



Special Edition HR Information Update
Completion of I-9 Forms
January 2008

In December of 2007, the HR Service Center completed an audit of all federally required I-9 Forms for current employees. This involved a hands-on review of each active employee's I-9 Form. The results of this audit indicated some key areas for improvement and training opportunities for individuals involved in assisting new or returning employees with the completion of their I-9s. Areas identified for improvement include completing the I-9 Form within 3 days of an employee's date of hire and accurately completing each item required on the form.

Compliance with the [Immigration Reform and Control Act](#) requires a correct I-9 Form or appropriate documents be obtained from the employee within 3 days of the employee's date of employment or the employee will be separated on day 4.

The division heads have directed that, beginning March 1, 2008, in order for Human Resources to begin processing an employee's hire or rehire, hiring departments must submit, in addition to the appropriate PAR form, either a correct I-9 Form for the employee or the documents demonstrating that the employee has applied for the appropriate I-9-related materials. Without either of these, departments must receive senior vice president approval to have an employee entered into the HR/payroll system.

While the I-9 Form appears simple, it can present challenges because it is not a form that most of us use on a daily basis. In addition, an increased level of scrutiny is being placed on employers when it comes to the accurate completion of this form which verifies an individual's identity and eligibility to work in the United States.

The HR Service Center is undertaking a three-tiered approach to educating the JMU community on proper completion of the I-9 Form. We are providing:

1. written instructions for the accurate completion of the I-9 Form included below in this HR Information Update.
2. brief and thorough training sessions offered through Training and Development. Please visit [J-Ess](#) to enroll in the training titled, "Completing the I-9 Form."
3. brief and thorough on-site training sessions at the request of departments or in coordination with your HR Service Center representative.

Training is recommended for all hiring managers, administrative personnel and anyone else in the JMU community who is responsible for completing I-9 Forms with new and returning employees.

Instructions for Completing the I-9 Form

When should the I-9 Form be used?

All employees, citizens and non-citizens, hired after November 6, 1986 and working in the United States must complete an I-9 Form.

If the employee is other than a U.S. citizen or a Lawful Permanent Resident, the I-9 Form must be completed and documents verified by the Director of International Student and Foreign Faculty Services post job-offer, prior to beginning employment.

What are some tips for finding and preparing the I-9 Form?

- Make sure you are using the most recent version of the I-9 Form (Rev. 06/05/07). Do not complete forms dated prior to that.
- The correct I-9 Form can be found on the HR Forms web page, the HR Site Index web page, or by visiting: http://www.jmu.edu/humanresources/pdfs/I-9_revisedJan10_08.pdf.
- Print the I-9 Form on white paper, including the List of Acceptable Documents as a two-sided document with the I-9 Form on one side and the List of Acceptable Documents on the other.
- Have the instructions available during the completion of the I-9 Form to ensure 100% accuracy.
- The I-9 Form submitted to HR must be handwritten and in original ink. Please do not type or accept faxed copies of the I-9 Form.
- DO NOT USE LIQUID PAPER (WHITE OUT) TO MAKE CORRECTIONS.
- If errors are made, cross out the incorrect information with a single line (i.e. ~~Virginia~~) and initial and date the correction.
- Do not retroactively date any signatures. Enter the current date as the I-9 is being completed.
- The I-9 Form must be completed while the Employer or Authorized Representative is viewing **ORIGINAL** documents only. Copies or faxes cannot be accepted. Review the List of Acceptable Documents with the new employee in advance so that they arrive with appropriate documents for the completion of the I-9 Form.
- Be aware of the dates! Federal law requires that an I-9 Form be completed for all new hires within 3 business days of the date employment begins.
- Please contact the HR Service Center at 86728 if you have questions.

How do I correctly complete the I-9 Form?

Section 1. Employee Information and Verification

- This part of the form must be completed **ONLY** by the employee. The form must be completed before the end of the third day of employment. **The employer is responsible for ensuring that Section 1 is timely and all boxes are properly completed (Name, Home Address, Date of Birth, Immigration Status, Employee's Signature and Date).** Providing the Social Security number is voluntary.
- **Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

Section 2. Employer Review and Verification

- Employers must complete **Section 2** by examining evidence of identity and employment eligibility within 3 business days of the date employment begins. If employees are authorized to work, but are

unable to present the required document(s) within 3 business days, they must present a receipt from the appropriate Issuing Authority showing they applied for the document(s) within 3 business days and the actual document(s) must be presented within 90 days of the date of employment.

- Employers must examine one document from List A or examine one document from List B and one from List C as listed on the back of the I-9 Form.
- **Employers must record ALL of the following information for each document presented.**
 1. Document title;
(i.e. Passport, Employment Authorization Card, Driver's License, Social Security Card, Birth Certificate, etc.)
 2. Issuing authority;
(i.e. Washington Passport Agency, U.S. Dept of Homeland Security, Virginia, Social Security Administration, State of NC, etc.)
 3. Document number;
 4. Expiration date, if any; and
 5. CERTIFICATION -- The date employment begins (i.e. first day of work).
- Employers attest to examining the documents provided by filling out the signature block, printing their name and title and entering the current date at the bottom of **Section 2**.
- Verify that JMU's address is pre-printed in the Business or Organization Name and Address box. If not, please write in JMU, 800 S. Main Street, Harrisonburg, VA 22807.

Section 3. Updating and Reverification

- If an employee's name has changed, submit a New Hire and Personal Information Changes Form and a copy of his/her new Social Security Card to HR.
- HR will complete **Section 3** for all updates and reverifications using the employee's original I-9 Form on file.