

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

- 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.

New Hire

(never worked at UT) **OR**

Hire Transferring from Another System Member

(From UT Arlington, UT El Paso, MD Anderson etc).

WHEN TO CREATE A NEW FORM I-9?

Rehire

(with Form I-9 Older than 3 years) **OR** this includes **Working Retirees** who have retired

Dual Employment

AND First Job is longer than 3 years OR Expired Work Authorization

WHEN TO ADD A SECTION 3 TO AN EXISTING FORM I-9?

Employee rehired within The University of Texas AND most recent Form I-9 completed less than 3 years ago.

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)



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