

Office of Human Resources
Form I-9 Procedure
Updated: July 15, 2014

The procedure below demonstrates from start to finish the stages the form I-9 must go through to get an employee authorized.

Department designee has new employee complete Section 1 of the I-9 form. Department designee verifies that the original document(s) (provided by the employee) is/are I-9 compliant and related to the employee, completes Section 2 of the I-9 form, and makes copies of the original documents. Additional guidance on how to complete the form I-9 may be found on the USCIS website: <http://www.uscis.gov/i-9-central/complete-correct-form-i-9>.

Department designee sends the I-9 paperwork along with the new employee packet to Payroll. Payroll forwards the paperwork to Payroll Auditor. Payroll Auditor checks to make sure the I-9 and documentations are included before authorizing for payroll. Payroll Auditor dates and initials off on the original I-9. I-9 forms and documentations are scanned into Laserfiche file path: HR/I-9 by employee's name.

*Effective January 2, 2014, I-9 forms and documentations will be scanned into Laserfiche in the address path: HR/I-9. All I-9 forms and documentations prior to 2014 are stored alphabetically by year until the documents are scanned into Laserfiche.