I-9 Policy Training
Trainer Introduction

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Department: Human Resources
Trainer Introduction

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Department: International Students and Scholars
Housekeeping

- Cell Phones
- Breaks
- Restrooms
Learning Topics

- Overview of USCIS Policy
- Overview of UCR Local Policy
  - Policy Summary
  - Responsibilities
  - Procedures
- Links/Resources
- I-9 Form Brief Overview
  - Section 1 - Employer
  - Section 2 - Employee
  - Section 3 - Reverification
- Visa Types
  - Completing Section 2 for Foreign Nationals
  - Foreign Documents Needed (e.g. passport, I-94 print, I-20, ds2019 etc..)
  - Receipt Rules and Exceptions
- Give us your Feedback
Overview of USCIS Policy
In 1986, Congress reformed U.S. immigration laws. These reforms preserved the tradition of legal immigration while seeking to close the door to illegal entry. The employer sanctions provisions, found in section 274A of the Immigration and Nationality Act (INA), were added by the Immigration Reform and Control Act of 1986 (IRCA). These provisions further changed with the passage of the Immigration Act of 1990 and the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996. The purpose of the employer sanctions law is to require employers to hire only individuals who may legally work here: U.S. citizens, noncitizen nationals, lawful permanent residents, and aliens authorized to work.
Overview of UCR Policy

Summary

- To comply with the law, the University must verify the identity and employment authorization of each person we hire, complete and retain a Form I-9 Employment Eligibility Verification, for each employee and refrain from discriminating against individuals on the basis of national origin or citizenship.
- The University must complete a Form I-9 for every new employee we hire after November 6, 1986.
Overview of UCR Policy

System of Record

- Effective August 2018, Tracker I-9 Complete (Tracker) will be the repository of all I-9 records.
- Tracker will be utilized as a system of record, with the campus Hiring Departments/Shared Service Centers (SC) having the responsibility for reviewing and verifying all Form I-9 related documents.
Responsibilities
Responsibilities

Department/Shared Service Center Responsibilities

Review and ensure the employee properly completes section one of the Form I-9 within Tracker.

- Designate a HR/AP staff member to conduct Form I-9 verifications.
- Ensure employees designated to conduct Form I-9 verifications have been trained to use Tracker and understands USCIS I-9 employment eligibility requirements.
- Establish a verification process to ensure verifications are completed within three (3) business days.
- Take action to discontinue employment of an employee who cannot provide proof of current work authorization.
Responsibilities

Employee Responsibilities

• Must complete Section One (1) of Form I-9 in its entirety by the first day of employment for pay.
• Present original document(s) that establish identity and employment eligibility within three (3) business days of the date employment begins.
• If an employee is unable to present a required document, the employee must present an acceptable receipt in lieu of a document.

Monday-Thursday Example
Monday is employees first day
• Section 1 due date = Monday
• Section 2 due date = Thursday
Procedures

Employee Designated to Conduct Form I-9 Verification
An employee designated to review Form I-9's is required to attest under penalty of perjury, that to the best of his/her knowledge, the individual hired is authorized to work in the U.S., and that any documents presented appear to be genuine and related to the individual.
Procedures

Processing A New Hire

- An employee has two options:
  - Complete Section 1 of Form I-9 in person; or
  - Complete Section 1 of Form I-9 in Tracker by using a link provided by the hiring department or SSC.

- Ensure the employee has properly completed Section 1 of the Form I-9 in Tracker.
- Examine original, non-laminated document(s) presented by the employee to ensure they are not expired. **Do not accept expired documents.**
Procedures

Acceptable Receipts in Lieu of Documentation

- All employees (replacement: lost, stolen, or damaged)
- Lawful Permanent Resident Only (Form I-94/I-94A with a temporary I-551 stamp and photo)
- Refugees Only (Form I-94/I-94A)

Departments/SSC will be responsible for following up with any employee who submits an acceptable receipt.
Procedures

Complete Section two (2), including the:

- **Document Title** (e.g., Drivers License and Social Security Administration)
- **Issuing Authority**
- **Additional Information Box** (Use to note specific items or special circumstances)
- **Do Not Backdate**
- **Electronic Submission of the Acceptable Documents**
Pending Updates

- Tracker I-9 Complete
- Records Retention
- Remote Hires
Links/Resources

- Link to USCIS website
- UCR Local I-9 Policy
- Handbook for Employers
- USCIS List of Acceptable Documents
- Form I-9
- Remote Hire Notary Notice Form and Instructions
- Immigration Reform and Control Act of 1986 (IRCA)
Form I-9 Brief Overview
Form I-9 Brief Overview

- Since verification of the employment authorization and identity of new hires became law in 1986, Form I-9 has been the foundation of the verification process.
Form I-9 Brief Overview

Section 1
• Employee completes on or before first day of work;

Section 2
• Employer completes within three business days of first date of work;

Section 3
• Employer completes before current expiration date listed in Section 2
Form I-9 Brief Overview

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

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):

☐ A citizen of the United States

☐ A noncitizen national of the United States (See Instructions)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

☐ Some aliens may write “NA” 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:          OR

2. Form I-94 Admission Number:          OR

3. Foreign Passport Number:          OR

Country of issuance:

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 “List of Acceptable Documents.”)

