

I-9 Training

When do you need an I-9

- ▶ New employees
- ▶ Lapse in service
 - ▶ Three years after the date of hire *or* one year after termination - whichever is later
- ▶ A previously I-9-exempt employee that terminates and then comes back (even if the lapse in only one day)
- ▶ Citizenship status change

PWIVERI (1)

Employee History Form PWIVERI 8.10 UO.1 (PROD)

ID:

Employee Class: XB Grad Assist and Fellows

Home ORG: 222585 CAS Sociology Operations

Check/Earn ORG: 431142 BAC Counter Pickup Indicator

Employee Status: A Active

Current Hire: 21-JUN-2010

Original Hire: 26-SEP-2005

I-9 Form Ind: R Received

I-9 Date: 25-SEP-2006

I-9 Expiration:

Direct Deposit: AP: None HR: Inactive

Job	FLSA	Begin Date	End Date	Posn	Suff	Type	Exmpt	EEO	Position Class
		16-SEP-2010	15-JUN-2018	BUOG9T	00	P	Y	80	XB001 Grad Asst1/Teaching Regular
		01-JUL-2017	31-AUG-2017	BUOG0V	00	O	Y	80	XB051 Grad Asst1/Teaching Summer
		16-JUL-2017	15-AUG-2017	BUOGSS	00	S	Y	80	XB051 Grad Asst1/Teaching Summer
		01-SEP-2010	31-MAY-2017	BUOGRM	00	S	Y	80	XB001 Grad Asst1/Teaching Regular

PWIVERI (2 - I-9 expiration date)

Employee History Form PWIVERI 8.10 UO.1 (PROD)

ID:

Employee Class: XB Grad Assist and Fellows

Home ORG: 222560 CAS Int'l Studies Operations

Check/Earn ORG: 222560 CAS Int'l Studies Operations

Employee Status: A Active

Current Hire: 16-SEP-2017

Original Hire: 16-SEP-2017

I-9 Form Ind: T Temporary

I-9 Date: 16-SEP-2017

I-9 Expiration: 31-JUL-2018

Direct Deposit: AP: A Active HR: A Active

- ▶ International documents
- ▶ Social security receipts

Important Rules

- ▶ You must see the original documents being used for the I-9, not copies of the documents
 - ▶ You are signing *under penalty of perjury* that you have seen the originals
- ▶ No expired documents
- ▶ You cannot tell them which documents they have to use
- ▶ The I-9 should be completed within three days of the job start date
 - ▶ Can be completed as soon as employee is available
 - ▶ Employees should not be working unless a valid I-9 is on file
 - ▶ If an employee works without a valid I-9, and no I-9 can be collected, then we will set them as *non-compliant*, terminate their employee status, and pay for all hours worked
- ▶ Always use the most recent version of the I-9 available; old versions are invalid and will not be accepted

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		5. U.S. Military card or draft record
a. Foreign passport; and		6. Military dependent's ID card
b. Form I-94 or Form I-94A that has the following:		7. U.S. Coast Guard Merchant Mariner Card
(1) The same name as the passport; and		8. Native American tribal document
(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		9. Driver's license issued by a Canadian government authority
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Clear Form

USCIS
Form I-9
OMB No. 1815-0047
Expires 08/31/2019

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) Doerksen	First Name (Given Name) Austin	Middle Initial D	Other Last Names Used (if any)	
Address (Street Number and Name) 720 East 13th Avenue		Apt. Number 2	City or Town Eugene	State OR
Date of Birth (mm/dd/yyyy) 08/29/1975	U.S. Social Security Number 123-45-6789	Employee's E-mail Address austin@uoregon.edu	Employee's Telephone Number 541.346.3159	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): **111-11-1111**

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): **06/15/2018**
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: **121212121212**

OR

3. Foreign Passport Number: **D121212121212**

Country of Issuance: **Turkey**

Signature of Employee: _____ Today's Date (mm/dd/yyyy): _____

QR Code - Section 1
Do Not Write in This Space

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Today's Date (mm/dd/yyyy): _____

