

HR ESSENTIALS FORM I-9 VERIFICATION PROCESS

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Disclaimer

The information contained in this seminar is intended for educational purposes only and may contain references to Immigration and employment laws. It is not to be substituted for legal advice. Specific questions regarding I-9 processing, the E-Verify process or Workday rules related to the I-9 function, or any of the foregoing subject matter should be directed to the University of Texas at Austin Human Resources Service Center.

For more information on the law and regulations please see refer to the E-verify Web site: www.e-verify.gov

Agenda

Background of Immigration Reform and Control Act (IRCA)

Employment Verification and completing Form I-9 / I-9 Process

Acceptable Documents for the verification I-9

Immigrant and Employee's Rights

I-9 Examples

Examining Document Requirements

Using Document Receipts

Reverifications and Rehire Process

Form I-9 Exceptions

Avoiding and Correcting Errors

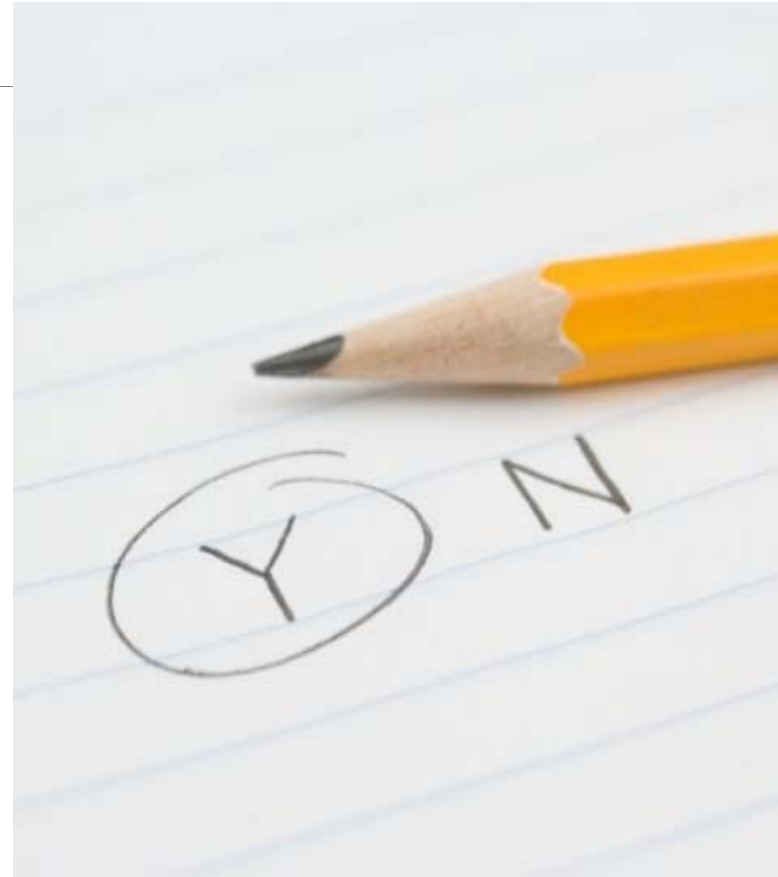
Penalties

Best Practices

Pre-test

1. **An employee who does not have a social security is not allowed to work without completing a Form I-9:**
 - a. True False

2. **Employees who are working 0% effort will not need a Form I-9?.**
 - a. True False
3. **All University of Texas at Austin student employees are exempt from completing a Form I-9.**
 - a. True False
4. **The law requires that employees complete the Form I-9 on their first day of work.**
 - a. True False
5. **If an employee is living outside of the United States and working for U.T. Austin do they need to complete an I-9 during their initial onboarding?**
 - a. True False
6. **Employees who have an expired work authorization are allowed to remain working for U.T. (Under "normal" non-pandemic circumstances)?**
 - a. True False
7. **One of my documents are expired, can I still use it to verify my employment?**
 - a. True False



Immigration Reform and Control Act (IRCA) Background

In 1986, in an effort to control illegal immigration, congress passed the **Immigration Reform and Control Act (IRCA)**.

IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

The employment eligibility verification provisions, and sanction, of IRCA are found in Section 274A of the Immigration of Nationality Act (INA).



Working in the U.S.


Individuals who may legally work in the United States are:

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



Employment Verification

To comply with the employment eligibility verification provision of the INA an employer must:

- Verify the identity and employment authorization documents of employees hired after November 6, 1986
 - Complete and retain a Form I-9 for each employee hired after November 6, 1986
 - Refrain from discriminating against individual on the basis of actual or perceived national origin, citizenship or immigration status
- 

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of **unlawful conduct**:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Document abuse during Form I-9 process
- Retaliation

*Actual or perceived




Immigrant and Employee Rights Section (IER)

The anti-discrimination provisions of the INA are enforced by:

- Department of Justice Civil Rights Division
- Immigrant and Employee Rights Section
 - *Employees may contact the Immigrant and Employee Rights Section (IER) to obtain additional information regarding employment discrimination and employee rights and responsibilities**
 - 1-800-255-7688 (TDD: 1-800-616-5525)
 - Employers may also contact IER*
 - 1-800-255-8155 (TDD: 1-800-362-2735)
 - Callers may remain anonymous


Form I-9 Requirements

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

- The revised form has a revision date of 10/21/2019. As of May 1, 2020, employers must use this revised form for all newly hired employees and any necessary reverification.
 - Exception: Employers are not required to have Forms I-9 for employee hired on or before November 6, 1986.
 - You may delegate the authority to complete the Form I-9 to responsible agent, however, you will retain liability for any errors.
- 

Completing Form I-9

[Instructions](#) [Start Over](#) [Print](#)



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

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

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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):

<input type="checkbox"/> 1. A citizen of the United States [?]
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) [?]
<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. (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: [?]	QR Code - Section 1 Do Not Write in This Space
OR	
2. Form I-94 Admission Number: [?]	
3. Foreign Passport Number: [?]	
Country of Issuance: [?]	

Signature of Employee [?] Today's Date (mm/dd/yyyy) [?]



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 [?]

[Click to Finish](#)

 **Employer Completes Next Page** 

[Instructions](#) [Start Over](#) [Print](#)



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

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

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representatives 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 [?]
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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 [?]

[Click to Finish](#)

Form I-9 **Exceptions**

You are **NOT** required to complete **Form I-9** for the following:

- Casual domestic service employee working in a private household when work is sporadic, irregular or intermittent.
- Independent contractors for whom you do not set work hours, or provide tools to do the job.
- Employees working outside the United States*
 - *50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

List of Acceptable Documents

Use the most current [Form I-9](#) version 10/21/2019

You must make the List 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** & 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	OR	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
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
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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
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
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		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
		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. Native American tribal document
		5. U.S. Citizen ID Card (Form I-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Employment authorization document issued by the Department of Homeland Security
		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		(1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Section 1: Employee Information

Section 1. Employee Information and Attestation <i>(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.)</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 ? ▼
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

To be completed by **EMPLOYEE**.

Employer **MUST** verify [Section 1](#) is **COMPLETE**.

- All employees must complete Section 1 no later than the **First Day** of employment for pay.

Section 1: Employee Information and Attestation

Section 1. Employee Information and Attestation <i>(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.)</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 ?		Employee's Telephone Number ?

Employee's email address is an optional field

Employees should enter N/A if choosing to skip field

Employers should not enter their business email address in Section 1

Section 1: Employee Attestation

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 (See instructions) [?]	
<input checked="" type="checkbox"/>	3. A lawful permanent resident [?] (Alien Registration Number/USCIS Number): [?] A	Alien Number [?] Alien Number USCIS Number
<input type="checkbox"/>	4. An alien authorized to work [?] until (expiration date, if applicable, mm/dd/yyyy): [?] N/A Some aliens may write "N/A" 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: [?] N/A
OR
2. Form I-94 Admission Number: [?] N/A
OR
3. Foreign Passport Number: [?] N/A
Country of Issuance: [?] N/A

QR Code - Section 1
Do Not Write In This Space

Signature of Employee [?]	Today's Date (mm/dd/yyyy) [?]
------------------------------------	--

The **EMPLOYEE MUST** select one of the four categories and sign and date Section 1 of Form I-9.

All employee must complete [Section 1](#) no later than the **First Business Day** of employment for pay

Section 1: Preparer/Translator (P/T) Certification

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. No entries can be made in the fields as the box is equivalent to stating N/A.
 - Check the second box if they use a P/T, then choose from the drop down menu the number of preparers and translators used.

