

I-9 Training

April 3, 2009

Agenda

- Discuss the importance of completing the Form I-9
- The new Form I-9: Effective April 3, 2009
- Avoid making common errors
- Ongoing updates
- Recap: Quiz

Importance of the Form I-9

- Used to establish an employee's identity and eligibility to work in the United States.
- Every employee hired after November 6, 1986 is required to complete a Form I-9.
- Form I-9 must be completed within first 3 days of hire. Section 1 must be completed by the employee on first day of hire.
- Employer is responsible for paperwork errors
 - Paperwork violations range from \$110 -\$1,100 for each Form I-9.

Revised Form I-9

- Effective this Friday, April 3, 2009.
 - Discard all unused forms and delete any previous versions that are saved on your computers.
 - Current version will always be available on the HR Website at:
<http://humanresources.cua.edu/forms/>.
- All Documents must be Unexpired.

Avoiding Common Errors

- Ensure that all sections have been properly completed.
 - Employee has attested to Status in Section 1.
 - Necessary Signatures are on the Form.
 - Certify employee's start date.
- Employee and Employer must complete the Form I-9 in a timely manner.
- Accept authorized documentation only.
 - Refer to the List of Acceptable Documents
 - Social Security Cards that say, "Not Valid for Employment" or "Valid only with DHS Work Authorization" should not be accepted as a List C item.

Foreign Documentation

- Please continue to direct all employees with foreign documentation to complete their I-9s in The Office of Human Resources, The Office of the Provost, or ISSS.

Ongoing Updates

- Most recent version of the Form I-9 is always available on the Forms and Applications Page of the HR Website.
- Review the expiration date of the Form I-9 in the upper right hand corner.
- Notifications sent from HR regarding updates.

Quiz