

# I-9 Completion

## Employment Eligibility Verification



# UNC

# Background

## IRCA

In 1986, in an effort to control illegal immigration, Congress passed the Immigration Reform and Control Act

- Forbids employers from knowingly hiring individuals who do not have work authorization in the U.S.

## Working in the U.S.

Individuals who may legally work in the United States:

- Citizens of the United States
- Noncitizen nationals of the United States
- Lawful Permanent Residents
- Aliens authorized to work



# Employment Verification

**To comply with employment eligibility verification provisions we must:**

- Verify the identity and employment authorization documents of employees
- Complete and retain a Form I-9 for each employee hired
- Refrain from discriminating against individuals on the basis of actual or perceived national origin, citizenship or immigration status



# Our Process

## **Supervisor:**

- Have employee complete I-9 on or before their first day of work (after offer of employment)
- Review acceptable documents no later than three (3) days after the employee starts work
- Photocopy the documents
- Complete Section 2 of the form
- Send completed document with photocopies to HR immediately following completion
- Re-verify employee, if required

## **Human Resources:**

- Run E-Verify
- Notify employee & supervisor of any errors
- Store completed documents

# Form I-9 Requirements

**All U.S. employers must have a Form I-9 on file for all current employees.**

- Revised form must be used.



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
**Expires 08/31/2019**

# Lists of Acceptable Documents

You must make the Lists of Acceptable Documents available to your employee when he or she is completing the Form I-9.

The employee must provide:

- One document from **List A**  
**OR**
- One document from **List B**  
**AND** one document from **List C**

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

# Section 1: Employee Information

- To be completed by EMPLOYEE
- Employer must verify Section 1 is complete
- Employee's email address is an optional field
  - Employees should enter N/A if choose to skip field
- Employers should not enter their business email address in Section 1

<b>Section 1. Employee Information and Attestation</b> <i>(Employees must complete and sign Section 1 of Form I-9 no later than the <b>first day of employment</b>, but not before accepting a job offer.)</i>					
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 <b>optional</b>		Employee's Telephone Number

# Section 1: Employee Attestation

- The employee must select one of the four categories and sign and date Section 1
- All employees must complete Section 1 no later than the **first business day** of employment for pay

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 ( <i>See instructions</i> )
<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. ( <i>See instructions</i> )

*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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Signature of Employee	Today's Date (mm/dd/yyyy)
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# Section 1: Preparer/Translator (P/T) Certification

This certification is required when Section 1 is prepared by someone other than the employee.

- Employees must check the first box if they don't use a preparer or translator

## Preparer and/or Translator Certification (check one):

☒ I did not use a preparer or translator.    ☐ 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.)

**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.**

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

# Section 2: Employer Certification of Document Review

- Completed by **EMPLOYER**
- Must be completed no later than three (3) business days after the employee begins work for pay
- Employer must examine **original** documents
- Documents must be **unexpired**

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.")					
Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Authorization		OR List B Identity		AND List C Employment Authorization	
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		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space	
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
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		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town	State	ZIP Code

# Section 2: Examining Documents

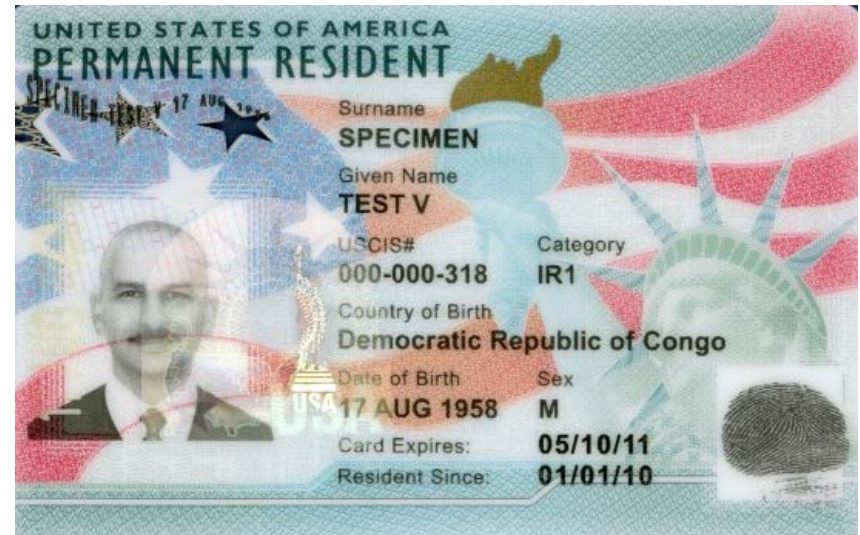
- You are not required to be a document expert
- You must accept a document presented by an employee if it if:
  - Reasonably appears to be genuine
- AND
- Relates to the individual presenting it
- The document must be original – photocopies are not acceptable
  - Exception: Certified copy of a birth certificate