QUESTIONS ON SECTION 1

Section 2: Employer Certification of Document Review

Completed by EMPLOYER.

MUST be completed no later than **3 business days** after the employee begins 1st day of work for pay.

EMPLOYER MUST examine original documents **in presence of employee** to ensure documents have not been tampered with.

Documents MUST be **UNEXPIRED**.

The screenshot shows the USCIS Form I-9, Section 2: Employer or Authorized Representative Review and Verification. The form is titled "Employment Eligibility Verification" and is issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. It includes a USCIS logo and the form number I-9, OMB No. 1615-0047, and an expiration date of 08/31/2019.

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.")

Employee Info from Section 1: Last Name (Family Name) Washington, First Name (Given Name) George, M.I. A, Citizenship/Immigration Status 3

Identify and Employment Authorization (List A) OR Identify (List B) AND Employment Authorization (List C)

Document Title	Document Title	Document Title
Identify and Employment Authorization	Identify	Employment Authorization
Form: Resident Card (Form I-551)	N/A	N/A
Issuing Authority: U.S. Citizenship and Immigration Services	N/A	N/A
Document Number: L32E1044650-132	N/A	N/A
Expiration Date (if any)(mm/dd/yyyy): 04/02/2099	N/A	N/A
Document Title: N/A	Additional Information	GR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority: N/A		
Document Number: N/A		
Expiration Date (if any)(mm/dd/yyyy): N/A		
Document Title: N/A		
Issuing Authority: N/A		
Document Number: N/A		
Expiration Date (if any)(mm/dd/yyyy): N/A		

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): 04/26/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative: Martha Jefferson, Today's Date(mm/dd/yyyy): 4/26/2017, Title of Employer or Authorized Representative: HR Manager

Last Name of Employer or Authorized Representative: Jefferson, First Name of Employer or Authorized Representative: Martha, Employer's Business or Organization Name: Bald Eagle Flags Inc.

Employer's Business or Organization Address (Street Number and Name): 123 Ball of Rights Way, City or Town: Charles City, State: VA, ZIP Code: 20002

Click to Finish

Section 2: Examining Documents

Expectations

You are not required to be document expert

You **MUST** accept a document presented by an employee if it:

- 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

Employers may not specify which document or combination of documents that the employee should provide.

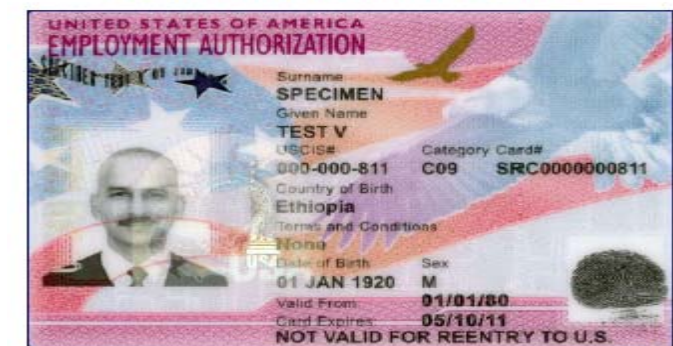
Redesigned Green Cards & Employment Authorization Documents

The Permanent Resident Card (Form I-551) and Employment Authorization Document (Form I-766) have been redesigned with:

- Enhanced graphics and farad 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



Permanent Resident Card



Employment Authorization Document

Employment Authorization Document (EAD) Auto-Extension

Effective Jan 17, 2017

Rule for Retention of EB-1, EB-2 and EB-3 Immigrant Worker and Program Improvements Affecting High-Skilled Nonimmigrant Workers

Auto Extends Validity period of Certain EAD's 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](#)

Visit [I-9 Central](#) for more information

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 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 day 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/I94A 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 may choose to make copies of employee documentation presented to you for Section 2.

- IF you choose to photocopy documents, you must do so for ALL employee, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.
- UT Austin only copies documents requiring a photo match (e.g. US passport/passport card, employment authorization card, EAD card, etc.)



QUESTIONS ON SECTION 2

Section 3: Reverification & Rehires

Employee Name from Section 1:		Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)	
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?	
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 (if any) (mm/dd/yyyy) ?	
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 (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?	

You **MUST** reverify 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*, for US citizens.
- Non-citizens require a new I-9 with any break in service, following UT Austin policy
- Update the **biographic information** of an employee, such as name change

* USCIS recommends completing a new Form I-9 for Rehires

Section 3: When to Reverify

Reverify

- 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)

Do Not Reverify

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

Currently, we have to re-verify permanent resident cards otherwise Workday will show the employee has expired work authorization



I-551 Stamp



Unexpired Foreign Passport with I-551 Stamp

Documentation for Different Visa Status

Most Common International Student/Scholar Status

- Visa Status can be found on the I-94 card / printout
- Make sure all documents provided are **UNEXPIRED**

F-1 Status

- Foreign Passport
- I-94
- Form I-20
- J-1 Status
 - Foreign Passport
 - I-94
 - Form DS-2019

H-1B Status

- Foreign Passport
- I-94

F-1 Status Example

The employee may present you with an Unexpired Foreign Passport, I-94, and Form I-20. These documents establish the employee's identity and employment authorization for Form I-9 purposes and should be recorded under List A in Section 2 of Form I-9.



Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 67500 [REDACTED]

Admit Until Date (MM/DD/YYYY): 03

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date (MM/DD/YYYY): 05/ [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: India

Date of Entry (MM/DD/YYYY): 09/03/2013

Class of Admission: F1

Effective April 20, 2013, CBP began automating the admission process. An alert is issued to be in possession of a proposed Form I-94. A record of admission date admission. See 2 CFR 119.0.

If an employer, local state or federal agency requests admission information, per required documents requested by that employer or agency.

Note: For security reasons, a record that you close your border after 5

Examples of I-94 Documents

Form I-94 or Form I-94A Arrival/Departure Record

U.S. Customs and Border Patrol or U.S. Citizenship and Immigration Services issue arrival-departure to nonimmigrants. This document indicates the bearer's immigration status, the date that the status was granted, and when the status expires.

While the I-94 will generally list D/S (duration of stay) as the expiration date, the duration of stay for employment cannot exceed their work authorization document expiration date.

Thus, the expiration date for the I-94 should be listed to match that on their work authorization document

Departure Number: 0000000000 00

OMB No. 1651-0111

5/25/13

U.S. Customs and Border Protection

Securing America's Borders

ADMITTED APR 20 2011

Class of Admission: F-1

Expiration Date: D/S

14. Family Name: S T U D E N T

15. First (Given) Name: I M A

16. Birth Date (Day/Mo/Yr): 0 1 0 1 7 0

17. Country of Citizenship: A N Y C I O U N T R Y

CBP Form I-94 (10/04)

See Other Side STAPLE HERE

Form I-94 Arrival/Departure Record

U.S. Customs and Border Protection

Securing America's Borders

OMB No. 1651-0111

Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 67808 [REDACTED]

Admit Until Date (MM/DD/YYYY): D/S [REDACTED] expiration date D/S

Details provided on Admission (I-94) form:

Family Name: M [REDACTED]

First (Given) Name: S [REDACTED]

Birth Date (MM/DD/YYYY): 08/ [REDACTED]

Passport Number: J08 [REDACTED]

Passport Country of Issuance: India

Date of Entry (MM/DD/YYYY): 05/25/2013

Class of Admission: F1

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Example of Form I-20

Form Name

Document Number

Expiration Date

School Name – In most cases will be University of Texas however, it is possible that is from another school with an endorsement for University if Texas at Austin employment on page 3.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1651-0038

SEVIS ID: N0009594678

SURNAME (LAST NAME) Sarin	GIVEN NAME Levin Yarno	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME LEVIN YARNO SARIN	PASSPORT NAME	
COUNTRY OF BIRTH PARSABTA	COUNTRY OF CITIZENSHIP YAMANA	
DATE OF BIRTH 01 MAY 1994	ADMISSION NUMBER	
FORM ISSUE REASON TRANSFER - F1/F2/F3	LEGACY NAME LEVIN YARNO	

SCHOOL INFORMATION

SCHOOL NAME Oweas Zoch Bilingual Oweas Zoch Bilingual	SCHOOL ADDRESS International Cultural Center, Lubbock, TX 79609
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Sarin Ronit International Student Counselor	SCHOOL CODE AND APPROVAL DATE DL214P00023010 21 AUGUST 2015

