Employment Eligibility Verification—USCIS Form I-9

EMPLOYMENT POLICY
WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986.

New Employees
All new employees including U.S. citizens must present an original document or documents that establish identity and employment authorization within three business days of the date employment begins (also referred to as the hire date).

Questions
For questions, contact Human Resource Services (HRS); telephone 509-335-4521.

Responsibilities
Only a designated WSU representative may complete the U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification (Form I-9) by examining and verifying the documents presented by a new employee. Designated representatives include employing officials and their designees. See BPPM 60.10 for definition of employing official.

Employing officials must be prudent in designating WSU personnel who are authorized to complete the Form I-9, since employees who examine the identifying documents are certifying under penalty of perjury that the documents appear to be genuine. Civil and criminal penalties apply for violation of these requirements.

Departmental employees responsible for completing Form I-9 must review the Handbook for Employers found at the USCIS website at:

www.uscis.gov/

Select E-Verify, then
Select Form I-9, then
Select M-274, Handbook for Employers.

General instructions are also available in the Instruction/Employee Record Section at the Lookout Services website. Lookout Services is the electronic Form I-9 verification service (see Using the Online Version I-9 Form).

NOTIFYING APPLICANTS
WSU notifies applicants about the University's employment policy and intent to comply with the law.

• Recruitment materials may include the following:

"WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by U.S. Citizenship and Immigration Services."
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NOTIFYING APPLICANTS (cont.)

- The application forms for administrative professional, civil service, collective bargaining unit, and temporary employment positions indicate WSU's compliance and include the above statement.

- Letters from departments to prospective faculty employees acknowledging receipt of applications include the above statement.

DOCUMENTING VERIFICATION

Employing departments document verification of eligibility on USCIS Employment Eligibility Verifications (Form I-9).

New Employees

All new employees including U.S. citizens must present an original document or documents that establish identity and employment authorization within three business days of the date employment begins (also referred to as the hire date).

Long-Term Employees

Employees who were employed by WSU on or before November 6, 1986, and are still employed without a break in service do not have to establish their eligibility for U.S. employment as required in this section.

More Than One Appointment

If the employee has more than one WSU appointment, only one Employment Eligibility Verification (Form I-9) is to be filed at HRS.

WSU Employee Defined

This section applies to the following individuals receiving pay:

- Faculty, including paid adjunct faculty
- Administrative professionals (APs)
- Civil service employees
- Employees covered by collective bargaining unit agreements
- Graduate assistants
- Undergraduate assistants
- Temporary hourly and student hourly employees

Exceptions

This procedure does not apply to nonpaid adjunct appointments (also referred to as courtesy appointments) and nonservice pay.

If the duties are performed in a foreign country, employees do not have to establish their eligibility for U.S. employment as required in this section. If employees return to the U.S. for any purpose, Form I-9 must be completed.
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USING THE ONLINE VERSION I-9 FORM

Departments may access the online Employment Eligibility Verification (Form I-9) from the HRS website at:

hrs.wsu.edu

Select Resources, then
Select Access to HR Systems, then
Log in under Electronic I-9 System (Lookout Services).

NOTE: The department employee logs into Lookout Services by using the username and temporary password provided by HRS. The employee must establish a unique password with Lookout Services to access to the online I-9 system. Contact HRS to receive access to Lookout Services.

Employee Verification

No later than the first day of employment, the newly-hired employee must fully complete, date, and electronically authorize Section 1 (Employee Information and Attestation) of the Form I-9 (Figure 1.) The employee may complete Section 1 prior to his or her first day of work.

Figure 1 Employee Verification screen
Employment Eligibility Verification—USCIS Form I-9

Employee Verification (cont.)

The department may not require an employee to provide his or her social security number (SSN) for the purposes of completing Section 1. If the applicant does not provide an SSN, departmental personnel enter Pending when prompted on the online form.

Employer Verification

A designated WSU representative must fully complete, date, and electronically authorize Section 2 (Employer Review and Verification) of the new employee's Form I-9 within three business days of hire (Figure 2). Designated representatives include employing officials and their designees. See BPPM 60.10 for definition of employing official.

The employee presents to the representative documents of his or her choice from the lists included with the online Employment Eligibility Verification (Form I-9). Presented documents are to be originals. Photocopies or fax copies are not acceptable.
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Employer Verification (cont.)

