completed, the hiring department will send the Form I-9 and a copy of the document(s) to their Service Team.

*Be sure to contact your Service Team if you have questions when filling out the Form I-9.*