PROGRAM OF STUDY

EDUCATION LEVEL POSTGRADUATE	MAJOR 1 Engineering, General 14.0101	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 04 Months	PROGRAM ENGLISH PROFICIENCY None (0)	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 17 AUGUST 2015	PROGRAM END DATE 14 AUGUST 2015	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 21,354	Unsubsidized Funds	\$ 0
Living Expenses	\$ 10,754	Grants from This School	\$ 0
Expenses of Dependents (0)	\$ 0	Family	\$ 20,000
Health Insurance (Books)	\$ 3,300	On-Campus Employment	\$ 0
TOTAL	\$ 35,408	TOTAL	\$ 20,000

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were approved at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(d)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Sarin Ronit, International Student Counselor

DATE ISSUED: 13 July 2015

PLACE ISSUED: Lubbock, TX

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the school named above to release any information from my records needed by DHS pursuant to 8 CFR 214.2(d) to determine my admission/extension status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: Levin Yarno Sarin

DATE: July 13, 2015

NAME OF PARENT OR GUARDIAN: _____

SIGNATURE: _____

ADDRESS (city/state or province/country): _____

DATE: _____

New Hire EAD Example

New Hire EAD **Employment Eligibility Verification** **USCIS Form I-9**
 Department of Homeland Security U.S. Citizenship and Immigration Services
 OMB No. 1615-0047 Expires 08/31/2019

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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) Weasley First Name (Given Name) Ronald Middle Initial R Other Last Names Used (if any) N/A

Address (Street Number and Name) 709 Main Street Apt. Number N/A City or Town Lubbock State TX ZIP Code 79405

Date of Birth (mm/dd/yyyy) 03/01/1980 U.S. Social Security Number 1-1-3-4-5-6-7-8-9 Employee's E-mail Address ronald.weasley@ttu.edu optional Employee's Telephone Number (806) 342-5678 optional

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):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 12/25/2018

Some aliens may write "N/A" 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: L22426789

OR

2. Form I-94 Admission Number: N/A

OR

3. Foreign Passport Number: N/A

Country of Issuance: N/A

QR Code - Section 1
Do Not Write in This Space

Signature of Employee: Ron Weasley Today's Date (mm/dd/yyyy): 08/31/2018

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 preparer(s) and/or translator(s) 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 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) Weasley First Name (Given Name) Ronald M.I. R Citizenship/Immigration Status N/A

Identify and Employment Authorization **OR** List B Identity **AND** List C Employment Authorization

Document Title Employment Auth. Document (Form I-765) Document Title N/A Document Title N/A

Issuing Authority U.S. Citizenship and Immigration Services Issuing Authority N/A Issuing Authority N/A

Document Number SR01234567890 Document Number N/A Document Number N/A

Expiration Date (if any)(mm/dd/yyyy) 10/25/2018 Expiration Date (if any)(mm/dd/yyyy) N/A Expiration Date (if any)(mm/dd/yyyy) N/A

Document Title N/A Document Title N/A Document Title N/A

Issuing Authority N/A Issuing Authority N/A Issuing Authority N/A

Document Number N/A Document Number N/A Document Number N/A

Expiration Date (if any)(mm/dd/yyyy) N/A Expiration Date (if any)(mm/dd/yyyy) N/A Expiration Date (if any)(mm/dd/yyyy) N/A

QR Code - Section 2
Do Not Write in This Space

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): 05/01/2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative: [Signature] Today's Date (mm/dd/yyyy): 08/31/2018 Title of Employer or Authorized Representative: Coordinator

Last Name of Employer or Authorized Representative: _____ First Name of Employer or Authorized Representative: _____ Employer's Business or Organization Name: Texas Tech University

Employer's Business or Organization Address (Street Number and Name): 7100 Broadway City or Town: Lubbock State: TX ZIP Code: 79405

Section 3. Reverification (Employers or their authorized representative must complete and sign Section 3 if the employee's current employment authorization expires.)

A. New Hire (if applicable) B. Date of Rehire (if applicable)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Date (mm/dd/yyyy) _____

C. If the employee's previous grant of employment authorization contains employment authorization in the space provided, the employer or authorized representative must sign and date the document.

Document Title: _____

I attest, under penalty of perjury, that to the best of my knowledge the information is true and correct.

Signature of Employer or Authorized Representative: _____ Today's Date (mm/dd/yyyy): _____ Name of Employer or Authorized Representative: _____

EMPLOYMENT AUTHORIZATION CARD

Copy the front & back of the card.

J-1 Example on Form I-9

New Hire J1 Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 GMB No. 1615-0047
 Expires 08/1/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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): GRANGER | First Name (Given Name): HERMONA | Middle Initial: J | Other Last Names Used (if any): N/A

Address (Street Number and Name): 345 Main Street | No PO Boxes: N/A | Apt. Number: N/A | City or Town: Lubbock | State: TX | ZIP Code: 79505

Date of Birth (mm/dd/yyyy): 09/19/1976 | U.S. Social Security Number: 1-2-3-4-5-6-7-8-9 | Employee's E-mail Address: hermona.granger@tlu.edu | optional | Employee's Telephone Number: (936) 123-4567 | optional

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):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number: N/A)
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 12/31/2019

Some aliens may write "TMP" 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: N/A
 OR
 2. Form I-94 Admission Number: 17055630030
 OR
 3. Foreign Passport Number: N/A

Country of Issuance: N/A

Signature of Employee: *Hermona Granger* | Today's Date (mm/dd/yyyy): 08/31/2019

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 preparer and/or translator 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:

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

USCIS Form I-9
 GMB No. 1615-0047
 Expires 08/1/2019

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 "List A of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) (REQUIRED)	First Name (Given Name) (REQUIRED)	M.I.	Citizenship/Immigration Status
GRANGER		HERMONA	J	4

List A Identify and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
Document Title: Foreign Passport, Unexpired and not expired Issuing Authority: United Kingdom Document Number: 123456789 Expiration Date (if any) (mm/dd/yyyy): 05/15/2027		Document Title: N/A Issuing Authority: N/A Document Number: N/A Expiration Date (if any) (mm/dd/yyyy): N/A		Document Title: N/A Issuing Authority: N/A Document Number: N/A Expiration Date (if any) (mm/dd/yyyy): N/A

Additional Information:
 I approve letter TX Tech Unemployment document # 1576 45/20/2019

QR Code - Section 3 Do Not Print In This Space

End date from DS-2019 (Callout pointing to expiration date)

The expiration date on the sponsor letter will override this date if applicable. (Callout pointing to expiration date)

Add sponsor letter information if required. (see note in box below) (Callout pointing to QR code)

Cannot be a PO Box or MS (Callout pointing to address field)

Section 3. Reverification

A. New Name (if applicable)
 Last Name (Family Name):
 First Name (Given Name):

C. If the employee's previous continuing employment authorization Document Title:

J1 VISA STATUS
 Unexpired Passport Form I-94 Form DS-2019

I attest, under penalty of perjury, that the information presented is true and correct.

Signature of Employer or Authorized Representative: | Today's Date (mm/dd/yyyy):

If the visitor exchange category has the word "student" (excluding student intern) on the DS-2019, a sponsor letter is required.

H-1B Visa Example

This is not the current UT Austin practice. We require the foreign passport, I-94, and I-797A, and the I-797A document is recorded in List A.

An Unexpired Foreign Passport, Form I-94 or Form I-797 establish the employee's identity and employment authorization for Form I-9 purposes and should be recorded in Section 2 under List A of Form I-9.



AND



OR



Form I-797 Approval Notice Example

Form name can be found at top right corner

School or employer name can be found at top and bottom of page.

Valid dates of form can also be found at top and bottom of page.

Record the I-94 number on the Form I-9 and not the Receipt number.

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797A, Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER WAC-12-016-50960	PRIORITY DATE October 25, 2011	CASE TYPE I129 PETITION FOR A NONIMMIGRANT WORKER
NOTICE DATE February 01, 2012	PAGE 1 OF 2	PETITIONER TX TECH UNIV BENEFICIARY KWON, SUNG WOOK
TX TECH UNIV C/O DREW W CEPICA P O BOX 45004 LOBBOCK TX 79409-5004	Notice Type: Approval Notice Status: H1B Valid From 01/01/2012 to 12/13/2014 Consulate:	

The above petition and extension of stay have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Changes in employment or training may require you to file a new Form I-129 petition. Since this employment or training authorization stems from the filing of this petition, separate employment or training authorization documentation is not required. Please contact the DSO with any questions about the withholding.

