I-9 FORM EMPLOYMENT ELIGIBILITY VERIFICATION

COMPLETION INSTRUCTIONS
EMPLOYMENT ELIGIBILITY VERIFICATION

Hiring managers, supervisors, and newly hired faculty and staff may use this presentation in order to become familiar with the necessary steps required to confirm that each new employee (citizen or non-citizen) is authorized to work in the United States.
PENALTY
I-9 VIOLATIONS


Employers can face penalties for I-9 violations which include substantial fines.

- Penalties can be imposed for hiring unauthorized workers as well as for committing paperwork violations, even if the individual is authorized to work.
I-9 FORM COMPLETION: REQUIREMENTS
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Every faculty, staff, student worker must complete Form I-9 upon hire. This process permits the new employee to receive wages.

• Employment eligibility verification should be completed and sent to Human Resources on the first day of work.
  • Only original, signed, I-9 forms may be submitted to Human Resources.

• Anti-Discrimination Notice: All employees must be treated equally – whether they are U.S. citizens or non-citizens.
  ➢ This means you may not discriminate in the hiring, termination, promotion, or employment eligibility verification process.
I-9 FORM COMPLETION: REQUIREMENTS (CONTINUED)

Only original, signed, I-9 Forms may be submitted to Human Resources.

1. No white out or correction fluid may be used.

2. If the I-9 Form is not completed correctly, and in its entirety, the document will be returned to the LUC representative who completed Section 2.

3. If the I-9 Form is not submitted within 3 business days, the employee will not be allowed to continue working and collect wages.
I-9 FORM SECTIONS
I-9 FORM SECTIONS

The I-9 Form has various sections that must be completed by both the employee and LUC Representative.

• **Section 1** of the I-9 Form focuses on employee information and verification.

• **Section 2** requires the LUC Representative to review Section 1 for completeness, and verify identity and employment eligibility.
Review I-9 expiration date. Ensure the form date is 8/31/2019.

The I-9 Form has several sections that must be completed by both the employee and LUC Representative.

Section 1 of this form should be completed and signed by the employee in the presence of a LUC Representative on the first day of employment.
SECTION 1: TROUBLESHOOTING

In Section 1 of the I-9 form all corrections need to be made by employee:

Examples of regularity omitted fields:

✓ The name was entered in the incorrect order.
✓ Details of the address have been omitted or incorrect.
✓ Date of Birth is missing or incorrect.
✓ One of the check boxes in the Attestation section was not selected.
✓ Alien Registration number, I-94 Admission number or Foreign Passport number was not entered.
✓ The employee’s signature or the date is missing.
✓ Preparer/Translator section is not completed.
✓ Employee completed Prepare/Translator section with their information.

How to correct errors:

➢ Draw an arrow from the name to the appropriate space.
➢ Employee must add corresponding information.
➢ Employee must cross out the wrong information with a single line, initial and date.
HOW TO COMPLETE SECTION 2: EMPLOYER REVIEW & VERIFICATION

Section 2 must be completed within 3 business days of the day on which the employee begins employment.

### Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

#### 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.")

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>M.I.</th>
<th>Citizenship/Immigration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Issuing Authority</td>
<td>Document Number</td>
<td>Expiration Date (if any)(mm/dd/yyyy)</td>
<td>Document Title</td>
</tr>
<tr>
<td>Document Title</td>
<td>Issuing Authority</td>
<td>Document Number</td>
<td>Expiration Date (if any)(mm/dd/yyyy)</td>
<td>Document Title</td>
</tr>
</tbody>
</table>

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space
LIST OF ACCEPTABLE DOCUMENTS (ALL DOCUMENTS MUST BE UNEXPIRED)

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td>1.</td>
<td>Employment authorization</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2.</td>
<td>NOT VALID FOR EMPLOYMENT</td>
<td>2.</td>
<td>VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3.</td>
<td>NOT VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td>3.</td>
<td>Work authorization</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td>5.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
<td>7.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>(1) The same name as the passport; and</td>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) An endorsement of the alien’s nonimmigrant status as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.
SECTION 2: EMPLOYER CERTIFICATION

Attestation

LUC Representative: Must attest they have examined the documents presented by the newly hired employee. Attest the documents are genuine, related to the employee, and the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy):  

(See instructions for exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name of Employer or Authorized Representative</td>
<td>First Name of Employer or Authorized Representative</td>
<td>Employer’s Business or Organization Name</td>
</tr>
<tr>
<td>Employer’s Business or Organization Address (Street Number and Name)</td>
<td>City or Town</td>
<td>State</td>
</tr>
</tbody>
</table>
SECTION 2: TROUBLESHOOTING

- Employee must present original documentation when submitting the I-9 form.
- LUC representative must review Section 1 for any incorrect and/or missing information. Please request the employee to make proper corrections.
- Refer to List of Acceptable Documents (page 3) to record information in the corresponding List A, B, C.

