

# UNIVERSITY of NORTHERN COLORADO



*Office of Human Resource Services*

## **Introduction to Employment Eligibility Verification**

**The Act:** The 1986 Immigration Reform and Control Act (IRCA) sought to control illegal migration by eliminating employment opportunity as a key incentive for unauthorized persons to come to the U.S. IRCA's core prohibition is against the hire or continued employment in the U.S of an alien whom the employer knows is unauthorized for the employment. IRCA makes all U.S. employers responsible for verifying through a specific process the identity and work authorization or eligibility of all individuals, whether U.S. citizens or not, hired after November 6, 1986. To implement this, employers are required to complete Employment Eligibility Verification Forms I-9 for all employees. An employer's obligation to review documents is not triggered until a person has been hired, whereupon the new employee is entitled to submit a document or combination of documents of his choice (from List A or a combination of a List B and List C document on the reverse side of the I-9 form) to verify his identity and work eligibility. Hired is defined as actual commencement of employment of an employee for wages or other remuneration. The employee must complete Section 1 of the I-9 Form by the date of hire (i.e. no later than the date on which employment services start). Employees must present original documents. For a list of authorized documents from each list, visit <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>.

**Employer's Responsibility:** Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for duration of less than three business days, Section 2 must be completed at the time employment begins.

**Employee's Responsibility:** Pursuant to the above mentioned Act, employees are required to visit the Human Resources department at Carter Hall, Room 2002, the first (1<sup>st</sup>) day of employment to complete the I-9 Form and must provide appropriate, original supporting documents to the Human Resources department within three (3) business days of employment. ***Refusal to provide his/her signature or attestation or failure to supply appropriate documentation will be grounds for the withdrawal of the employment offer to the employee.***