# Redesigned Green Cards and Employment Authorization Documents

As of May 1, 2017 the Permanent Resident Card (Form I-551) and Employment Authorization Document (Form I-766) have been redesigned with:

- Enhanced graphics and fraud-resistant security features
- A unique graphic image and color palate Green Cards will have an image of the
  - Statue of Liberty and a predominately green palette
- EAD cards will have an image of a bald eagle and a predominately red palette



# Employment Authorization Document (EAD) Auto-Extension

- Effective Jan 17, 2017
- Rule for Retention of EB-1, EB-2, and EB-3 Immigrant Workers and Program Improvements Affecting High-Skilled Nonimmigrant Workers
- Auto-extends validity period of certain EADs for up to 180 days
- Employers use expired EAD with Form I-797C
- Form I-9 guidance: Handbook for Employers (M-274) and Auto-Extended EAD Fact Sheet

## Employment Authorization Document (Form I-766) Sample



The category notation appears on the face of the Employment Authorization Document (Form I-766) under "Category."

The expiration date appears on the face of the Employment Authorization Document (I-766) to the right of "Card Expires."



# Section 2: Receipt Rule

**There are only three type of acceptable receipts:**

1. A receipt showing that your employee has applied to replace a document that was lost, stolen or damaged.
  - Employee must present a replacement document within 90 days of the hire date.
  - You cannot accept receipt if employment is less than 3 days.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual.
  - Receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date.
  - Employee must show you their Permanent Resident Card (I-551) upon expiration.
3. The departure portion of the Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code “RE”.
  - Employee must present an EAD or List B document and unrestricted Social Security Card within 90 days of the hire date.

# Section 2: Copying Documents

**You must copy documents for ALL employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.**

# Section 3: Reverification & Rehires

- You **MUST** re-verify an employee using Section 3 if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
- Rehire the **EMPLOYEE** within 3 years of the date of initial execution of the Form I-9\*
- Update the biographic information of an employee

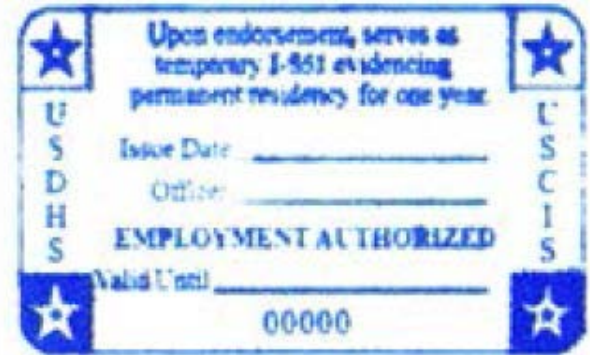
Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name <i>(if applicable)</i>			B. Date of Rehire <i>(if applicable)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i>
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative	



# Section 3: When to Reverify

## Re-verify

- When employment authorization document (List A or C has an expiration date
- Form I-94 with a temporary I-551 stamp
- An unexpired foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV)
- Expired Permanent Resident Card presented with a Form I-797 (Notice of Action)



I-551 Stamp

## Do Not Re-verify

- U.S. Passport or Passport Card
- Permanent Resident Card (Form I-551)
- List B documents



# Correcting Form I-9

**If you discover a mistake on Form I-9, correct the existing form OR prepare a new Form I-9**

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction.
- If you do a new Form I-9, retain the old form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action

