It is the University's responsibility to ensure that the identity and the employment eligibility of all persons employed by the University have been reviewed and that the persons are eligible for employment.

Hiring departments shall be responsible for compliance with the documentation and verification requirements of this policy.

**Procedure**

**Documents**

On or before their first day of employment, all new employees of the University shall be required to complete Section 1 of the Employment Eligibility Verification Form (INS I-9). Employees must present to their hiring department original documentation to establish their (1) **true identity** and (2) **eligibility** to be employed in the **United States within three (3) business days of the date employment begins.**
Any one of the following original documents shall constitute evidence of both identity and employment authorization:

1. United States passport
2. Certificate of U.S. Citizenship, INS Form N-560 or N-561
3. Certificate of Naturalization INS Form N-550 or N-570
4. An unexpired foreign passport that
   a. contains an unexpired stamp therein which reads, "Processed for I-1551. Temporary Evidence of lawful Admission for Permanent Residence. Valid until Id -. Employment authorized" or
   b. has attached thereto a Form I-94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94
5. A Resident Alien Card, INS Form I-551, provided that it contains a photograph of the bearer
6. Temporary Resident Card, INS Form I-688
7. Employment Authorization Card, INS Form I-688A

Or both an original document that establishes identity and a separate original document that establishes employment authorization.

The following documents are acceptable to establish identity only:

1. A state-issued driver's license or state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, sex, height, color of eyes, and address
2. School identification card with photograph
3. Voter's registration card
4. U.S. military card or draft record
5. Identification card issued by federal, state, or local government agencies or entities
6. Military dependent's identification card
7. Native American tribal documents
8. United States Coast Guard Merchant Marine Card
9. Driver's license issued by a Canadian government authority

The following are acceptable documents to establish employment authorization only:

1. A Social Security card other than one that has printed on its face "not valid for employment purposes"
2. An unexpired reentry permit, INS Form I-327
3. An unexpired Refugee Travel document, INS Form I-571
4. A Certificate of Birth issued by the Department of State, Form FS-545
5. A Certificate of Birth Abroad issued by the Department of State, Form DS-1350
6. An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal
7. An employment authorization document issued by the Immigration and Naturalization Service
8. A Native American tribal document
9. A United States Citizen Identification Card, INS Form I-197
10. An identification card for use by a resident citizen in the United States, INS Form I-179

If an individual is unable to provide the required document(s) on or before the third day of
employment, the individual must present a receipt for the application of the document or documents within three (3) business days of the date employment begins and present the required document or documents within 21 days of employment.

Verification

The hiring department shall complete the Employment Eligibility Verification Form (INS I-9), certifying that the employee has presented original documents attesting to his or her identity and verifying that she or he is authorized to work in the United States.

The employee shall also sign the I-9 and attest to the same facts.

The hiring department does not have to verify the accuracy of the documents. It is sufficient if a document reasonably appears on its face to be genuine.

Copies of the original documents and the completed I-9 shall be attached to the hiring form and submitted to HR.

No employee may receive a University paycheck until an I-9 has been accurately executed by the hiring department and recorded by Systems Control.

Reemployment

When an individual is terminated from the University's payroll system and rehired, the hiring department and individual shall prepare a new I-9 form and the hiring department shall inspect original documents as described above.

Social Security

Employees of the University, including resident and nonresident aliens, are required to have a valid Social Security number and to contribute to the Social Security System.

Social Security contributions are deducted from each paycheck at a rate fixed by Congress. An equal sum is contributed to each employee's account by the University. Both the rate and the taxable wage base change periodically as specified by federal statutes.

Expiration of Eligibility (Employment of Foreign Nationals)

The hiring department is responsible for re-verifying employment eligibility of foreign nationals upon expiration of any employment authorization documents, should the department desire to continue the foreign national's employment.

Related Information*

Immigration Reform and Control Act of 1986

Revision History*

09/2006