

C. Expiring Work Authorization

Human Resources notification will initiate the reverification process by prompting the Foreign National Administrator to notify the employee of the need to reverify his or her employment eligibility in advance of the expiration and to complete reverification before the expiration of employment eligibility. *(See Section V(C)(1) Extension of Nonimmigrant Petitions: Reverifying Employees in H, TN, or O Status)*

D. Examining Original Documents after Receipts are Presented

A tickler must also be kept by the Foreign National Administrator to initiate reverification for an employee who, at the time of hire presents a receipt for replacement document(s). Notification should be sent 30 days and 14 days before the expiration of the initial 90-day period of employment and should remind the employee to present the original document(s) no later than 90 days from the first day of hire. The tickler should also prompt the examination of the original document before the expiration of the 90-day period.

VII. Central Retention and Storage of I-9 Forms

I-9 forms for current and terminated employees should be stored in different files.

A. Current Employees

The law requires employers to properly complete and retain a Form I-9 for every current employee hired after November 6, 1986.

All I-9 forms must be maintained separately from the employee's personnel file. I-9s should remain stored and locked with availability to limited authorized personnel. All documents may be used only for I-9 purposes. The records may not be copied or distributed without authorization from the Vice Chancellor of Human Resources and the University's Chief Legal Office.

B. Terminated Employees

I-9 forms for terminated employees must be kept for either one year from the date of termination of employment OR three years from the date of hire, whichever is longer.

C. Rehires

An employee who leaves the University, regardless of the length of separation and is subsequently rehired must complete a new Form I-9, unless the employee is being hired within 3 years of completion of the original I-9 Form and is still eligible to be employed based upon the same documentation.

D. Foreign National (non-immigrant)

I-9 forms for foreign national (non-immigrant) employees will be filed separate from other I-9 forms.