The petitioner should keep the upper portion of this notice. The lower portion should be given to the worker. He or she should keep the right part with his or her Form I-94, Arrival/Departure Record. The I-94 portion should be given to the U.S. Customs and Border Patrol when he or she enters the United States. The left part is for his or her records. A person granted an extension of stay who leaves the U.S. must normally obtain a new visa before returning. The left part can be used in applying for the new visa, if a visa is not required, he or she should present it, along with any other required documentation, when applying for reentry in this new classification at a port of entry or pre-flight inspection station. The petitioner should file Form I-604, Application for Action on an Approved Application or Petition, to request that he notify consulate, port of entry, or pre-flight inspection office of this approval.

The approval of this visa petition does not in itself grant any immigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for admission to the United States, or for an extension, change, or adjustment of status.

THIS FORM IS NOT A VISA NOR MAY IT BE USED IN PLACE OF A VISA.

The Small Business Regulatory Enforcement and Fairness Act established the Office of the National Ombudsman (ONB)

Please see the additional information on the back. You will be notified separately about any other cases you filed.

U.S. CITIZENSHIP & IMMIGRATION SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 30111
LAGUNA NIGUEL, CA 92607-0111
Customer Service Telephone: (800) 375-5283
Form I-797A (Rev. 10/31/06)N

DETACH THIS NOTICE FROM RECORDS

Receipt# WAC-12-016-50960	221656409 24
I-94# 221656409 24	
NAME KWON, SUNG WOOK	United States Citizenship and Immigration Services
CLASS H1B	
VALID FROM 01/01/2012 UNTIL 12/13/2014	I-94 Departure Record Petitioner: TX TECH UNIV
PETITIONER: TX TECH UNIV P O BOX 45004 LOBBOCK TX 79409-5004	

TX Petition Number 221656409 24	TX Date of Birth 10/31/1973
TX Petitioner Name KWON, SUNG WOOK	TX Country of Citizenship KOREA, S

Form I-797A (Rev. 10/31/06) N

H-1B Example on Form I-9

New Hire H1B Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 09/30/2019

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): Weasley
 First Name (Given Name): Ginny
 Middle Initial: N/A
 Other Last Names Used (if any): N/A

Address (Street Number and Name): 705 Sullivan St
 Apt. Number: N/A
 City or Town: Lubbock
 State: TX
 ZIP Code: 79409

Date of Birth (mm/dd/yyyy): 02/11/1981
 U.S. Social Security Number: [Redacted]
 Employee's E-mail Address: gweasley@co.edu
 Employee's Telephone Number: (806) 322-4127 (optional)

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):

1. A citizen of the United States
 2. A national of the United States (See instructions)
 3. A lawful permanent resident (Alien Registration Number/USCIS Number) N/A
 4. An alien authorized to work (List expiration date, if applicable, mm/dd/yyyy): 02/14/2020

Some aliens may write "N/A" in the expiration date field. (See instructions)
 Aliens authorized to work must provide only one of the following document numbers to complete Part 4: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A
 OR
 2. Form I-94 Admission Number: 123456789
 OR
 3. Foreign Passport Number: N/A
 Country of Issuance: N/A

Signature of Employee: *Ginny Weasley*
 Today's Date (mm/dd/yyyy): 02/11/2020

Preparer and/or Translator Certification (check one)
 I did not use a preparer or translator. A preparer and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparer and/or translator 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: _____

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

USCIS Form I-9
 OMB No. 1615-0047
 Expires 09/30/2019

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 "List of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) Weasley, First Name (Given Name) Ginny, M.I. N/A, Citizenship/Immigration Status N/A

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: Driver's Passport, valid without endorsement		Document Title: N/A		Document Title: N/A
Issuing Authority: United States		Issuing Authority: N/A		Issuing Authority: N/A
Document Number: 123456789		Document Number: N/A		Document Number: N/A
Expiration Date (if any)(mm/dd/yyyy): 02/11/2020		Expiration Date (if any)(mm/dd/yyyy): N/A		Expiration Date (if any)(mm/dd/yyyy): N/A
Document Title: Form I-94/I-94A		Additional Information		QR Code - Section 2 Do Not Write in This Space
Issuing Authority: U.S. Customs and Border Protection				
Document Number: 123456789				
Expiration Date (if any)(mm/dd/yyyy): 02/14/2020				
Document Title: N/A				
Issuing Authority: N/A				
Document Number: N/A				
Expiration Date (if any)(mm/dd/yyyy): N/A				

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): 02/01/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative: *Ginny Weasley*
 Today's Date (mm/dd/yyyy): 02/11/2020
 Title of Employer or Authorized Representative: Coach/Instructor

Last Name of Employer or Authorized Representative: Weasley
 First Name of Employer or Authorized Representative: Ginny
 Employer's Business or Organization Name: Texas Tech University

Employer's Business or Organization Address (Street Number and Name): 2509 Broadway
 City or Town: Lubbock
 State: TX
 ZIP Code: 79409

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

A. New Name (if applicable): _____
 B. Date of Renewal (if applicable): _____

Last Name (Family Name): _____
 First Name (Given Name): _____
 Middle Initial: _____
 Date (mm/dd/yyyy): _____

C. If the employee's previous grant of employment authorization has expired continuing employment authorization is the space provided below:
 Document Title: _____
 Description: _____

I attest, under penalty of perjury, that to the best of my knowledge the employee presented document(s), the document(s) I have examined, and the information provided are true and correct.

Signature of Employer or Authorized Representative: _____
 Today's Date (mm/dd/yyyy): _____
 Name of Employer or Authorized Representative: _____

