

Tech Training: Tech Hiring

FORM I-9 CHANGES

THESE UPDATES AFFECT ALL NEW EMPLOYEES, INCLUDING STUDENT WORKERS!

Once again, the University will face the challenge of implementing changes to the I-9 Employment Eligibility Verification Form (Form I-9) required by U.S. Citizenship and Immigration Services (USCIS). This latest change affects anyone who hires new employees—including the hiring of students.

The USCIS requires all employers to collect an I-9 Employment Eligibility Verification Form that proves a new employee has the documentation required to legally work in the U.S. In the past, employers were allowed up to three days from the point of hire to complete Form I-9. The USCIS has now changed the date of completion to be the first day of employment. The three-day grace period no longer exists. If the HR team does not have Form I-9 completed for the new employee—including student employees—on day one, then the employee cannot return to work on day two!

I-9 compliance is very difficult on several groups, including adjunct professors, summer coaches, and employees working away from campus. Please contact Janel Hart or April Evans to discuss how the HR team can provide support for new employees on their first day of work.

Implementing the new Form I-9 is most challenging with student employees, particularly international students who may not have the right paperwork to complete the I-9. For students, the University is currently placing a 'W' sticker on their ID that shows they have completed all the necessary paperwork to be employed. Please do not let a student work any hours without verifying that he/she has the 'W' sticker on his student ID.

The reason this change is so important to the University is that the fines for each failed I-9 are increasing from a minimum of \$216 per form to \$2,156 for each form. Taylor simply cannot afford to be wrong on I-9 forms. Form I-9 changes will take effect on January 1, 2017. Please do not allow a new employee to do any work until he/she has completed all the necessary paperwork!