

Human Resources Management - I-9 Verification & E-Verify Policy and Procedure

Policy and Procedure

Subject Area:	Employment
Policy Title:	I-9 Verification & E-Verify Policy and Procedure
Policy/ Procedure No:	HRM061
Responsible Office:	Human Resources Management (HRM), International Student and Scholar Institute (ISSI), Office of the General Counsel, Student Employment and Hiring Departments
Documents Needed:	Employment Eligibility Verification Form I-9
Special Instructions:	Employment and continuation of employment is contingent upon satisfactory completion of the verification.

POLICY: To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an [Employment Eligibility Verification form \(Form I-9\)](#). This law applies to all individuals hired, including part-time/temporary employees and students. Additionally, Northeastern University is an E-Verify employer. E-Verify is a web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted the job. All employees must complete Form I-9 within three (3) business days of the date employment begins by providing appropriate documentation. Any employee who fails to complete Form I-9 within the three (3) day time period cannot continue to work at Northeastern.

To maintain compliance, the appropriate Northeastern University designee must also certify Section 2 of Form I-9 AND prepare the E-Verify report within three (3) business days of the employee's first date of employment. The below procedure outlines the responsible office at Northeastern based on the employee type:

Form I-9 and E-Verify Procedure

Administrative/Professional Staff and Full-Time Faculty - The Hiring department staff completes Form I-9, obtains copies of supporting documents, and prepares the E-Verify report. The Form I-9, copies of supporting documents, and E-Verify report should be submitted to HRM no later than three days after the new employee's date of hire. All of the documents are retained in HRM.

Office Support, Technical, Crafts, Trades & Service Staff - All Office Support, Technical, Crafts, Trades and Service Staff are required to report to HRM in 250

Columbus Place on their first day of employment. The Form I-9 and E-Verify report are completed by HRM staff. Form I-9, copies of supporting documents, and E-Verify report are retained in HRM.

Employment Based Visa Hires - The Office of General Counsel completes the Form I-9 and E-Verify report for all new hires authorized to work in the U.S. with an H-1B, O-1, TN, E-3 and other employment based visa statuses sponsored by the University. The original Form I-9, copies of supporting documents, and the E-Verify report are forwarded to HRM. Copies of the Form I-9, supporting documents and E-Verify report are retained by the Office of the General Counsel.

International Students and Scholars - All new hires authorized to work in the U.S. with F or J visa statuses are required to schedule an appointment with the International Student and Scholar Institute (ISSI). The Form I-9 & E-Verify report are completed and retained at ISSI. Copies of the Form I-9, supporting documents and the E-Verify report are forwarded to HRM (staff, faculty, temporary non-students) or the Student Employment Office (students, co-op).

Part time/Adjunct Faculty - The Hiring department staff completes and retains the Form I-9, copies of supporting documents, and E-Verify report.

Temporary non-student employees - The Hiring department staff completes the Form I-9, obtains copies of supporting documents, and prepares the E-Verify report. The Form I-9, copies of supporting documents, and E-Verify report should be submitted to HRM no later than three days after the new employee's date of hire. All of the documents are retained in HRM.

Students

- *Work Study Students* - the Student Employment Office completes and retains the Form I-9, copies of supporting documents, and E-Verify report.
- *Part-time/Temporary Students* - the Student Employment Office completes and retains the Form I-9, copies of supporting documents, and E-Verify report.
- *Co-op Students* - the Student Employment Office completes and retains the Form I-9, copies of supporting documents, and E-Verify report.
- *International Students* - the Form I-9 and E-Verify report are completed and retained at ISSI and a copy is sent to the Student Employment Office, along with copies of supporting documents, and E-Verify report.
- *Stipend Graduate Assistants* - are not employees of the University and therefore do not complete a Form I-9 or E-Verify report.

Re-verifications and Rehires

Employers or their authorized representatives should complete Section 3 when re-verifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing section 3 in either a re-verification or a rehire situation, if the employee's name has changed, you must record the employee's new name in Block A.

NOTE: You must re-verify the employee on a new Form I-9 if the version of the form you used for the previous verification is no longer valid.

Updated 04/09/2013

For employees who provide an employment authorization expiration date in Section 1, employers must re-verify employment authorization on or before the date provided.

Re-verification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not re-verify:

1. U.S. citizens and non-citizen nationals; or
2. Lawful permanent residents.

If you rehire an employee within three years of the date that his or her previous Form I-9 was completed, you may complete a new Form I-9 or you may be able to rely on the previously completed Form I-9, if that I-9 indicates that the individual is still eligible to work.

Updates (Name Change)

In the case of a rehire or re-verification, if an employee has had a legal change of name, such as following marriage, you must record the employee's legal change of name in the space provided in Section 3 of Form I-9. If you learn of a legal change of name at a time other than during rehire or re-verification, USCIS recommends as a best practice that you update the Form I-9 so that you maintain correct information on the form.

E-Verify reminder:

If you rehire an employee who has been previously terminated at the University, you must complete a new E-Verify report. If you are unsure of their employment status, please contact the HR/Payroll Customer Service Center at 617-373-2230. Exception - You do not need to complete a new E-Verify report IF: 1) the rehire is a U.S. Citizen or permanent resident (because their work authorization does not expire); and 2) you have confirmed that an E-Verify report was previously completed for the employee with the original Form I-9.

Form I-9 Retention

Valid I-9s must be retained for all active employees. For employees who have terminated, follow the retention policy below:

- I-9 Retention for all employees (except students)
 - Must retain for either three years after the date of hire or one year after the employment ended, whichever is later
- I-9 Retention for all student employees
 - Must retain for five years after graduation or withdrawal