H1B VISA STATUS
 Unexpired Passport
 Form I-94 with a specific expiration date

Correcting the Form I-9

Correcting Mistakes

- 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.**

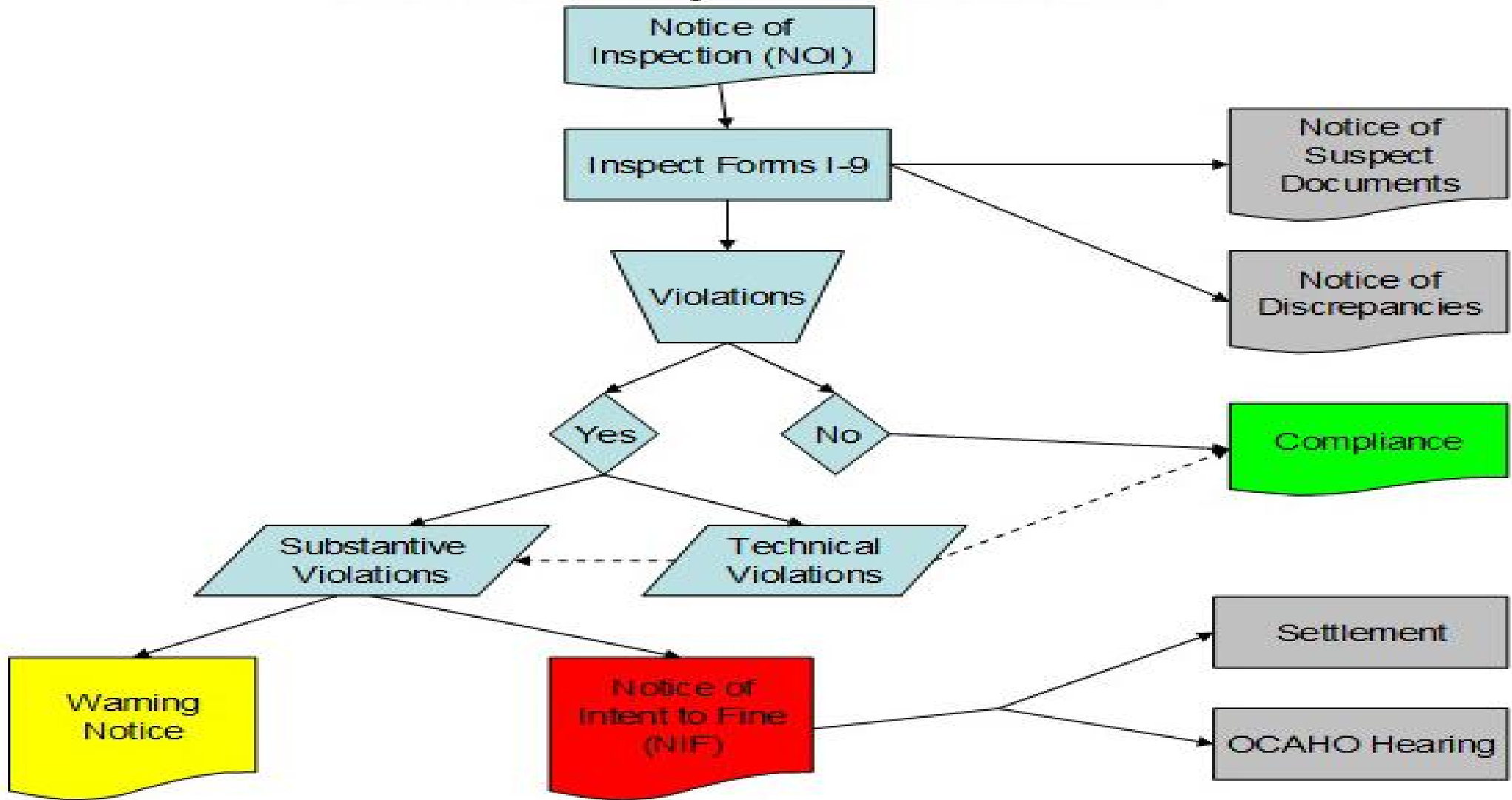


Civil Fines and Criminal Penalties For Form I-9 Violations

Civil Fines and Criminal Penalties for Form I-9 Violations

Civil Violations	First Offense		Second Offense		Third Offense	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Hiring or continuing to employ a person, or recruiting or referring for a fee, knowing that the person is not authorized to work in the United States.	\$375 for each worker.	\$3,200 for each worker.	\$3,200 for each worker.	\$6,500 for each worker.	\$4,300 for each worker.	\$16,000 for each worker.
Failing to comply with Form I-9 requirements.	\$110 for each form.	\$1,100 for each form.	\$110 for each form.	\$1,100 for each form.	\$110 for each form.	\$1,100 for each form.
Committing or participating in document fraud.	\$375 for each worker.	\$3,200 for each worker.	\$3,200 for each worker.	\$6,500 for each worker.	\$3,200 for each worker.	\$6,500 for each worker.
Committing document abuse.	\$110 per violation.	\$1,100 per violation.	\$110 per violation.	\$1,100 per violation.	\$110 per violation.	\$1,100 per violation.
Unlawful discrimination against an employment-authorized individual in hiring, firing, or recruitment or referral for a fee.	\$375 per violation.	\$3,200 per violation.	\$3,200 per violation.	\$6,500 per violation.	\$4,300 per violation.	\$16,000 per violation.
Asking an employee for money guaranteeing that the employee is authorized to work in the United States, also called an indemnity bond.					<ul style="list-style-type: none"> - Pay \$1,100 for each bond the employee paid to the employer. - Refund the employee the full amount of the bond. If the employee cannot be found, this refund will go to the U.S. Treasury. 	
Criminal Violations	First Offense		Second Offense		Third Offense	
Engaging in a pattern or practice of hiring, recruiting or referring for a fee unauthorized aliens.	<ul style="list-style-type: none"> - Up to \$3,000 for each unauthorized alien. - Up to 6 months in prison for the entire pattern or practice. 		<ul style="list-style-type: none"> - Up to \$3,000 for each unauthorized alien. - Up to 6 months in prison for the entire pattern or practice. 		<ul style="list-style-type: none"> - Up to \$3,000 for each unauthorized alien. - Up to 6 months in prison for the entire pattern or practice. 	

Form I-9 Inspection Process



Storage & Retention

Form I-9 MUST be on file for all current employees.

Store Forms I-9 securely in a way that meets your business needs –on site, off-site, storage facility.

Store copies of documents with the Form I-9 or with the employee's records.

Ensure that only authorized personnel have access to stored Forms I-9.

Make Forms I-9 available within 3 days of an official request for inspection.

Only retain completed forms containing a signature and date.



Storage & Retention

Form I-9 must be retained for:

- **3 years after** the date you **hire** an employee; or,
- **1 year after** the date employment **terminates**, whichever is later.

Example:

- John Smith was hired on November 1, 2017, and terminated on July 5, 2018

11/01/2017 + 3 years = 11/01/2020

07/05/2018 + 1 year = 07/05/2019



Effective September 1, 2015

What is E-Verify?

- E-Verify is an electronic system that verifies the employment eligibility of:
 - Newly hired employees
 - Existing Employees assigned to work on a qualifying federal contract

E-Verify is a FREE web-based service provided by the Federal Government that is FAST and EASY to use.

Effective 09/01/2015, Governor Greg Abbot signed legislation that requires all State of Texas Agencies to use the Federal E-Verify System for all new employees.

E-Verify

E-Verify is **NOT**....

- A system that provides immigration status
- Used for prescreening
- A safe harbor from worksite enforcement

E-Verify Goals

- **Reduce** unauthorized employment
- **Minimize** verification-related discrimination
- Be **quick and non-burdensome** to employers
- **Protect** civil liberties and employee privacy



I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<ul style="list-style-type: none"> • Employee must include SSN when completing Form I-9, Section 1. • If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. • If employee provides email address, employer MUST enter it into E-Verify.
Employee chooses which acceptable document(s) to present.	<ul style="list-style-type: none"> • Employee chooses which acceptable document(s) to present. • If a List B document is chosen, it MUST contain a photograph. • If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section 2.	<ul style="list-style-type: none"> • Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	<ul style="list-style-type: none"> • E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should NOT be created in E-Verify.

NOTE: All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

When using E-Verify voter registration cards cannot be used as a List B document

When to Use E-Verify?

The Form I-9 must be completed in Workday for all newly hired employees **no later than the third business day after the employees' first day for pay.**

The I-9 *should* automatically sync with E-Verify and the E-Verify case results *should* update almost immediately after completing the I-9 in Workday (refresh page to see updated E-Verify status on I-9)

If the I-9 status does not automatically update as “Employment Authorized” the I-9 partner should **immediately** reach out to the HRSC to review the case in E-Verify

I-9s that are manually launched for an employee must be entered into E-Verify by HRSC staff. I-9 partners must reach out to the HRSC to have these cases entering into E-Verify.

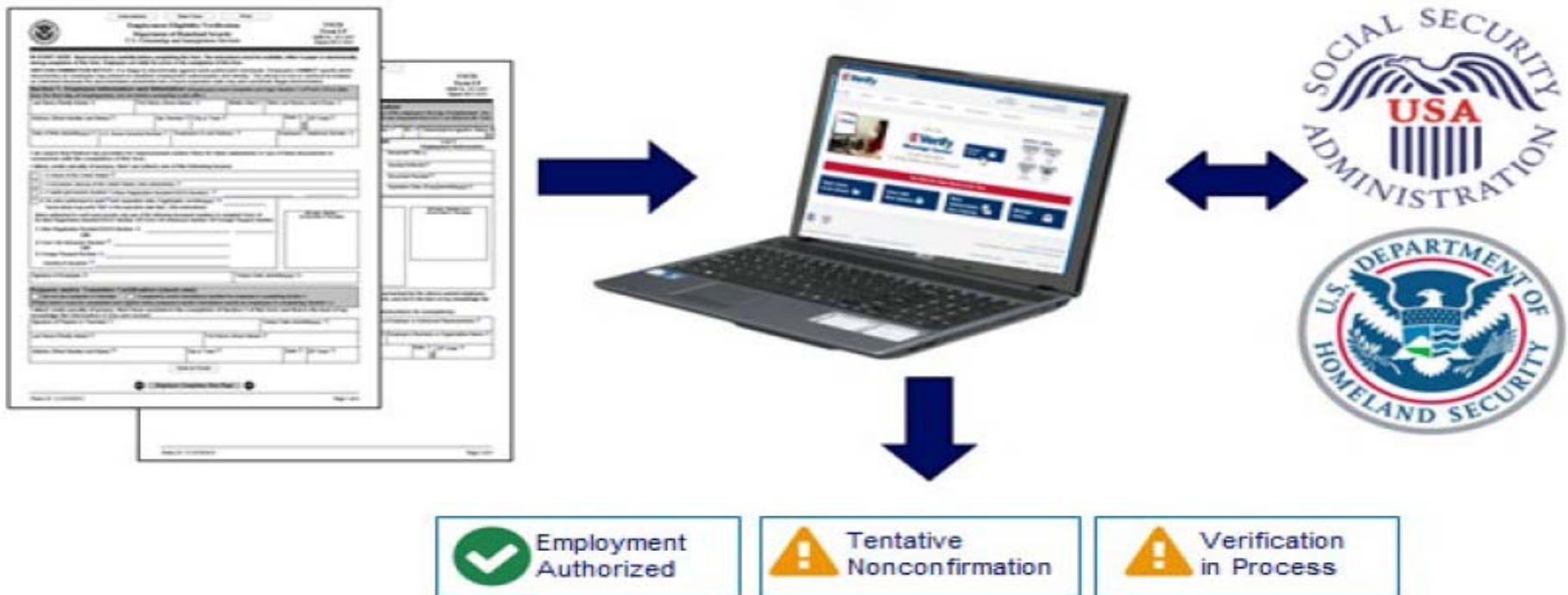
- These I-9s can be identified by the presence of the “Complete Form I-9” task with the twin “Manage Form I-9”.

