Summary Procedures for Complying with Immigration Reform and Control Act of 1986 - Attachment II

ACADEMIC Appointments

Academic Human Resources Office

Procedures for Non-Citizens (faculty, academic professional, graduate assistant)

1. The employee must go to the Office of International Faculty-Staff Affairs or the Office of International Student Affairs.
2. The employee must report to the appropriate international office no later than the third day of employment or by the end of the first day of employment if the employment period is three days or less.
3. The employee must take a copy of the Recommendation for Appointment form or the Change of Status showing the employee's employment dates.
4. The appropriate international office will be responsible for determining employment eligibility by examining the appropriate documents and completing the I-9.
5. The international offices will send a clearance to payroll and a copy of the I-9 form will be given to the applicant to return to the employing unit.
6. The employing unit will submit a copy of the I-9 with the appointment papers.
7. When the non-citizen's work authorization expires, the non-citizen must present proof of renewal and the I-9 must be updated in the appropriate international office. A copy of the I-9 must be sent to the employing unit and the Academic Personnel Office. Payroll clearance will be given to Payroll.

Procedures for U.S. Citizens (faculty, academic professional, graduate assistant)

1. The unit initiating the appointment papers must complete an I-9 form for the new employee within the first three days of employment or by the end of the first day of employment if the appointment is for three days or less. (It is recommended that an I-9 be completed by individuals when they are on campus to interview.)
2. The original I-9 must be submitted with the Recommendation for Appointment or Change of Status whichever is appropriate. NOTE: Knowingly falsifying an I-9 is a criminal offense.
3. Only those authorized to sign appointment papers may sign an I-9. Signing an I-9 means that the employee's original documents presented for work authorization have been viewed and found to be correct.
4. If the appropriate documents are not produced by the employee within three days of the date of
hire then the individual should be paid for those days (3) worked and no more.

5. If an employee changes employee groups, the original I-9 should be sent to the appointments office responsible for the current employment record.

6. If an employee has appointments on two or more different payrolls, the original I-9 will reside with the appointment office responsible for the largest percentage appointment. A copy of the I-9 should be sent to the other office.

7. To complete an I-9, the employer must establish identity and employment eligibility by viewing a document from list A or a document from each of list B and List C.

The following documents in List A establish both identity and employment eligibility:

**LIST A**

United States passport

Certificate of United States Citizenship. (INS Form N-569)

Certificate of Naturalization. (INS form N-550)

The following documents in List B establish identity:

**LIST B**

For individuals 16 years of age or older:

State issued driver's license or state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, sex, height, color of eyes, and address.

School identification card with a photograph

Voter's registration card

United States Military card or draft record

Identification card issued by federal, state or local government agencies

Military dependent's identification card

Native American tribal documents
United States Coast Guard Merchant Mariner Card

Driver's license issued by a Canadian government authority

The following documents in List C establish employment eligibility:

**LIST C**

A Social Security number card, other than one which has printed on its face "not valid for employment purposes."

An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing an official seal.

Certification of Birth issued by the Department of State. (Form FS-545)

Certification of Birth Abroad issued by the Department of State. (Form DS-1350)

United States Citizen Identification Card. (INS Form I-197)

Native American tribal document

Identification Card for use of Resident Citizen in the United States. (INS Form I-179)

8. The I-9 Handbook for Employers will assist you in completing the I-9.
9. Copies of the I-9 form should be made by the units; they will not be available through Office Supply.