Employment Eligibility Verification Policy

(USCIS Form I-9 and E-Verify Program)

Additional References: Federal Bureau of Citizenship and Immigration Services
web link: http://www.uscis.gov/portal/site/uscis

East Carolina University complies with federal and state laws regulating employment practices. As part of this compliance the University adheres to the requirements of the Immigration Reform and Control Act of 1986 (IRCA) as outlined below.

1. PURPOSE


1.2. All hiring departments are expected to comply with the requirements of the I-9 Form, including assuring that all new hires complete the I-9 Form prior to or on the 1st day of employment. Specific guidelines can be found at the USCIS web site below:
(http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=0572194d3e66d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=1847c9ee2182b010VgnVCM10000045f3d6a1RCRD)

1.3. As of January 1, 2007, in addition to I-9 Form completion, ECU is a participant (with other state agencies and universities) in the Department of Homeland Security’s web-based E-Verify program to verify that the information on the I-9 matches what is on record with the DHS and Social Security Administration databases.

2. COVERED EMPLOYEES

2.1. All new temporary and permanent employees (including all SPA and EPA employees) are covered by this policy.

2.2. Student employees are covered separately under procedures established by the Student Employment Office.

3. DEPARTMENT RESPONSIBILITES

3.1. Each hiring department is responsible for ensuring that I-9 Forms are completed correctly in a timely manner (prior to or on the 1st working day).

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SPA employees are expected to complete their I-9 Forms at the HR office during their University orientation on their first day of work. EPA employees are expected to complete their I-9 forms at the hiring department on or before their first day of work. In all instances the I-9 Form must be forwarded to the appropriate E-Verifier for entry in the system within 3 business days of the hire date.

3.2 Department representatives responsible for I-9 Form completion must be aware of the policies and procedures outlined in the federal I-9 Handbook for Employers (Doc# M-274)

4. HR RESPONSIBILITIES

4.1 The Human Resources office will maintain the University’s official record of I-9 Forms for all SPA and EPA employees.

4.2 HR will coordinate training of all University staff that have department level responsibility for overseeing completion of I-9 Forms. In addition to an online tutorial (http://www.ecu.edu/cs-admin/hr/upload/I9ppt.ppt), training classes will be provided on an as-needed basis for departmental reps.