You must have a Social Security number to process an E-Verify case.

An E-Verify case must be completed by the third business day after date of hire.

Communication within departments about your hiring process will be the most proactive step to staying compliant.

How E-Verify Works



E-Verify Tentative Non Confirmation (TNC)

A TNC issued from E-Verify indicates that the SSA (Social Security Administration) or the DHS (Department of Homeland Security) is unable to verify the information provided for the employee.

It does NOT mean that the employee is unauthorized to work.

Once TNC received, no adverse action should be taken against the employee. Employers may not fire, suspend, delay training, withhold, or lower pay during the time the TNC is being contested.

E-Verify Overview Tentative Non Confirmation

Processing TNC for Social Security non Validation



E-Verify TNC Step One

Meet with Employee to Review Forms

Both the employer and employee must review the TNC FAN.

E-Verify
Further Action Notice
Social Security Administration
For SSA Field Office Staff: use EV-STAR

Details
Employee's Last Name: _____
123-45-1092
Employee's Social Security Number: _____
60-19-2684
Date of SSA Tentative Nonconfirmation: _____
Access for this notice: **SSA FAN: The Social Security Administration**

EMPLOYER INSTRUCTIONS:

1. Review this Further Action Notice in private. **IMPORTANT:** If the employee does not agree to read or understand the English of this Further Action Notice, translated version of this notice is available. If the employee cannot understand the information in an alternative format, contact the SSA field office.
2. Check that all of the information on this notice is correct. If the information is incorrect, close this case in E-Verify and contact the SSA field office.
3. Ask the employee to indicate whether he/she agrees to sign and date Page 2 of this notice.
4. Give the employee a copy of the signed and dated Page 2 of this notice.
5. Log in to E-Verify to resolve your case. If you do not complete this step, your case will be terminated as a Tentative Nonconfirmation. Federal Government working days apply.

Employee Signs

E-Verify

EMPLOYEE INSTRUCTIONS:

Why you received this Further Action Notice
Your employer participates in E-Verify, a program managed by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares information from your employer's records with records from the SSA to verify your employment eligibility to work in the United States.

You received this Further Action Notice because your employer's information did not match SSA records. An SSA Tentative Nonconfirmation (SSA TNC) is issued when your employer does not match SSA records. An SSA TNC does not mean you are not eligible to work in the U.S. It only means that your employer's information did not match SSA records. You should review the information on this notice and decide if you want to contest the SSA TNC.

What you should do:

1. Check that the information on Page 1 of this Further Action Notice is correct. If the information is incorrect, contact the SSA field office to correct the information.
2. Decide if you will contest (take action to resolve) the SSA TNC. **IMPORTANT:** If you decide not to contest the SSA TNC, you must complete the information on Page 2 of this notice and sign and date it. If you decide to contest the SSA TNC, you must complete the information on Page 2 of this notice and sign and date it. **IMPORTANT:** Review Page 3 of this notice for more information about your rights.

Select box, sign and date below:

I choose to (check one)

CONTEST (take action to resolve the SSA TNC)

NOT CONTEST (not take action to resolve the SSA TNC)

Employee's Signature: _____

What you must do to take action to resolve the SSA TNC:

1. Visit an SSA field office within 8 Federal Government working days of the date you received your case. You can find the location of the nearest SSA field office by visiting www.socialsecurity.gov/locations. If you live in an area where there is no SSA field office, you can contact the SSA field office by phone at 1-800-772-1213 (TTY: 800-325-0770) or visit the SSA website at www.socialsecurity.gov.
2. Bring the Further Action Notice when you visit the SSA field office. If you do not bring the Further Action Notice, you will be required to complete a new Further Action Notice when you visit the SSA field office.
3. Bring the following original documents to the SSA field office:
 - Proof of your age, for example, a birth certificate
 - Proof of your identity, for example, a driver's license
 - Proof of a legal name change, for example, a marriage certificate
 - Proof of your current Social Security number
 - Proof of U.S. citizenship or your work authorization:
 - If you are a U.S. citizen, for example, a Naturalization Certificate or U.S. passport, or

E-Verify

KNOW YOUR RIGHTS

This page provides important information about employer responsibilities and your rights.

- Employees must promptly notify you, in private, of a Tentative Nonconfirmation (TNC).
- Employees must allow you to contact a TNC and may not take adverse action against you because of the TNC while you are contesting the TNC and your E-Verify case is pending.
- You have 8 Federal Government working days to visit an SSA field office or contact DHS to contest the TNC from the date the employer refers the case in E-Verify.
- Employees must not discriminate against you because of your citizenship, immigration status or national origin.
- Employees cannot use E-Verify selectively or to screen job applicants. E-Verify must be used for all new employees, regardless of citizenship, immigration status or national origin.
- Employees cannot use E-Verify to verify existing employees, unless the employer is currently a federal contractor with the Federal Acquisition Regulation (FAR) E-Verify Clause in its federal contract.
- Employees are required to clearly display the Notice of E-Verify Participation and the "Right to Work" poster in all languages supplied by DHS.
- Employees may terminate employees because of a TNC only after receiving a Final Nonconfirmation, or after an employee has decided not to contest a TNC.
- Employees may not use E-Verify to verify existing employees whose employment authorization has expired. Instead, employers must complete Section 3 of Form I-9, Employment Eligibility Verification, or complete a new Form I-9.

For More Information

If you have questions about what to do, contact E-Verify at 800-857-7784 (TTY: 877-875-6026) or email E-Verify@doj.dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy policies and program rules, visit the E-Verify website at www.dhs.gov/E-Verify. To contact SSA, call 800-772-1213 (TTY: 800-325-0770) or visit SSA's website at www.socialsecurity.gov.

Report Violations

If you believe your employer has violated E-Verify rules, or treated you in an unfair manner, you encourage you to report it. To report misuse of E-Verify, including privacy violations, and general E-Verify complaints, contact the E-Verify Employee Hotline at 888-894-7781 (TTY: 877-875-6026) or email E-Verify@dhs.gov. To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 888-256-7688 (TTY: 866-237-2515). Language interpretation is available to all callers. For more information, visit www.justice.gov/osc/discrimination.

Protect Your Identity

If you want to learn more about identity theft and fraud and the simple steps you can take to protect yourself, visit www.govidtheft.com.

Employer Signs

Employer Signature and Date


I have notified the employee of the SSA Tentative Nonconfirmation.

Grandin, Training Company
Employee's Name: _____
Date: _____

Page 1 of 3 (Further Action Notice - SSA TNC) (Revision 01/17/15)

E-Verify TNC Step Two

Employee decides to contest or not to contest:

- Review I-9 with employee to confirm all data is correct.
 - Employee call E-Verify, 888-897-7781, to discuss issue. Majority of calls will immediately resolve outstanding issue over the phone.
 - Departments must sign and date Page 1 of TNC form and employee selects to contest or not contest and then sign page 2.
 - Department returns copy of signed form back to payroll for processing.
- 

E-Verify – TNC Step Three

Referral to SSA or DHS

The referral date confirmation reflects the date the employer referred the employee to SSA and offers instructions for the employee (employee must take FAN to SSA).

The due date the employee must resolve the TNC also populates.

FAN – Further Action Notice

E-Verify



Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2014052114829RU

Employee Name: Odigwe, Chidozie

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office within 8 Federal Government working days, by 03/05/2014 (MMDD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action within 8 Federal Government working days, by 03/05/2014 (MMDD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

E-Verify – TNC Step 3 Continued

I-9 Partner will send department SSA or
DHS Referral Date

Confirmation letter which contains
employee instructions for next step.

Department must provide this letter to
employee.