## Missing Forms

**If you discover you are missing the Form I-9 for an employee:**

- Provide the employee with a Form I-9
- Complete the Form I-9 as soon as possible
- DO NOT backdate the Form I-9



# What is E-Verify

## **Web-Based service**

- Electronically verifies the employment eligibility of Newly hired employees
- Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)

## **Verification Completed by HR**

- As soon as the I-9 is complete, send to HR to complete the E-Verify check
- If there is an issue with the documents or employment eligibility, HR will notify the employee and the supervisor

# I-9 Review

**Identify the document that is an acceptable List B document for Form I-9 purposes:**

A. French Passport

B. Canadian Driver's License

C. Sandwich Club card from local deli

D. Hospital-issued Birth Certificate

# I-9 Review

**The document provided by the employee is obviously a fake document. Your response should be:**

- A. Complete the Form I-9 and say nothing to the employee because you're not required to be a document expert.
- B. Tell the employee that you cannot accept the document**
- C. For a social security card – contact the Social Security Administration, for a Passport – contact the Dept. of State. All other documents – contact the Dept. of Homeland Security.
- D. Complete the Form I-9 and include a memo noting the concern for future audits.

# I-9 Review

**It is best practice for employers to tell new hires to bring their driver's license and social security card or birth certificate with them on their first day of work in order to timely complete Form I-9.**

A. True

**B. False**

# I-9 Review

**As the one completing the Form I-9 on behalf of UNC, you must attest, under the penalty of perjury, that you have examined the documents presented, that the documents appear to be genuine and relate to the employee, and to the best of your knowledge the employee is authorized to work in the U.S.**

**A. True**

**B. False**

# I-9 Review

**May an employer request – so long as it does not require – that all lawful permanent residents provide their “green card” (aka. Form I-551) as proof of identity and work authorization for the Form I-9?**

A. Yes

**B. No**

C. Yes, but only if the employer assisted the employee in obtaining permanent residence.

D. Yes, but only if the employee is paid hourly.



# QUESTIONS?

**UNC**

# Injury/Illness Reporting

## Workers' Compensation Claims



# UNC

# Reporting Injuries

- **If the injury is life or limb threatening injury, call 911**
  - Employee can refuse transport by ambulance, but will need to sign a release form.
- Contact HR following the injury
  - HR will provide current list of designated medical providers
- Complete Injury/Illness form and submit to HR
  - As soon as possible, but no later than **4 days** after the injury
  - Even when not seeking medical attention



# Treatment

- If treatment is required
  - HR will work with employee to schedule appointments with DMP
  - If treated in an urgent care center or ER for first visit, submit paperwork to HR
    - If this is not done the employee will be billed for the appointment
- At appointment, employee will receive a Physician's Report
  - Must provide a copy to manager immediately following the appointment
  - Form will outline any work restrictions as a result of the injury
  - HR will receive a copy from the physician and maintain a copy in the employee's medical file



# After the Claim is Filed

- Manager should review the Physician's Report & restrictions with the employee and make any necessary adjustments to his/her work schedule and clarify expectations
- If employee is unable to perform regular duties due to injury, some alternative work ideas:
  - Safety training videos on Pinnacol site
  - MS Classes to improve skills (Word, Excel, PowerPoint)
  - SkillSoft Training Library (Communications, Compliance, etc.)
  - Track time away from work due to injury and notify HR of hours missed

# Workers' Comp Doesn't Cover

- Injuries caused by intoxication or drugs
- Self-inflicted injuries
- Injuries from a fight started by the employee
- Injuries resulting from horseplay or violation of company policy
- Felony-related injuries
- Injuries suffered while off the job
- Injuries claimed after an employee is terminated or laid off

# Forms

<http://www.unco.edu/human-resources/>

- HR Website → Employee Resources → HRS Forms → Benefits, Health/Safety → Injury Illness Report Form
- Please use the updated forms posted on the website

# QUESTIONS?

**UNC**





# THANK YOU!

Human Resources  
Student Employer Training  
06/01/2018



UNIVERSITY OF  
**NORTHERN**  
**COLORADO**