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