Employee will take this letter to SSA
Office for discussion.



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E-Verify – TNC Step Four

Employee must visit SSA within 8 federal government workdays.

If DHS letter, then employee must contact E-Verify at phone number (888) 897-7781 within 8 federal government workdays.

E-Verify may take up to 15 federal government workdays to respond to a TNC.



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E-Verify – TNC Step Five

Employer receives updated results

- An E-Verify final case result of “SSA No Show” results when the employee does not visit the SSA office within their allocated time. If “SSA No Show” employee will be terminated from employment.
- An E-Verify final case result of “DHS No Show” results when the employee does not E-Verify within their allocated time. If “DHS No Show” employee will be terminated from employment.



E-Verify – TNC Step Six

Case Closed

- I-9 Partner reaches out to the HRSC with status of case and the HRSC completes the process by physically closing case.
- Employer may terminate workers based upon E-verify results. Only upon receipt of a final non confirmation (including a no show), or when an employee has chosen not to contest a TNC.



Results after TNC

Check E-Verify periodically for one of the following responses:

<u>Employment Authorized</u>	The employee's information matched records available to SSA and/or DHS.
<u>Verification In Process</u>	This case was referred to DHS for further verification.
<u>Case in Continuance</u>	The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.
<u>Final Nonconfirmation</u>	E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS.
<u>Close Case and Resubmit</u>	SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect.



Completing I-9 To Do Tasks

Section 1

Section 2

Section 3

Work Authorizations

Amend Form I-9 Process

Guiding Principles for Business Continuity in Workday and on Our Teams



- ← Focus on incremental improvements, with guidance from our governance council and Workday bi-annual update releases.
- ← Focus on ensuring continual I-9 process improvements are shared and best practices are followed

How to Complete Section 1 To Do Task

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)	Villarreal	Name (Given Name)	Cristina	: Initial	N/A	Other Last Names Used (if any)	N/A		
Address (Street Number and Name)	2200 F	umber	Apt 303	Town	Austin	State	TX	ZIP Code	78705
Date of Birth	05/22/1	Social Security Number	(empty)	Employee's E-mail Address	Telephone Number				

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):

Yes An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write "N/A" in the expiration date field. (See instructions)

N/A Yes

Date required



Employee must log into workday and locate the "Complete Form I-9" task from their inbox

Employees who **do not** have a Social Security Number on their first day of employment **must still complete this task** no later than their first day of employment

When an employee chooses their citizenship status this will change the available document options in Section 2

An alien authorized to work in the US **must** include the expiration date of their work authorization as the date they are authorized to work until

Workday Completing I-9 task – Section 2 “To Do Task”

Acceptable Documents

All documents listed on the I-9’s list of acceptable documents can be valid for proving identity

Not all documents can be used with the E-Verify system

And some documents listed come with caveats

For Example:

- Voter registration cards cannot be used to complete I-9s that receive authorization through E-Verify
- An employee presenting a foreign passport and I-94 must also provide proof of endorsement (work authorization document naming UT Austin)
- An I-797A can be used as a List C document *only* if it is presented in conjunction with a valid I-551 **stamp** in their passport

Workday – Completing I-9 task – Section 2

General Guidance

List A

Identity and Employment Authorization

Document Title (empty)
Document presented is a receipt No
Select Issuing Authority (empty)
Document Number (empty)
Expiration Date (if any) (empty)

List B

Identity

Document Title (empty)
Document presented is a receipt No
 Select Issuing Authority
 Enter Issuing Authority
Document Number (empty)
Expiration Date (if any) (empty)

AND

List C

Employment Authorization

Document Title (empty)
Document presented is a receipt No
 Select Issuing Authority
 Enter Issuing Authority
Document Number (empty)
Expiration Date (if any) (empty)

The I-9 partner should record the employee's document information in the applicable List section (A, B, C)

The employee's first day of employment will always be the start day of their most recent assignment.

- This can be found under "All Jobs" in the employee's Workday profile

If the I-9 task is being completed > 3 days after the employee's first day of employment you will be required to select a reason.

- If you choose "other" as your reason you will be required to write a short note about the reason.
- These notes are sent to the federal government and should be thoughtful and accurate

Workday – Completing I-9 task – Section 2

Aliens Authorized to Work

An international employee will generally have one of the following:

1. Employment Authorization Document (EAD Card)
 - a) This will be recorded under List A in section 2 and a scan of the front and back of the card must be attached
2. Work authorization document: I-20, DS-2019, H1B vis (I-797- A document)
 - a) The employee will need to provide their passport, I-94, and the above document.
 - b) All 3 must be recorded in List A

Note: I-797A is not an option in the pull-down for the 3rd List A document. Record the document information as one of the available, and make a note in the “Additional information” section of section 2.

List A

Identity and Employment Authorization

Document Title

Document presented is a receipt No

Select Issuing Authority

Document Number

Expiration Date (if any)

Document Title

Select Issuing Authority

Document Number

Expiration Date (if any)

Document Title

Document presented is a receipt No

Select Issuing Authority

Document Number

Expiration Date (if any)

Workday – I-9 Work Authorization Alerts

Troubleshooting (Tips to help you to assist your employee)

If your employee receives an alert from Workday about their work authorization:

1. Check to see if the alert is for *expired* or *soon to be expiring* work authorization
2. Check the employee's Workday Worker History to see if there is an I-9 on File
3. If there is an I-9 task in the Worker History, does it say successfully completed?
4. If it shows "Successfully Completed" in the Worker History open the I-9 task to verify it was completed correctly *and* has a Final US Verification Status of Employment Authorized

I-9s that are completed and have a status of Employment Authorized – Common Errors causing I-9 alerts in Workday

1. Employee recorded "D/S" or a past date in section 1 where they attest they are "An alien authorized to work until"
2. I-94 document expiration recorded as "D/S," an I-94 that is valid for an employee's "Duration of Stay" should reflect the expiration date of the employee's work authorization document
3. Work authorization document is not recorded as the 3rd List A document
 - a) The I-20, DS-2019, or I-797A must all be recorded in section 2 as the 3rd List A document (following I-94)

What to Do When Employee has: No Work Authorization or an Incorrect Date

List A
Identity and Employment Authorization

Document Title Foreign Passport

Document presented is a receipt No

Select Issuing Authority

Document Number

Expiration Date (if any)

Document Title U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport

Select Issuing Authority U.S. Customs and Border Protection

Document Number

Expiration Date (if any) (empty) ~~D/S~~ Yes

Document Title (empty)

Document presented is a receipt No

Select Issuing Authority (empty)

Document Number (empty)

Expiration Date (if any) (empty)

VS

List A
Identity and Employment Authorization

Document Title Foreign Passport

Document presented is a receipt No

Select Issuing Authority


Document Number

Expiration Date (if any)

Document Title U.S. Arrival/Departure Card (Form I-94 or I-94A) with foreign passport

Select Issuing Authority U.S. Customs and Border Protection

Document Number

Expiration Date (if any) 05/22/2021 N/A D/S 

Document Title Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students (Form I-20)

Document presented is a receipt No

Select Issuing Authority Department of Homeland Security

Document Number

Expiration Date (if any) 05/22/2021

Incorrect Authorization Date Section 1

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 N/A Other Last Names Used (if any) Valdes

Address (Street Number and Name) Apt. Number City or Town Austin State TX ZIP Code

Date of Birth U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

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):

Yes An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 08/08/2020 N/A D/S
Some aliens may write "N/A" in the expiration date field. (See instructions)

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 N/A Other Last Names Used (if any) N/A

Address (Street Number and Name) Apt. Number City or Town Austin State TX ZIP Code 78701

Date of Birth U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

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):

Yes An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A Yes
Some aliens may write "N/A" in the expiration date field. (See instructions)

VS



Workday – I-9 Work Authorization Alerts

Troubleshooting, I-9 status meanings

These are finalizations that cannot be changed

Employment Authorized – employment has been authorized through E-Verify

Verification NOT determined – employee’s work status cannot be determined, a new I-9 must be completed to authorize employment

Employment NOT Authorized – employment must be terminated

When an I-9 is initially completed the status should update with “**Employment Authorized**” or “**Employment NOT Authorized**” within 1 minute of submission

Refresh your page to see the updated status

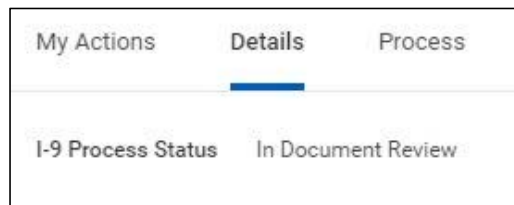
Example of What an I-9 Partner Should Look for in Workday:

Details	Process
I-9 Process Status	Process Finalized
U.S. Employment Verification Status	Employment Authorized

Details	Process
I-9 Process Status	Process Finalized
U.S. Employment Verification Status	Verification Not Determined

Workday – I-9 Work Authorization Alerts

Troubleshooting, I-9 status meanings



Finalizations needing to be updated by the HRSC

- Awaiting E-Verify Submission
- Returned for E-Verify Data Review
- In document review
- Pending Finalization
- Authorization Pending



The above finalizations can be seen on an I-9 alone, or with others listed, and can all refer to different I-9 situations.

