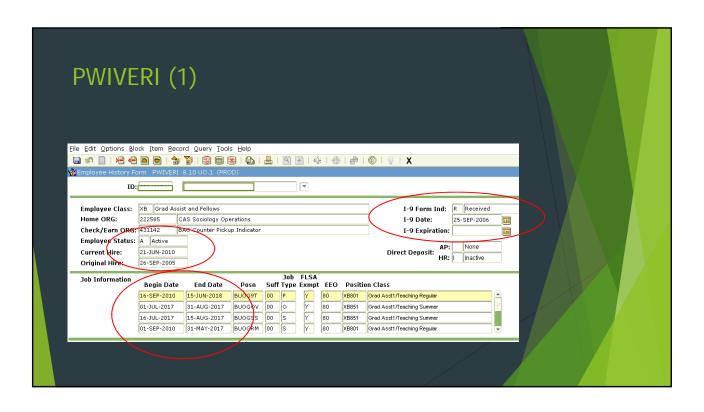
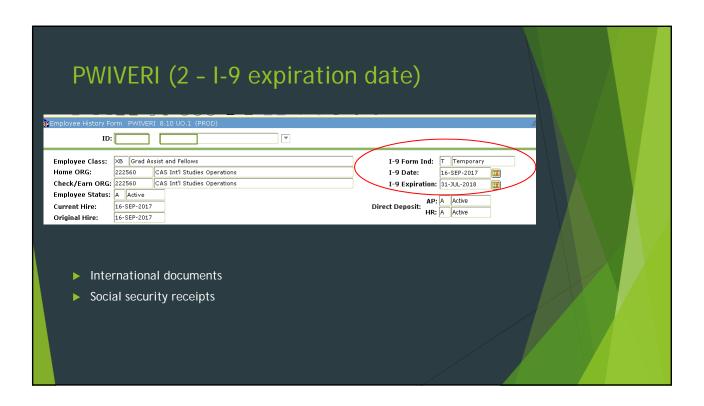


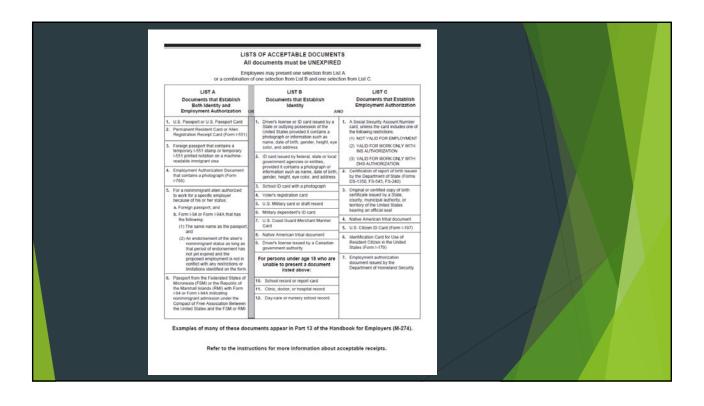
When do you need an I-9 New employees Lapse in service Three years after the date of hire 'or' one year after termination - whichever is later A previously I-9-exempt employee that terminates and then comes back (even if the lapse in only one day) Citizenship status change





Important Rules

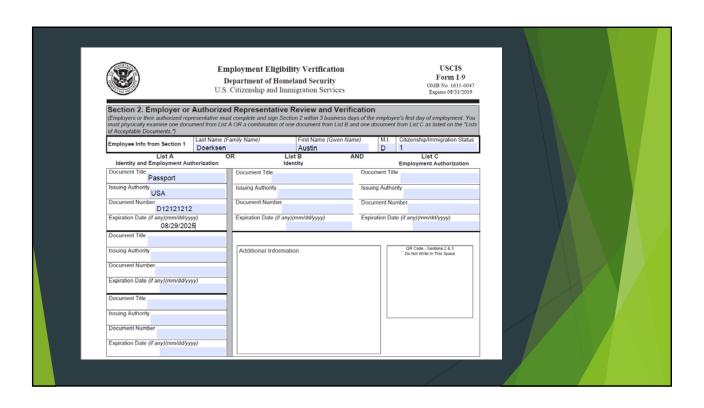
- You must see the original documents being used for the I-9, not copies of the documents
 - ▶ You are signing *under penalty of perjury* that you have seen the originals
- No expired documents
- ▶ You cannot tell them which documents they have to use
- ▶ The I-9 should be completed within three days 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



