

I-9 Completion

Background

IRCA

In 1986, in an effort to control illegal immigration, Congress passed the Immigration Reform and Control Act

- Forbids employers from knowingly hiring individuals who do not have work authorization in the U.S.

Working in the U.S.

Individuals who may legally work in the United States:

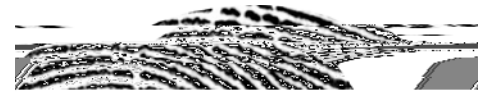
- Citizens of the United States
- Noncitizen nationals of the United States
- Lawful Permanent Residents
- Aliens authorized to work



Employment Verification

To comply with employment eligibility verification provisions we must:

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



Our Process

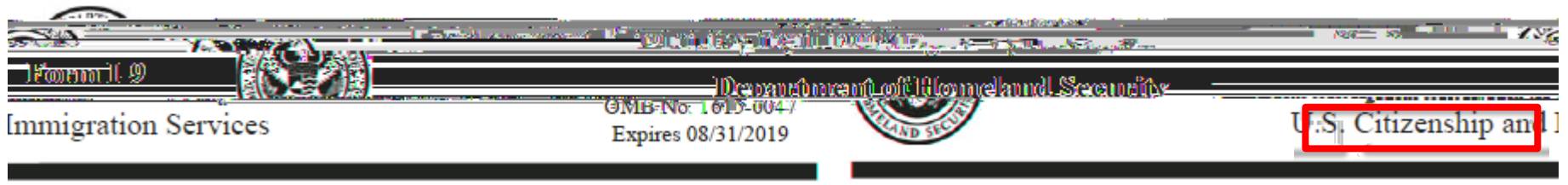
Supervisor:

37 Have employee complete I-9 on or before their first day of work

Form I-9 Requirements

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

- Revised form must be used.



Lists of Acceptable Documents

Section 1: Employee Information

- To be completed by EMPLOYEE
- Employer must verify Section 1 is complete
- Employee's email address is an optional field
 - Employees should enter N/A if choose to skip field
- Employers should not enter their business email address in 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.)

First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	Last Name (Family Name)
Apt. Number	City or Town	State	ZIP Code
Address (Street Number and Name)			
Employer's Email	Employer's Telephone Number	Date of Birth (mm/dd/yyyy)	

optional

Section 1: Employee Attestation

- The employee must select one of the four categories and sign and date Section 1
- All employees must complete Section 1 no later than the first business day of employment for pay

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

The screenshot shows a web-based form for employee attestation. The text "I attest, under penalty of perjury, that I am (check one of the following boxes):" is displayed above a list of categories. The first category, "1. A citizen of the United States", is visible. A large black rectangular area covers the majority of the form's content. Three red rectangular boxes are overlaid on the image: one on the left side, one at the bottom left, and one at the bottom right, likely indicating where an employee would enter their signature and date.

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

This certification is 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

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 hereby certify that the information provided on this form is true and correct, to the best of my knowledge and belief, and I understand that I am responsible for the accuracy of the information provided. I understand that providing false information is a violation of the law and may result in penalties, including fines and imprisonment.

