

Mandatory I-9 Policy
For all New University of South Alabama Employees
Effective April 3, 2009

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government form I-9. Certain specific documents proving eligibility for employment must be provided. See attached forms and guidelines.

Effective April 3, 2009, I-9 forms for *all* new faculty, staff and student employees are to be completed at central locations as follows:

Faculty – Campus Payroll Office
Administration Building, Room 280
Office Hours: Monday - Friday 8:00 - 5:00

Students* – Campus Payroll Office
Administration Building, Room 280
Office Hours: Monday - Friday 8:00 - 5:00

Staff – Human Resources Offices

Campus
USA Technology and Research Park
Building III, Suite 2200
Office Hours: Monday - Friday 8:00 - 5:00

USA Medical Center
Office Hours: Monday - Friday 8:00 - 4:30

USA Children's and Women's Hospital
Office Hours: Monday and Thursday 7:30 - 4:30
Tuesday, Wednesday and Friday 8:00 - 4:30

* Student nurses/workers located at the hospitals may go to their respective HR office.

In accordance with the federal act, all newly hired faculty, staff and students are *not* allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II. Sections I and II may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. To facilitate completion, new employees are encouraged to provide acceptable documents before or on the first day of employment. New employees may view document options on our website at

<http://www.southalabama.edu/financialaffairs/payrollaccounting/i9.html> .

New employees who fail to provide the required documentation are *not* allowed to continue employment with the University of South Alabama. **Non-compliance by hiring managers is a violation of the federal act and subject to federal fines and disciplinary action.**

Procedure for Faculty and Student Employees:

The Payroll Department will handle the I-9 process for faculty and student employees as follows.

1. Prior to the first date of employment, the hiring manager completes the I-9 New Hire Notification form (<http://www.southalabama.edu/financialaffairs/payrollaccounting/i9newhire.html>) in order to inform Payroll of the established date of hire for the new employee.
2. The hiring manager or designee is to advise the new employee to report to the Payroll office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at the hospitals may go to their respective Human Resources office.
3. The Payroll office will follow-up with the hiring department if the employee does not arrive for their appointment time as indicated on the I-9 New Hire Notification form.
4. Upon completion of Section I (or Sections I and II) the new employee will be given an I-9 completion receipt (see attached) to take to the hiring department. **The employee is not allowed to begin work until they provide the hiring department with this receipt.**
5. Those who do not provide acceptable documentation as required for Section II of the I-9 form on the first day of employment, are required to return to the Payroll office in person by the third business day with acceptable documentation.
6. The Payroll office will notify hiring managers/designees of any new employees who fail to comply within three business days and advise the department that the new employee is to be terminated immediately. The employee cannot report to work for a fourth working day without adherence to the federal act.

Procedure for Staff Employees:

Human Resources will handle the I-9 process for all regular and temporary staff and administrative employees as follows:

1. Prior to the first date of employment, the hiring manager is to inform Human Resources of the established date of hire for the new employee.
2. The hiring manager or designee is to advise the new hire to contact the appropriate Human Resources office to schedule an appointment for I-9 completion before or on the first day of work prior to reporting to his/her work location.
3. Human Resources will follow-up with the new hire if an appointment has not been made.
4. Upon completion of Section I (or Sections I and II) the new employee will be given an I-9 completion receipt (see attached) to take to the hiring department. **The employee is not allowed to begin work until they provide the hiring department with this receipt.**
5. Those who do not provide acceptable documentation on the first day of employment are required to return to Human Resources in person by the third business day with the required documentation.
6. Human Resources will notify hiring managers/designees of any new employees who fail to comply within three business days and advise the department that the new employee is to be terminated immediately. The employee cannot report to work for a fourth working day without adherence to the federal act.

**University of South Alabama
I-9 Receipt**

This form should be retained by the hiring department

All new employees are required by the provisions of the Immigration Control and Reform Act of 1982, to complete Form I-9, Employment Eligibility Verification. Form I-9 may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee.

Section I of Form I-9 MUST be completed before or on the first day of work prior to reporting to his/her work location. Section II must be completed and certified no later than the third business day of work. In accordance with federal law, failure to comply with these requirements will result in the immediate termination of the new employee.

Employee Name: _____

Employee J Number: J00_____

First Day of Work / Hire Date: ____/____/____

Section I of Form I-9 completed.

Verified By: _____ Phone: _____

Date Verified: ____/____/____

Employee has not completed Section II of Form I-9.

Employee must return to Human Resources/Payroll for completion of Section II on or before ____/____/____.

I understand failure to comply will result in termination.

Employee Signature: _____ Date: _____

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Employee Name: _____

Employee J Number: J00_____

First Day of Work / Hire Date: ____/____/____

Sections I and II of Form I-9 completed.

Verified By: _____ Phone: _____

Date Verified: ____/____/____

Employee has completed Form I-9 requirements.