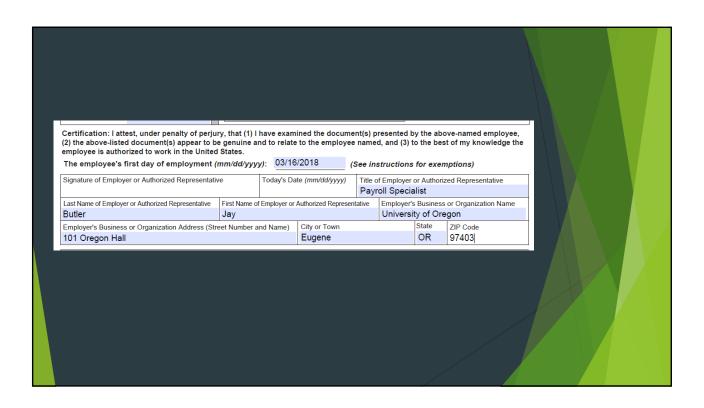
		Depart	ment Eligib ment of Hor enship and In	neland Seco	urity	Clear Fe	USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019
➤ START HERE: Read if during completion of this ANTI-DISCRIMINATION document(s) an employ an individual because the	NOTICE ee may pr	ployers are liable for E: It is illegal to dis resent to establish	or errors in the scriminate aga n employment	completion of inst work-aut authorization	this form. horized individual and identity. The	s. Employers Co	ANNOT specify which or continue to employ
Section 1. Employ					nust complete and	d sign Section 1	of Form 1-9 no later
Last Name (Family Name) Doerksen			me (Given Nam		Middle Initial	Other Last Nam	nes Used (if any)
Address (Street Number a	nd Name)	100000	Apt. Number	City or Town	1500	State	ZIP Code
720 East 13th Avenu	e		2	Eugene		OR	97403
Date of Birth (mm/dd/yyyy)	ue	Social Security Nurr	nber Emplo	yee's E-mail A	ddress	Employee	's Telephone Number
	W.G.						
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Preparer and/or Translator Certification (check of a lid of the complete of translator. A preparer(s) and/or translator. A preparer(s) and/or translator. A preparer(s) and/or translator. A preparer s and a lattest, under penalty of perjury, that I have assisted in the completed and signed when preparers and a lattest, under penalty of perjury, that I have assisted in the complete of translator. Signature of Preparer or Translator.	nslator(s) assist d/or translator	rs assist an employee in	completing	Section 1.) o the best of my		
Last Name (Family Name)	First Na	ame (Given Name)			$\setminus A$	
Address (Street Number and Name)	City or Town		State	ZIP Code		

	est, under penalty of perjury, that I am (check one of the following boxes A citizen of the United States A nonctitzen national of the United States (See instructions)	e):	
1. A 2. F 3. F	Aliawful permanent resident (Alien Registration Number/USCIS Number): An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "NA" in the expiration date field. (See instructions) ns authorized to work must provide only one of the following document numbers to cor Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Forei OR Form I-94 Admission Number: OR Foreign Passport Number: Country of Issuance:	mplete Form I-9: gn Passport Number. GR Code - Section 1 Do Not Write In This Space	
Signa	ature of Employee	Today's Date (mm/dd/yyyy)	



	D	mployment Eligibility Verification Department of Homeland Security S. Citizenship and Immigration Services				USCIS Form I-9 OMB No. 1615-004; Expires 08/31/2019		
Section 2. Employer or (Employers or their authorized rep must physically examine one docu of Acceptable Documents.")	resentative mus ment from List i	t complete and sign Sect A OR a combination of or	tion 2 within 3 busin ne document from L	ess days of the ist B and one d	employ locumen	t from List C as listed on the *Lis	ts	
Employee Info from Section 1	Last Name (F Doerksen	amily Name)	First Name (Give Austin	en Name)	M.I.	Citizenship/Immigration Status 2		
List A Identity and Employment Au			st B entity	AND		List C	-	
Document Title	norization	Document Title	2000	Docu	ment Tit			
		Drive	r License			Social Security Card		
Issuing Authority		Issuing Authority Ore	gon DMV	Issuir	ng Autho	Social Security Admin		
Document Number		Document Number	34567	Docu	ment Nu	mber 123-45-6789		
Expiration Date (if any)(mm/dd/yy	m	Expiration Date (if any		Expir	ation Da	te (if any)(mm/dd/yyyy)		
Document Title								
Issuing Authority		Additional Informat	tion		ПГ	QR Code - Sections 2 & 3 Do Not Write In This Space		
Document Number								
Expiration Date (if any)(mm/dd/yy	yy)							
Document Title	_							
Issuing Authority								
332333 - 3333333-333					1			
Document Number								
Expiration Date (if any)(mm/dd/yy	yy)							



