THE UNIVERSITY OF ARIZONA

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Policy Information

Effective Date:
September 1, 1988
Last Revised Date:
August, 2017
Reference:
Classified Staff Human Resources Policy Manual 106.1
University Handbook for Appointed Personnel 2.06.09
Student Employment Manual 104.0
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Purpose and Summary

It is the University's responsibility to ensure that the identity and the employment eligibility of all persons employed by the University have been reviewed and that the persons are eligible for employment.

Hiring departments shall be responsible for compliance with the documentation and verification requirements of this policy.

Scope

This policy applies to all newly hired and rehired employees of the University, both U.S. citizens and foreign nationals.

Policy

On or before their first day of employment, all new employees of the University shall be required to complete Section 1 of the Employment Eligibility Verification Form (INS I-9). Employees must present to their hiring department original documentation to establish their (1) **true identity** and (2) **eligibility** to be employed in the **United States within three (3) business days of the date employment begins.**

Under U.S. Citizenship and Immigration Services regulations, if an individual is unable to provide the required document(s) on or before the third day of employment, the individual must present a receipt for the application of the document or documents within three (3) business days of the date employment begins and present the required document or documents within 14 days of employment.

Verification

The hiring department shall complete the Employment Eligibility Verification Form (INS I-9), certifying that the employee has presented **original documents** attesting to his or her identity and verifying that she or he is authorized to work in the United States.

The employee shall digitally sign the I-9 and attest to the same facts.

No employee may receive a University paycheck until an I-9 has been **accurately** executed by the hiring department and recorded by Workforce Systems.

E-Verify

The Legal Arizona Workers Act requires employers in Arizona to use the "E-Verify" system (a free web-based service offered by the federal Department of Homeland Security) to verify the employment authorization of all new employees hired after December 31, 2007.

Reemployment

When an individual is terminated from the University's payroll system and rehired, the hiring department and individual shall prepare a new I-9 form, and the hiring department shall inspect original documents as described above.

Social Security

Employees of the University, including resident and nonresident aliens, are required to have a valid Social Security number. Except as exempted under federal law, all employees must contribute to the Social Security System.

Expiration of Employment Eligibility for Foreign Nationals

The hiring department is responsible for re-verifying employment eligibility of foreign nationals upon expiration of any employment authorization documents, should the department desire to continue the foreign national's employment.

Related Information*

I-9 Procedures and Instructions are available at <u>https://hr.arizona.edu/hr-alliance/training-guides</u> [2]

<u>U.S. Citizenship and Immigration Services, I-9, Employment Eligibility Verification information</u> [3]

<u>U.S. Citizenship and Immigration Services, E-Verify program</u> [4]

<u>Immigration Reform and Control Act of 1986</u> [5]

Revision History*

8/3/2017- procedural information and list of documents removed; changes made to reflect online completion of I-9.

2/2016

9/2006