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			ZIP Code

I attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____


☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

QR Code - Section 1
Do Not Write In This Space


 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Doerksen	First Name (Given Name) Austin	M.I. D	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization	
Document Title Passport		Document Title		Document Title	
Issuing Authority USA		Issuing Authority		Issuing Authority	
Document Number D12121212		Document Number		Document Number	
Expiration Date (if any)(mm/dd/yyyy) 08/29/2025		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)	
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space	
Issuing Authority					Document Title
Document Number					Issuing Authority
Expiration Date (if any)(mm/dd/yyyy)					Document Number
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					

 Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019	
Section 2. Employer or Authorized Representative Review and Verification <i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>			
Employee Info from Section 1		Last Name (Family Name) Doerksen	First Name (Given Name) Austin
		M.I. D	Citizenship/Immigration Status 2
List A Identity and Employment Authorization		OR List B Identity	AND List C Employment Authorization
Document Title		Document Title Driver License	Document Title Social Security Card
Issuing Authority		Issuing Authority Oregon DMV	Issuing Authority Social Security Admin
Document Number		Document Number 1234567	Document Number 123-45-6789
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy) 08/28/2025	Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			
Document Title		GRI Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.				
The employee's first day of employment (mm/dd/yyyy): 03/16/2018 <i>(See instructions for exemptions)</i>				
Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
			Payroll Specialist	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Butler	Jay	University of Oregon		
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code	
101 Oregon Hall	Eugene	OR	97403	


Social Security Receipts and Cards


- ▶ Good for 90 days
 - ▶ Although the Payroll Office will follow up if the card is not received once the grace period is over, departments should be monitoring employees that need to submit a social security card
- ▶ <https://www.ssa.gov/history/ssn/ssnversions.html>



Notes About International Documents

- ▶ F and J visa holders will have a combination of 3 documents to complete List A:
 - ▶ Passport
 - ▶ I-94
 - ▶ I-20 or DS-2019
- ▶ TN, H1-B, and E3 visa holders will have two items:
 - ▶ Passport
 - ▶ I-94
- ▶ A social security card or receipt must be submitted even though it cannot be used for the I-9

 Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019	
Section 2. Employer or Authorized Representative Review and Verification <i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>			
Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)
		Doerksen	Austin
		M.I.	Citizenship/Immigration Status
		D	4
List A		OR	List B
Identity and Employment Authorization		Identity	AND
List C		Employment Authorization	
Document Title	Passport	Document Title	
Issuing Authority	Turkey	Issuing Authority	
Document Number	D12121212	Document Number	
Expiration Date (if any)(mm/dd/yyyy)	06/20/2025	Expiration Date (if any)(mm/dd/yyyy)	
Document Title	I-20	Additional Information <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Issuing Authority	US CBP		
Document Number	N10100000111		
Expiration Date (if any)(mm/dd/yyyy)	06/15/2018		
Document Title	I-94	QR Code - Sections 2 & 3 Do Not Write In This Space <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Issuing Authority	US DHS		
Document Number	12345678987		
Expiration Date (if any)(mm/dd/yyyy)	D/S		

 Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019	
Section 2. Employer or Authorized Representative Review and Verification <i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>			
Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)
		Doerksen	Austin
		M.I.	Citizenship/Immigration Status
		D	4
List A		OR	List B
Identity and Employment Authorization		Identity	AND
List C		Employment Authorization	
Document Title	Passport	Document Title	
Issuing Authority	Turkey	Issuing Authority	
Document Number	D12121212	Document Number	
Expiration Date (if any)(mm/dd/yyyy)	06/20/2025	Expiration Date (if any)(mm/dd/yyyy)	
Document Title	I-94	Additional Information <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Issuing Authority	US DHS		
Document Number	123456789777		
Expiration Date (if any)(mm/dd/yyyy)	06/15/2018		
Document Title		QR Code - Sections 2 & 3 Do Not Write In This Space <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Issuing Authority			
Document Number			
Expiration Date (if any)(mm/dd/yyyy)			