Social Security Receipts and Cards

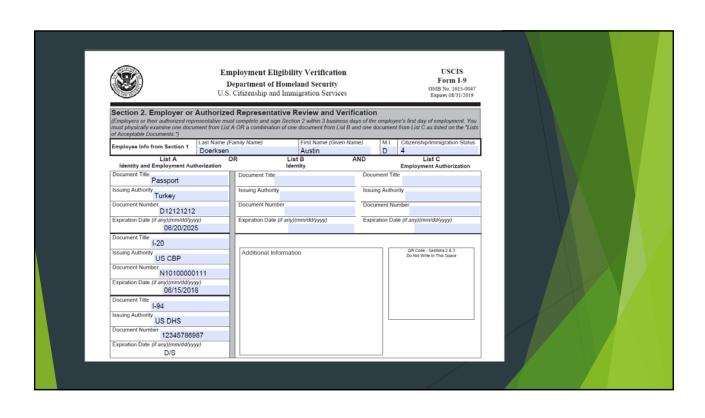
- ▶ Good for 90 days
 - Although the Payroll Office will follow up if the card is not received once the grace period is over, departments should be monitoring employees that need to submit a social security card
- ▶ https://www.ssa.gov/history/ssn/ssnversions.html

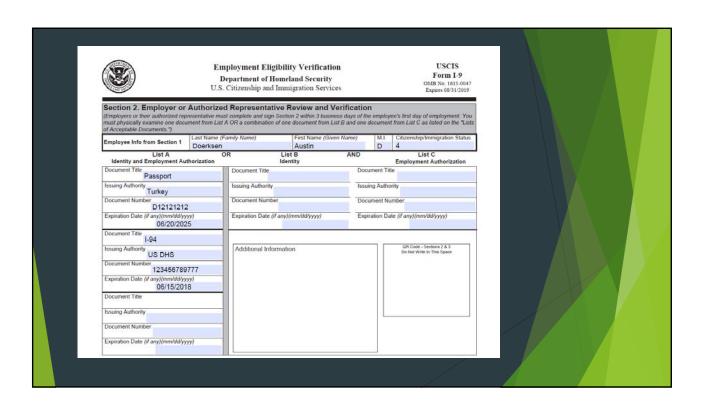




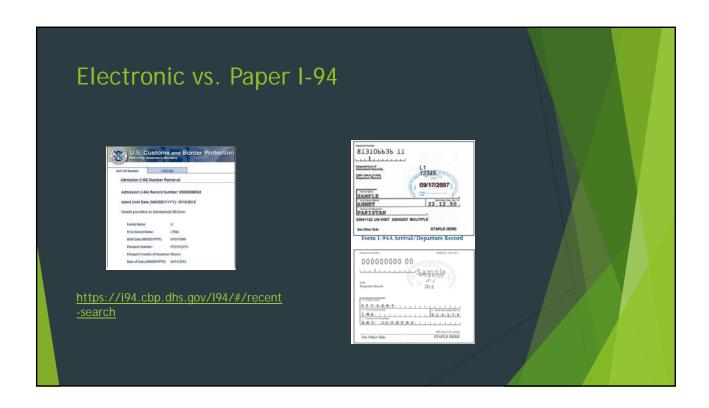
Notes About International Documents

- ightharpoonup F and J visa holders will have a combination of 3 documents to complete List ightharpoonup.
 - Passport
 - **▶** 1-94
 - ▶ 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













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
 - ► <u>mytrackpayroll@uoregon.edu</u>
- ▶ 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

