

A large, light gray, stylized oak leaf graphic is positioned on the left side of the slide, extending from the top to the bottom.

# Form I-9

Presented by the Payroll Department

# Agenda

- Introductions
- About the Form I-9
- Section 1
  - Video and Discussion
- Section 2
  - Video and Discussion
- Example Walk Thru
- Section 3
  - Video and Discussion
- Do's and Don'ts
- Q&A

# Form I-9

- Form I-9 is a federally required document that establishes an employee's identity and employment eligibility
  - Some employees can provide one document that fulfills both requirements, others will have multiple documents
- How do I obtain it?
  - <http://www.uscis.gov/files/form/i-9.pdf>
- Can I reproduce it?
  - YES!
  - Be sure to use most current version (expires 08/31/2019)
- Employers are liable for errors in the completion of this form
  - Violations can result in civil and/or criminal penalties



# Section 1

<https://www.uscis.gov/i-9-central/learning-resources>

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► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

# Completing Form I-9: Section 1

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? ▼	ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?			Employee's Telephone Number ?	

- Employer Responsibility
  - Provide Instructions and List of Acceptable Documents
  - Ensure Employee completes Section 1 completely and correctly
- Employee Responsibility
  - Must complete and sign Section 1 **NO LATER THAN** the **FIRST DAY** of employment, but not before accepting a job offer
  - Print information Clearly: SSN, Email and Phone are optional
  - N/A should be entered into fields that employees will not complete



# Completing Form I-9 : Section 1

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States ?	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?	
<input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?	
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? Some aliens may write "N/A" in the expiration date field. (See instructions)	

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number: ? <b>OR</b> 2. Form I-94 Admission Number: ? <b>OR</b> 3. Foreign Passport Number: ? Country of Issuance: ?	QR Code - Section 1 Do Not Write In This Space
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- Employee must check only 1 attestation box
- If box 3 is selected, employee must enter their number and designate the type – Alien Registration Number or USCIS Number
- If box 4 is selected, employee must enter an expiration date (or N/A) and complete subsection 1 **OR** 2 **OR** 3



# Completing Form I-9 : Section 1

<b>Preparer and/or Translator Certification (check one):</b> ?			
<input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)			
<b>I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.</b>			
Signature of Preparer or Translator ?		Today's Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?	City or Town ?	State ?	ZIP Code ?

- Preparer/Translator Certification
  - Employee must select an option in this section
  - If a preparer(s) and/or translator(s) was used, this section must be completed
  - Employee is still required to sign Section 1



Signature

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# Section 1: Common Errors

- Employee selects an attestation that does not match the documents they provide
  - Example, employee selects Box 2 - A noncitizen national of the United States; but provides documents associated with Box 4
- Employee forgets to enter the “alien authorized to work until” date
- Employee does not sign and date section 1
- Employee does not complete the Preparer and/or Translator Certification
- Employee signs after their hire date
- Completing the form in pencil





# Section 2

<https://www.uscis.gov/i-9-central/learning-resources>

## **Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

# Completing Form I-9: Section 2

- Employer Responsibility
  - MUST examine original documents
    - No faxes, copies or scanned/emailed documents.
      - Exception - certified copy of birth certificate issued by a State, county, municipal authority, or territory of the US bearing an official seal
    - Document(s) from List A
  - OR
  - 1 document from List B **AND** 1 document from List C
  - Record information in the appropriate blocks
  - Take clear copies of documents provided and submit these with the Form I-9 to Payroll