Foreign Passport vs. Visa

- Passport ► Visa



Electronic vs. Paper I-94

 **U.S. Customs and Border Protection**
Securing America's Borders

Get I-94 Number: **1347AQ**

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 6900888842

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name: LI
First Given Name: LYON
Birth Date (MM/DD/YYYY): 01/04/1980
Passport Number: P123212343
Passport Country of Issuance: Mexico
Date of Entry (MM/DD/YYYY): 04/11/2012

<https://i94.cbp.dhs.gov/I94/#/recent-search>

[illegible]

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0058

SEVIS ID: N0004705512

SURVINGUARY NAME John Doe-Smith	GIVEN NAME John	CLASS F-1
PREFERRED NAME John Doe-Smith	PASSPORT NAME	ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH UNITED STATES	COUNTRY OF CITIZENSHIP UNITED STATES	
DATE OF BIRTH 01 January 1990	ADMISSION NUMBER	
FORM ISSUE REASON (011) Initial Admission	LEGACY NAME John Doe-Smith	

SCHOOL INFORMATION

SCHOOL NAME XYZ School For Advanced SEVIS Studies	SCHOOL ADDRESS 8000 Mainy Lane, Ft. Washington, MD 20744
SEVIS SCHOOL FOR ADVANCED SEVIS STUDIES	SCHOOL CODE AND APPROVAL DATE N0004705512/01
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL John Doe-Smith	23 APRIL 2015

PROGRAM OF STUDY

EDUCATION LEVEL DOCTORATE	MAJOR 1 Economics, General 43.0401	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY N/A	ENGLISH PROFICIENCY NOTES (Student is proficient)
PROGRAM START DATE 01 September 2015	PROGRAM END DATE 31 May 2022	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 23,000	Perkins®/Grants	\$ 3,000
Living Expenses	\$ 4,000	Scholarship and Teaching Assistantship	\$ 25,000
Expenses of Dependents (if)	\$ 3,500	Funds From Another Source	\$ 0
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 30,500	TOTAL	\$ 28,000

REMARKS
Orientation begins 8/23/2015. Please report to 1200 upon arrival.

SCHOOL ATTESTATION
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(5). I am a designated school official of the above named school and am authorized to issue this form.

☒ X **DATE ISSUED** 23 April 2015 **PLACE ISSUED** Ft. Washington, MD

STUDENT ATTESTATION
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

☒ X **SIGNATURE OF John Doe Smith** **DATE**

SIGNATURE OF PARENT OR GUARDIAN ☒ X **SIGNATURE** **ADDRESS (city/state or province/country)** **DATE**

Employment Authorization Documents

- ▶ This is a List A document
- ▶ Permanent Resident Card
 - ▶ Treated the same as a US citizen for payroll paperwork
- ▶ Employment Authorization Card
 - ▶ OPT, CPT, DACA, Asylum
 - ▶ May require additional documents such as a UO-NRA

Submitting the I-9 to Payroll

- ▶ Please be sure that the I-9 is filled out completely and signed by both parties
- ▶ Include copies of the documents being used to fulfill the I-9
- ▶ Submit by the document deadline to ensure the position will be in Banner in time for Time Entry
 - ▶ <https://bg.uoregon.edu/content/hris-deadlines>

MyTrack I-9s and Remote Hires

When the I-9 is not being completed within the department

- ▶ The Payroll Office can complete I-9s for employees being hired through MyTrack
 - ▶ mytrackpayroll@uoregon.edu
- ▶ If an employee will not be in Eugene in time to complete the I-9 within 3 days of start, or is working remotely, you can have an outside party complete the I-9 and send it to you
 - ▶ <https://bg.uoregon.edu/Remote%20Hires>

Useful Websites

- ▶ <https://bg.uoregon.edu/content/i-9-instructions>
- ▶ https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify_Native_Documents/E-Verify%20Manuals%20and%20Guides/M-274-Handbook-for-Employers.pdf (pages 58-67 are examples of documents)
- ▶ <https://www.uscis.gov/i-9-central>
- ▶ <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>
- ▶ <https://www.uscis.gov/i-9-central/acceptable-documents/additional-documentation-requirements>

Thank you for coming!!!

- ▶ Any questions? Please feel free to email Keri Bartow at kbartow1@uoregon.edu or gepayroll@uoregon.edu