If your I-9 results in one of these statuses (after waiting 1 minute and refreshing your page) you need to contact the HRSC about the status of the I-9

Workday

Steps For Completing I-9 task – Section 3

Section 3 updates can only be launched for an I-9 task that has a status of: Employment Authorized

1. Search “Complete Form I-9 Section 3” select appropriate task
2. “Worker Form I-9” = Employee’s name from Workday profile, hit enter
 - a) If the employee has an I-9 with a status of Employment Authorized this task will auto-populate in the field
 - b) If the employee has more than one I-9 with this status you must select the correct task based on the completion date
3. Select “OK” at the bottom of the screen, the section 3 task will automatically open for you to complete
4. Scroll down to complete the section 3 update
 - a) If the employee changed their name, you record the new name
 - b) If the employee is a rehire, record the date of rehire
 - c) If the employee is updating expired documents record the document title, number, and expiration date
5. Check the “I agree” box, Workday will auto-sign the section for you, submit

TEXAS
The University of Texas at Dallas

Complete Form I-9

Complete Form I-9 - Task

Complete Form I-9 Section 3 - Task

Worker Form I-9 *
Form I-9 for [redacted]
(Completed on: 07/12/2019) (Verification Status: Employment Authorized)

Section 3. Reverification and Rehires

(To be completed and signed by employer or authorized representative)

A. New Name (if applicable)

Last Name (Family Name) First Name (Given Name) Middle Initial

B. Date of Rehire (if applicable)

C. If 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 presented is a receipt

Document Number Expiration Date (if any)

Signature of Employer or Authorized Representative

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.

I Agree Today's Date 07/22/2020 Name of Employer or Authorized Representative *

Submit Save for Later Cancel

1

1

2

4

a

b

c

3

5

5

Amend Form I-9 tasks should *never* be used to update an employee's work authorization expiration date

UT Workday Process

How to Perform the Amend I-9 Task

Amend Form I-9 tasks can only be launched for an I-9 task that has a status of **Employment Authorized**

1. Search “Amend Form I-9” select appropriate task
2. “Worker Form I-9” = Employee’s name from Workday profile, hit enter
 - a) If the employee has an I-9 with a status of Employment Authorized this task will auto-populate in the field
 - b) If the employee has more than one I-9 with this status you must select the correct task based on the completion date
3. Select “OK” at the bottom of the screen, the Amend task will automatically open for you to complete
4. Select which section of the I-9 is being amended
 - a) Attachments must be amended separately from section 1 and 2
5. If needing employee to amend section 1, write a detailed description in the required instruction box
6. If making corrections to section 2 or attachments, correct the information and write a detailed note of the corrections made in the required description box
7. Submit

Amend Form I-9

Worker Form I-9 * Search

- Form I-9 for (Completed on: 07/12/2019) (Verification Status: Employment Authorized)

2

← Amend Form I-9

This function allows you to correct errors to the form I-9 after employment authorization has been completed. Please select the section(s) you wish to change.

- Section 1. Employee Information and Attestation
 - Section 2. Employer or Authorized Representative Review and Verification
 - Both Section 1 and Section 2
 - Attachments
- 4**

Instructions for Employee * **5**

Reason for changes to Section 2 * **6**

3 OK Cancel

7 Submit Save for Later Cancel

Workday – Attachments

Per the US Customs and Immigration Status Guidelines:

“If you choose to copy or scan documents an employee presents when completing Form I-9, you must retain the copies with their Form I-9 or their employee record. If you are enrolled in [E-Verify](#), you must copy the following List A documents used as part of photo matching:

U.S. passport;
U.S. passport card;
Form I-551, Permanent Resident Card; and
Form I-766, Employment Authorization Document (EAD).”



“ If you choose to retain copies of an employee’s documents for reasons unrelated to E-Verify requirements, you must do so for all employees, regardless of actual or perceived national origin or citizenship status, or you may violate anti-discrimination laws.”

Only scans of the E-Verify required documents should be attached to an employee’s I-9 task.

Any other documents attached to the I-9 may open UT Austin to prosecution under anti-discrimination laws.

Previous Employees – Who needs a new I-9?

US citizens with a break in service > 1 year, or with an I-9 completed more than 3 years = **New I-9 task**

US citizens with a break in service < 1 year, with a valid I-9 completed within the last 3 years = **Section 3 update**

Non-US citizens with any break in service **require a new I-9**

Section 3. Reverification and Rehires

(To be completed and signed by employer or authorized representative)

A. New Name (if applicable)

Last Name (Family Name)

First Name (Given Name)

Middle Initial

B. Date of Rehire (if applicable)

MM / DD / YYYY



C. If 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 presented is a receipt

Document Number

Expiration Date (if any)

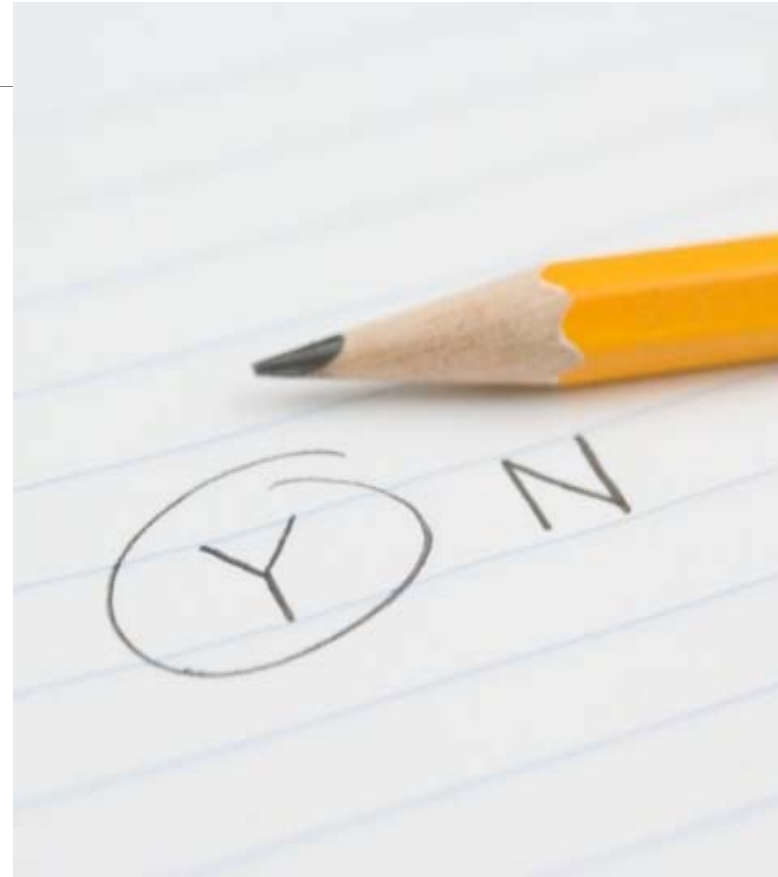
MM / DD / YYYY



Post-test

1. **An employee who does not have a social security is not allowed to work without completing a Form I-9:**
 - a. True False

2. **Employees who are working 0% effort will not need a Form I-9?.**
 - a. True False
3. **All University of Texas at Austin student employees are exempt from completing a Form I-9.**
 - a. True False
4. **The law requires that employees complete the Form I-9 on their first day of work.**
 - a. True False
5. **If an employee is living outside of the United States and working for U.T. Austin do they need to complete an I-9 during their initial onboarding?**
 - a. True False
6. **Employees who have an expired work authorization are allowed to remain working for U.T. (Under "normal" non-pandemic circumstances)?**
 - a. True False
7. **One of my documents are expired, can I still use it to verify my employment?**
 - a. True False





**Thank You
For Attending!**