# Section 2: List A OR B AND C

Employee Info from Section 1 ?		Last Name (Family Name) ?		First Name (Given Name) ?		M.I. ?		Citizenship/Immigration Status ?	
<b>List A</b>		<b>OR</b>		<b>List B</b>		<b>AND</b>		<b>List C</b>	
<b>Identity and Employment Authorization</b>				<b>Identity</b>				<b>Employment Authorization</b>	
Document Title ?				Document Title ?				Document Title ?	
Issuing Authority ?				Issuing Authority ?				Issuing Authority ?	
Document Number ?				Document Number ?				Document Number ?	
Expiration Date (if any)(mm/dd/yyyy) ?				Expiration Date (if any)(mm/dd/yyyy) ?				Expiration Date (if any)(mm/dd/yyyy) ?	
Document Title ?									
Issuing Authority ?									
Document Number ?									
Expiration Date (if any)(mm/dd/yyyy) ?									
Document Title ?									
Issuing Authority ?									
Document Number ?									
Expiration Date (if any)(mm/dd/yyyy) ?									
				Additional Information ?				QR Code - Sections 2 & 3 Do Not Write in This Space	

# Section 2: Certification

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy):  (See instructions for exemptions)

Signature of Employer or Authorized Representative <input type="text"/>		Today's Date (mm/dd/yyyy) <input type="text"/>		Title of Employer or Authorized Representative <input type="text"/>	
Last Name of Employer or Authorized Representative <input type="text"/>		First Name of Employer or Authorized Representative <input type="text"/>		Employer's Business or Organization Name <input type="text"/>	
Employer's Business or Organization Address (Street Number and Name) <input type="text"/>			City or Town <input type="text"/>		State <input type="text"/> <div> <input type="text"/> </div>
					ZIP Code <input type="text"/>

- Use online form, drop down functionality assists you in getting it right
- Fill out certification block including first date of employment and all requested employer information
- Sign and Date
  - Within 3 business days of the employee's first day of employment

Monday	First Day of Work Employee completes Section 1
Tuesday	
Wednesday	
Thursday	Form I-9 Due Employer completes Section 2

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# Section 2: Common Errors

- Incorrect documents used
  - Visa Stamp
  - Social Security Card with restrictions
  - Foreign Birth Certificate
- First date of employment not completed
- One document from List A and one document from List B or C are used
- Employer signs section 2 and section 3
- Copies are not clear
- Employer signs more than 3 business days after employment begins



# Let's walk through some examples



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# US Citizen

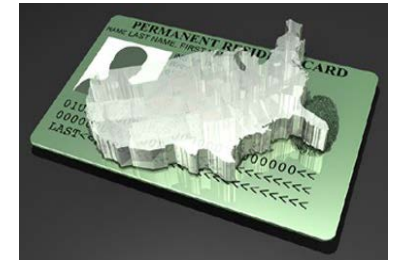


- Section 1
  - Employee must complete on or before 1<sup>st</sup> day of work
- Section 2
  - Complete within 3 business days of the date employment begins

## Common Evidence of Work Documents

List A	List B	List C
US Passport	Drivers License	US Birth Certificate
US Passport Card	School ID	Unrestricted Social Security Card

# Lawful Permanent Resident



- Section 1
- Must complete on or before 1<sup>st</sup> day of work
  - Employee must enter Alien Registration Number/USCIS Number
- Section 2
  - Take a copy of the front and back of the Permanent Resident card if provided
  - Complete within 3 business days of the date employment begins

## Common Evidence of Work Authorization

List A	List B	List C
Perm Res Card/Green Card	Drivers License or School ID	Unrestricted Social Security Card



# F1 Student



## – Section 1

- Must complete on or before 1<sup>st</sup> day of work.
- Employee must enter an expiration date (or N/A) and complete subsection 1 **OR** 2 **OR** 3

## – Section 2

- IMPORTANT: Student must print their I-94
- Complete within 3 business days of the date employment begins
- Must be sponsored by UConn

## Common Evidence of Work Authorization

List A	List A	List A
Foreign Passport	I-94	I-20

# J1

## Exchange Visitor Student



### – Section 1

- Must complete on or before 1<sup>st</sup> day of work.
- Employee must enter an expiration date (or N/A) and complete subsection 1 **OR** 2 **OR** 3

### – Section 2

- Complete within 3 business days of the date employment begins
- Employer must enter the documents provided in the appropriate list
- Work Permission Letter is required
- Must be a UConn student
- Does not have to be sponsored by UConn

