

If you have not attended a training session in HR, and you are the primary or secondary in your area, please know that this training is mandatory. You may go to OneStop for further details and to sign up for the class.

You can find additional information at the following links:

Training slides and helpful links that Human Resources provided during I-9 training. <http://www.ecu.edu/cs-admin/hr>

P-80, mail stop listings and other forms under Information Processing Services http://www.ecu.edu/cs-admin/hr/HR_Forms.cfm

Always download the most current I-9 form http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm

I-9 Completion Instructions for Student Employees

Employees must complete Section 1 **only** of the I-9 form and it must be done **prior to or on their 1st day** of work. Employees must record the requested information, check the box that relates to their citizenship, sign and date the form. **The verifier must make sure that all necessary information is recorded and in the appropriate spaces!**

In the top right-hand corner, indicate the employee's status (Student) All others are sent to HR

Social Security Cards must be signed!! **If** an employee is using a SS card to establish employment eligibility in Section 2, List C, it can only be accepted if it is signed.

When completing Section 2 Employer Review and Verification, please follow the format to the left under List A for recording the information in Lists A, B, & C.

If the employee is a US Citizen and is providing you with a List A document, it is the only document needed because it establishes both identity and employment eligibility.

If the employee is not providing you with a List A document, one List B document is needed to establish identity **and** one List C document is needed to establish employment eligibility. Please note that some Social Security Cards are only valid with INS Work Authorization. These socials are not a stand alone List C item.

Here are examples of how the **most commonly used** documents should be completed:

	List A	<u>OR</u>	List B	<u>AND</u>	List C
Document Title:	US Passport		Drivers License		Social Security Card
Issuing Authority:	US Secretary of State		NCDMV		SSA or DHHS
Document #:	00000000		00000000		000-00-000
Expiration Date :	05/21/2010		2/22/2010		

The seal on a social security card will read Social Security Administration or Department of Health and Human Services. Some older cards do not have a seal so either will be appropriate.

There is a space in the CERTIFICATION portion of Section 2 that asks for the date employment began, it is very important that the date be recorded.

In the Certification portion of Section 2, always sign your name, print your name, and title. Please include your department name in the Business or Organization Name. So, it would read ECU Dept of _____ and the address information. (Building Name, Office Number, City, State, and Zip Code)
Then date the form.

Federal regulations require that this form will be completed by the employee prior to or on their 1st work day. Verifiers should complete Section 2 prior to or on the employees 1st working day. Verifiers in Student Employment must enter the information in to the system within 3 business days of the employee's 1st working day.

Please note that attaching the verification documents to the form does not replace completing the information on the front of the form under Lists A, B, and C.

Highlighting information you want the employee to complete or writing on the form other than where information is requested is strictly prohibited!!

Copies made of documents (List A, B, & C) **MUST BE CLEAR.** (Pictures and text)

ORIGINAL I-9 forms for student employees should be sent to the Student Employment office. Banner HR EAPF's will not be approved until I-9 forms are on file in our office.

I-9 FAQ for International Students

Q: Our department hires an F-1 international student and completes their I-9. We include a copy of the student's passport. What additional documentation should be provided?

A: The Passport should be recorded as the 1st document under List A. Directly under the passport info, there is space for an additional document and expiration date; this is where the I-94 should be recorded. You should also get a copy of the I-20, it is going to be needed if Student Employment Office has to call the DHS for a non-tentative confirmation. Most F-1 student cases will get a non tentative, because an F-1 student can only work a campus job, but the DHS verifier cannot see what kind of institution is submitting the I-9 information and they do not know what kind of job the foreign national is working. You do not need a copy of the social security card as long as it is recorded in Section 1. FYI... In many cases, a foreign national cannot obtain a social until they actually have a job. We cannot enter them in to the system until they actually have a SS card. The 999-99-9999 number that payroll issues is not a social and is only a temporary number so the employee can get paid until a SS card is obtained.

Q: Under List A will include the passport info. What other information should go here?

A: The I-94 number. For the expiration you record "D/S"

Q: In section 1, where they check their citizen status, if they check the last box (an alien authorized to work until: What do we put in this field?

A: The type of visa should be entered here F-1 with the I-20 SEVIS number (N000000), top right corner and the expiration date, "complete studies no later than" date (number 5.) on the I-20 would be recorded. ALWAYS attach a copy of the I-20 as backup documentation.

Q: It takes 6-8 weeks for the international students to get a social security number once they start working. How do you handle that with an I-9?

A: We cannot enter the student into the system until the social is received; the department should get a copy of the letter from SSA indicating a social has been applied for. Send a copy of this letter along with the completed I-9 to the Student Employment Office and follow up as needed with student; once card is received, a copy should be made and sent to the Student Employment Office. We will match the student's paperwork and the student would then be entered in to the system.

Q: Should I use the I-20 expiration date when start entering the I-9 expiration field in Banner? What other expiration dates should I use here?

A: There is only one space for an expiration date; I would say that document with the earliest expiration date should go in the expiration field (whichever expires first)

Q: What about the use if notary stamped backup documentation?

A: You may not attempt to circumvent the process by using a notary. This is not an accepted practice.