The designated WSU representative examines and verifies the originals of documents presented by the new employee. NOTE: The designated departmental representative must view and verify the required employee documents. However, the department does not submit employee documents to HRS or retain copies.

If the new employee is unable to produce original documents or receipts for documents within three business days of hiring, employment must be terminated. Contact HRS for assistance.

<table>
<thead>
<tr>
<th>A. New Name (if applicable) Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Date of Rehire (if applicable) (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 12 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Passport with Form I-94</td>
</tr>
<tr>
<td>G02970046 05 29 2021</td>
</tr>
</tbody>
</table>

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) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative: You adopt ‘ELECTRONICALLY SIGNED’ as your electronic signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Print Name of Employer or Authorized Representative.</td>
</tr>
</tbody>
</table>

Figure 3 Reverification and Rehires screen

Rehire

Employees who never had an Employment Eligibility Verification (Form I-9) on file and separate from the University must complete the Form I-9 upon reemployment.

If an employee is reappointed who previously completed the Form I-9, departmental personnel may update and/or reverify the employee's original Form I-9 by completing Section 3 (Figure 3) (and Sections 1 and 2 need not be completed) if all of the following are true:

- The employee's original I-9 was completed in the online Lookout Services system.
- The employee is reappointed within three years of the initial date of hire.
- The employee is still eligible to work on the same basis; e.g., citizenship, residency, or work authorization; as when the original Form I-9 was completed.
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**Rehire (cont.)**

When rehiring an employee, the department has the option of completing a new Form I-9. NOTE: If the rehired employee's original Form I-9 was completed on a paper form, the department must complete a new Form I-9.

**Form Version Change**

Rehired employees must complete a new Form I-9 if the previous form version has since been replaced by a newer version. The version date is located on the lower right hand corner of the Form I-9.

**Grant of Work Authorization Reverification**

If the grant of work authorization used to complete the original Form I-9 is about to expire and the employee has received a new grant of work authorization, department personnel must reverify on Form I-9 to employ the person. Reverification must occur no later than the date that the employment authorization (or evidence thereof) expires.

Department personnel must complete the following:

- Record the title, number, and expiration date (if any) of any new documents presented in Section 3

- Verify the documents that establish current employment eligibility

- Complete Section 3

NOTE: If the original I-9 was completed on a paper form and the employee did not separate from University employment, the department must submit a paper Form I-9 with appropriate attachments for reverification to HRS.

**Form Version Change**

Employees must complete a new Form I-9 if the previous form version has since been replaced by a newer version. The version date is located on the lower right hand corner of the Form I-9.

**MONITORING**

Although HRS monitors the work authorization expiration dates for non-U.S. citizens, departmental personnel are also responsible for monitoring the expiration dates.

In order to ensure uninterrupted employment, the department should start the process for extending an employee's employment eligibility at least two months before the work authorization expiration date.

The Lookout Services online I-9 system sends notices to employing departments 180, 90, 60, and 30 days prior to the work authorization expiration dates of I-9s submitted for non-U.S. citizens.
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**Eligibility**
Employing departments work with the employee, the Office of International Students and Scholars, and HRS to resolve employment eligibility, either with a change in immigration status, an extension of employment eligibility, or termination of employment.

**Change in USCIS Status**
The Office of International Students and Scholars notifies HRS and Payroll Services when a change in the U.S. Citizenship and Immigration Services (USCIS) status of a University employee occurs.

**Termination of Employment**
If a non-U.S. citizen's employment eligibility expires with no extension, the employing department works with HRS to process a personnel action through the online Personnel/Position/Payroll Electronic Routing Management System (PERMS) to terminate employment.

For the temporary employment program, if a non-U.S. citizen's employment eligibility expires, the employing department cancels the appointment through the "Positive Pay Time Entry" screen in the DEPPS or HEPPS Administrative Information System or through the online Temporary Employment System (TEMPS). See BPPM 55.22 and 60.27.

**Remote Hires**
For a new employee who is unable to travel to the department's location to complete the Form I-9, the hiring department should contact HRS to make arrangements for a remote I-9 process. The I-9 form may be completed by a designated WSU representative only.