### Common Evidence of Work Authorization

List A	List A	List A
Foreign Passport	I-94	DS 2019

# J1

## Exchange Visitor Non-Student



### – Section 1

- Must complete on or before 1<sup>st</sup> day of work.
- Employee must enter an expiration date (or N/A) and complete subsection 1 **OR** 2 **OR** 3

### – Section 2

- Complete within 3 business days of the date employment begins
- Employer must enter the documents provided in the appropriate list
- Must be sponsored by UConn

## Common Evidence of Work Authorization

List A	List A	List A
Foreign Passport	I-94	DS 2019

# H1B, TN, O



## – Section 1

- Must complete on or before 1<sup>st</sup> day of work.
- Employee must enter an expiration date (or N/A) and complete subsection 1 **OR** 2 **OR** 3

## – Section 2

- Complete within 3 business days of the date employment begins
- Employer must enter the documents provided in the appropriate list
  - Important note – The expiration date is found in the top section of from I-797A
  - Must be sponsored by UConn

## Common Evidence of Work Authorization

List A	List A
Foreign Passport	I-94

# Employment Authorization Document

## – Section 1

- Must complete on or before 1<sup>st</sup> day of work.
- Employee must enter an expiration date (or N/A) and complete subsection 1 **OR 2 OR 3**

## • Section 2

- Complete within 3 business days of the date employment begins
- Employer must enter the documents provided in the appropriate list
- Take a copy of the front and back of the EAD card

## Common Evidence of Work Authorization



### List A

Employment Authorization Card

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# Section 3

- Section 3 can be completed, instead of completing Sections 1 and 2, in certain situations
  - When the List A or List C documents have expired for Aliens authorized to work in the US
  - When the work authorization status and/or documents have changed
  - When rehiring employees who have returned within 3 years of completing the original Form I-9



# Section 3

<https://www.uscis.gov/i-9-central/learning-resources>

# Reverification

- Reverifications are not completed when
  - US passports or passport cards expire
  - Alien registration receipt cards/Permanent resident cards expire
  - List B documents have expired
- Reverifications are completed when
  - Work authorization has changed
  - Work authorization documents have expired





# Reverification

**SPECIAL  
HANDLING**

## Special Cases

- H1-B Extension Procedure
  - With timely submission of I-129 petition seeking an extension
  - Employee can work for a period not to exceed 240 days
  - Provide copy of receipt notice
  - In section 2 of original, write “240 Day Ext” and enter date Form I-129 was submitted in the Additional Information Field. Or update section 1 by crossing out expiration, and writing in new automatic extension date and initial and date.
  - Must reverify once decision is received
- EAD
  - In general a USCIS Receipt notice is not an acceptable document
    - It may be presented in certain circumstances
  - Contact Payroll with questions

# Reverification

- Section 3
  - Employees may need to provide documents, but do not need to complete section 1
  - Employers complete Page 2, Section 3.
- Only Reverifications using Page 2 of the new Form I-9 will be accepted.
  - Form must have expiration date of 08/31/2019
  - Do not reverify using old Form I-9 or copies
  - Do not re-use forms where Section 3 has been completed. Print a new form and complete section 3 in the space provided



# Rehire

- If you rehire an employee within 3 years from the date their Form I-9 was previously completed  
AND
- Employee does not need to provide additional documentation if the previous employment authorization has not changed/expired
- Employers have the option to complete a new Form I-9



# Do's and Don'ts

## Do

- Provide instructions to your new employee
- Review Original Documents
- Complete the form on-line when possible
- Review section 1 for errors and ask your employee make corrections
- Ask questions!
- Use current form found at [WWW.USCIS.gov](http://WWW.USCIS.gov)



## Don't

- Tell the employee which documents to bring
- Email Form I-9 and/or supporting documents
- Request or accept emails of Form I-9 or supporting documents
- Complete lists A, B and C. It's List A OR List B AND C
- Allow student employees to complete sections 2 or 3 as the employer
- Allow employee to complete section 2 or 3. This is the employer section



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# Questions?



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