

NEW EMPLOYEE I-9 AUTHORIZATION PROCESS

U.S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9 , which includes presenting original unexpired documents establishing identity and employment eligibility. To ensure compliance please follow the directions below.

Hiring Department:

1. Complete the New Employee Authorization Form (NEAF) for each new hire needing to complete employment eligibility and direct deposit sign up.
2. If available, include the new hire PeopleSoft/ePAR number on NEAF form:
 - Conduct a thorough search for an existing PeopleSoft ID before directing new hire to HR.
 - If there is an existing PS number, enter it as the Employee ID.
 - If an existing PS number is not found for a staff new hire, write PS ID not found on the Employee ID line.
 - If an existing PS number is not found for a faculty new hire, proceed with creating a person of interest (POI type will be: Future Faculty Employee).
 - Communicate to the new hire that UH is direct deposit only and they should have their banking account information when they visit the HR Service Center. The request for hire will not be approved until employment eligibility and direct deposit signup has been completed.
3. Give employee a copy of the list of acceptable documents for completing the I-9.
4. **Do not instruct employee which documents to present** (*this is against the law*). Employee must personally determine which documents they will present to verify their employment eligibility using the list of acceptable documents as their guide.
5. Inform new employee of timeframe for completion and consequences if not in compliance.
6. Direct new hire to:
Human Resources Service Center (HRSC)
325 McElhinney Hall (bldg. 588 on campus map)

Employee:

1. Bring New Employee Authorization Form to HRSC.
2. Bring current unexpired I-9 verification documents and direct deposit account information; both completions are required for hire.
3. Upon I-9 completion a confirmation receipt will be issued.

Human Resources:

1. A customer service representative must conduct a thorough search on each new hire to confirm there is not an existing PS ID.
2. A customer service representative will complete the employee I-9 if unexpired acceptable documents are presented. They will also guide the employee in completing their direct deposit sign-up via their PASS account.
3. A confirmation receipt will be printed when the form I-9 has been completed.

NEW EMPLOYEE AUTHORIZATION FORM

Only original unexpired documents will be accepted to establish employment eligibility

Department Instructions: All below fields require completion. Please conduct a thorough search to confirm if the employee has a PeopleSoft ID and or ePAR number.

This form will no longer be used as a confirmation receipt; it is for HR verification purposes only. The HR Representative will give the employee a confirmation receipt once the I-9 has been completed.

(Please Print)

Employee ID _____ (*Please conduct thorough search in PeopleSoft.*)

Name _____, _____, _____
LAST FIRST MIDDLE

Hire Date _____ ePAR# _____

Preparer's Name: _____ Date: _____
(PLEASE PRINT)

Department: _____ Phone: _____
(PLEASE PRINT)

Send Email Verification to: _____ * Email Address: _____
(PLEASE PRINT Name)

Fingerprint Scan Needed: Y / N

HR Customer Service Section

I-9 Complete _____ Direct Deposit Complete _____ Fingerprint Scan Complete _____

Employee: Please return this form to your department.

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	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 	OR	<ol style="list-style-type: none"> 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. 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. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.