

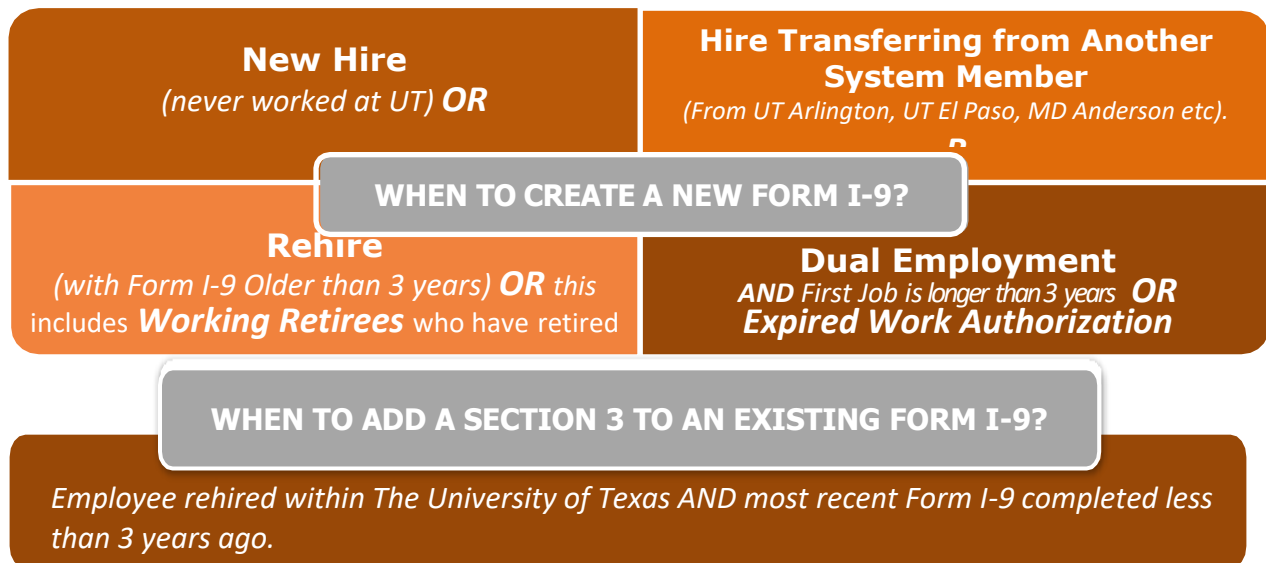


Form I-9 Basic Knowledge

Federal law requires that every employer who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 verifies the employee's identity and employment authorization.

REQUIREMENTS

1. The **employee MUST** complete **Section 1** on or before the first day of work for pay.
2. The **employer MUST** complete, approve, and E-Verify **Section 2** within three business days of employee's start date for pay.
3. The **employer MUST** complete a new Form I-9 when a person's work authorization has expired.
4. The hire date in Workday **SHOULD match** Form I-9 hire date.
5. If employee is rehired within 3 years from the date of their last Form I-9, you **MUST either**:
 - A. update the employee's Form I-9 by completing section 3, OR
 - B. Complete a new Form I-9.



FORM I-9 RESOURCES

1. List of acceptable documents to verify identity and authorization to work: uscis.gov/i-9-central/acceptable-documents/acceptable-documents
2. Form I-9 Central - uscis.gov/i-9-central
3. E-Verify - e-verify.gov/sites/default/files/everify/presentations/FormI9Presentation.pdf
4. HRSC Website: www.hr.utexas.edu

QUESTIONS

- Form I-9 and Workday processes, refer to the UT Workday Instructional Guides (WIG's) and tutorials. <https://workday.utexas.edu/>
- Form I-9, contact hrsc@austin.utexas.edu or 512-471-HRSC (4772)



The University of Texas at Austin
Human Resources

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