Employee Info from Section 1

Last Name (Family/Name)          First Name (Given Name)          M.I.          Citizenship/Immigration Status

List A

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

List B

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

List C

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Additional Information

Off-Cite - Section 2 & 3 Do Not Write In This Space
### Form I-9 Brief Overview

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name (Family Name)</strong></td>
<td><strong>First Name (Given Name)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Middle Initial</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Date (mm/dd/yyyy)</strong></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today's Date (mm/dd/yyyy)</th>
<th>Name of Employer or Authorized Representative</th>
</tr>
</thead>
</table>
## Foreign Documents Needed

**Work Authorization Documents**

<table>
<thead>
<tr>
<th>Category</th>
<th>Documents Required</th>
</tr>
</thead>
</table>
| F-1 Student    | • Passport  
• I-20  
• I-94 print-out |
| F-1 OPT        | • EAD Card                                |
| E-3 Spouse     | • EAD Card                                |
| J-2 Spouse     | • EAD Card                                |
| J-1            | • Passport  
• DS 2019  
• I-94 print-out |
| H-1B/O-1       | • Passport  
• I-94 print-out |

**Legal Permanent Resident (LPR) aka Green Card**

• Green Card
Completing Section 2 for F-1 Students

List A

- Unexpired foreign Passport – For Identity
- I-94 Admission # and expiration date as (D/S)
- Form I-20
Completing Section 2 for J-1 Visa Holders

**List A**

- Unexpired Passport – For Identity
- I-94 Admission # and expiration date as (D/S)
- DS 2019

### 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.”

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSPORT</td>
<td></td>
</tr>
<tr>
<td>CHINA</td>
<td></td>
</tr>
<tr>
<td>CH1234568</td>
<td></td>
</tr>
<tr>
<td>01/01/2026</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-94</td>
<td></td>
</tr>
<tr>
<td>DS/USCIS</td>
<td></td>
</tr>
<tr>
<td>987654321</td>
<td></td>
</tr>
<tr>
<td>06/30/2020</td>
<td></td>
</tr>
</tbody>
</table>

### List B

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF STATE</td>
<td></td>
</tr>
<tr>
<td>DS 2019</td>
<td></td>
</tr>
<tr>
<td>N0021345678</td>
<td></td>
</tr>
</tbody>
</table>

### List C

**Additional Information**

[QR Code: Sections 2 & 3. Do Not Write in This Space]
Completing Section 2 for H-1B Visa Holders

List A

- Unexpired Passport – For Identity
- I-94 Admission # and expiration date

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AN1731086</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2025</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1-94/1-797</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DHS/USCIS</td>
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<td>20366216985</td>
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<td></td>
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</tr>
<tr>
<td>06/30/2021</td>
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<td></td>
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</tr>
</tbody>
</table>
Completing Section 3 for H-1B Extension

List A

☐ Unexpired Passport – For Identity

☐ I-94 Admission # and expiration date with previous employer

☐ Handbook States to write AC-21, 240-Day Ext and date I-129 submitted to USCIS in Additional Information box in Section 2
Completing Section 2 for Employment Authorization Documents

List A

- Only List A item is needed
- Could be for anyone of the following:
  - J-2
  - H-4
  - pending green card holders
  - F-1 OPT Student
Completing Section 2 for Legal Permanent Residents

List A

- Only List A item is needed
- No need to re-verify Legal Permanent Resident (aka, LPR, Green card holder)
Receipt Rules and Exceptions

Accept I-797 Receipt Notices
- H-1B Extension
- F-1 OPT/STEM Extension

Do Not Accept I-797 Receipt Notices
- For initial work authorization applications

H-1B Extensions - 240 Day Rule
- The H1B employee may continue to work for UCR for an additional 240 days beyond the expiration while the application for extension of stay is pending.

F-1 OPT STEM Extensions
- A student who has timely filed an application for a 24-month STEM OPT extension with USCIS may work for the STEM OPT employer while the STEM extension application is pending, for up to 180 days beyond the expiration of his or her prior post-completion OPT.
Your Feedback Please

http://ucriverside.az1.qualtrics.com/jfe/form/SV_2aUiijs53hBxYtT
Thank You