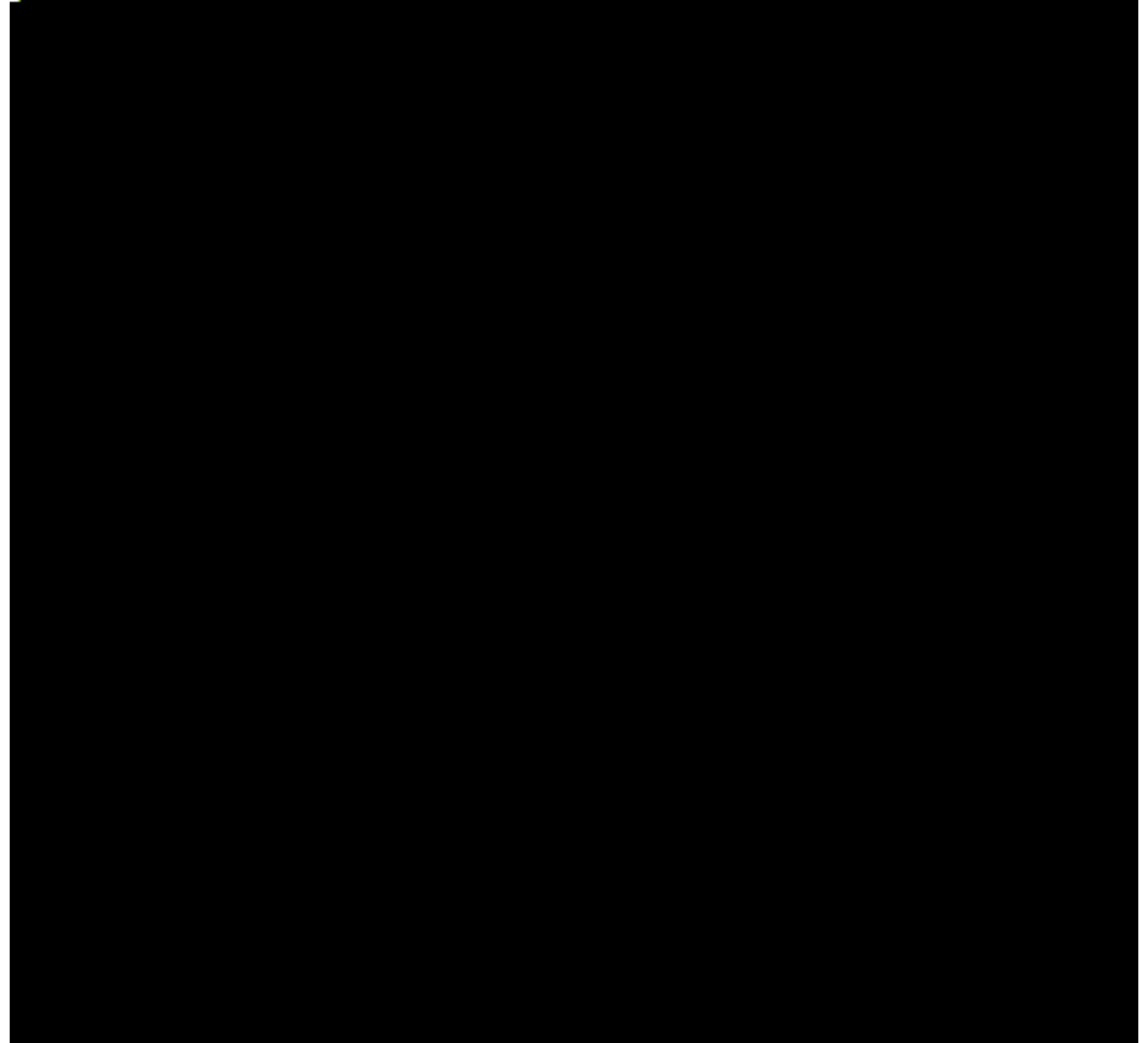
Signature: _____ Date: _____

Last Name (Family Name) _____ First Name (Given Name) _____

State	ZIP Code	Address (Street Number and Name)	City or Town

Section 2: Employer Certification of Document Review

- Completed by EMPLOYER
- Must be completed no later than three (3) business days after the employee begins work for pay
- Employer must examine original documents
- Documents must be unexpired



Section 2: Examining Documents

- You are not required to be a document expert
- You must accept a document presented by an employee if it if:
 - Reasonably appears to be genuine
 - AND
 - Relates to the individual presenting it
- The document must be original –

Redesigned Green Cards and Employment Authorization Documents

Employment Authorization Document (EAD) Auto-Extension

- Effective Jan 17, 2017
- Rule for Retention of EB-1, EB-2, and EB-3 Immigrant Workers and Program Improvements Affecting High-Skilled Nonimmigrant Workers
- Auto-extends validity period of certain EADs for up to 180 days
- Employers use expired EAD with Form I-797C
- Form I-9 guidance: Handbook for Employers (M-

Section 2: Copying Documents

You must copy documents for ALL employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.

Section 3: When to Reverify

Re-verify

- When employment authorization document (List A or C has an expiration date
- Form I-94 with a temporary I-551 stamp
-

Correcting Form I-9

If you discover a mistake on Form I-9, correct the existing form OR prepare a new Form I-9

-

I-9 Review

Identify the document that is an acceptable List B document for Form I-9 purposes:

A. French Passport

B. Canadian Driver's License

C. Sandwich Club card from local deli

D. Hospital-issued Birth Certificate

I-9 Review

The document provided by the employee is obviously a fake document. Your response should be:

- A. Complete the Form I-9 and say nothing to the employee because you're not required to be a document expert.
- B. Tell the employee that you cannot accept the document**
- C. For a social security card – contact the Social Security Administration, for a Passport – contact the Dept. of State. All other documents – contact the Dept. of Homeland Security.
- D. Complete the Form I-9 and include a memo noting the concern for future audits.

I-9 Review

It is best practice for employers to tell new hires to bring

I-9 Review

As the one completing the Form I-9 on behalf of UNC, you must attest, under the penalty of perjury, that you have examined the documents presented, that the documents appear to be genuine and relate to the employee, and to the best of your knowledge the employee is authorized to work in the U.S.

A. True

B. False

I-9 Review

May an employer request – so long as it does not require – that all lawful permanent residents provide their “green card” (aka. Form I-551) as proof of identity and work authorization for the Form I-9?

A. Yes

B. No

C. Yes, but only if the employer assisted the employee in obtaining permanent residence.

D. Yes, but only if the employee is paid hourly.

QUESTIONS?

UNC

Injury/Illness Reporting

Workers' Compensation Claims

Reporting Injuries



Treatment

- If treatment is required
 - HR will work with employee to schedule appointments with DMP
 - If treated in an urgent care center or ER for first visit, submit paperwork to HR
 -

After the Claim is Filed

- Manager should review the Physician's Report & restrictions with the employee and make any necessary adjustments to his/her work schedule and clarify expectations
- If employee is unable to perform regular duties due to injury, some alternative work ideas:
 - Safety training videos on Pinnacobite
 - MS Classes to improve skills (Word, Excel, PowerPoint)
 - SkillSoft Training Library (Communications, Compliance, etc.)
 - Track time away from work due to injury and notify HR of hours missed

Workers' Comp Doesn't Cover

- Injuries caused by intoxication or drugs
- Selfinflicted injuries
- Injuries from a fight started by the employee
-

Forms

<http://www.unco.edu/human-resources/>

- , Z t •] š W u % Zo } Ç μ OE HRS& } OE u • W
Benefits, Health ^ (š Q nj W y Illness Report Form
- Please use the updated forms posted on the website

THANK YOU!