Examples of regularly missed or incorrect fields.
- Citizenship/Immigration Status should be the numeric value checked from Section 1. Enter the corresponding 1, 2, 3, or 4.

If document details are entered on the wrong line/list(s), draw an arrow to the correct line/list(s). Initial and date the change.
• **Section 2 should not contain more document information than required.**
  ➢ *Draw a line through the extra information and initial.*

• **Employee’s first day of employment must be entered.**

The employee's first day of employment (mm/dd/yyyy): [Redacted]

(See instructions for exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today's Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name of Employer or Authorized Representative</td>
<td>First Name of Employer or Authorized Representative</td>
<td>Employer's Business or Organization Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer's Business or Organization Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

• **Section 3 Reverification and Rehire should not be completed.**
  ➢ *Draw a line through the extra information and initial.*
SECTION 2: EMPLOYER REVIEW AND VERIFICATION, FOR NONIMMIGRANT ALIEN


- EAD Card should be documented in List A
- Should have a photograph and valid expiration date
- No additional document needed
SECTION 2: EMPLOYER REVIEW AND VERIFICATION, FOR NONIMMIGRANT ALIEN

OPTION 2: Passport *with* I-94 or DHS employment authorization:

- Passport should be documented in List A
- Form I-94/I-94A should be documented directly below passport in List A, or
- I-20/DS-2019/I-797 (or other DHS document) should be documented directly below passport or I-94 in List A

<table>
<thead>
<tr>
<th>SEVIS ID: N0004720633</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURNAME/PRIMARY NAME</td>
</tr>
<tr>
<td>Sample</td>
</tr>
<tr>
<td>PREFERRED NAME</td>
</tr>
<tr>
<td>Student Sample, IL</td>
</tr>
<tr>
<td>COUNTRY OF BIRTH</td>
</tr>
<tr>
<td>LAOS</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>04 MAY 1995</td>
</tr>
<tr>
<td>FORM ISSUE REASON</td>
</tr>
<tr>
<td>CONTINUED ATTENDANCE</td>
</tr>
</tbody>
</table>

| GIVEN NAME             |
| Student               |
| PASSPORT NAME          |

| COUNTRY OF CITIZENSHIP |
| LAOS                  |
| ADMISSION NUMBER      |
| 9104                  |
| LEGACY NAME           |

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL NAME</td>
</tr>
<tr>
<td>SEVIS School for Advanced SEVIS Studies</td>
</tr>
</tbody>
</table>

| SCHOOL ADDRESS         |
| 8002 Nany Lane, Ft. Washington, TX 75244 |
| SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL |
| Helene Robertson        |
| 43200                  |

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION LEVEL</td>
</tr>
<tr>
<td>BACHELOR’S</td>
</tr>
</tbody>
</table>

| MAJOR 1: History and Philosophy of Science and Technology | 84.0104 |
| ENGLISH PROFICIENCY NOTES | Student is proficient |
| START OF CLASSES          | 01 JUNE 2016          |
| PROGRAM START END DATE   | 04 MAY 2016 - 30 MAY 2020 |

| MAJOR 2: Note 00.0000 |
| EARLIEST ADMISSION DATE | 04 APRIL 2016 |

LOYOLA UNIVERSITY CHICAGO
SECTION 2: EMPLOYER REVIEW AND VERIFICATION, FOR NONIMMIGRANT

OPTION 3: List B identification with Employment authorization from DHS in List C:

- Must document an identity document from List B
  - Driver’s license, state or federal issued ID card, school ID with photo, etc.
- I-20/DS-2019/I-797 (or other DHS document) should be documented in List C, or
- Unrestricted US Social Security card documented in List C.
ATTENTION!

• FOREIGN NATIONAL employees (present on a Visa), must also complete GLACIER Nonresident Alien Tax Compliance.

This includes:
• Full-time/Part-time Faculty and Staff
• Student Workers
• Graduate Assistants
• Scholarship/Fellowship Recipients

• An e-mail from support@online-tax.com will be sent to employees. They must log into GLACIER using the temporary User ID and password found in the e-mail. Select “Create/Update/View my Individual Record” and complete the survey. Sign all forms in your Tax Summary packet and submit along with copies of all required documentation to nra-processing@luc.edu.

• If they do complete the information in GLACIER and/or submit the required forms and documents, the maximum amount of tax will be withheld from all payments. For more information, please visit: https://www.luc.edu/finance/nracompliance/
IMPORTANT REMINDERS
KEY ITEMS TO REMEMBER

• Ensure I-9 form is not expired.

• Provide the employee the list of acceptable documents, which is part the I-9 Form.

• It is against the law for a LUC representative to request a specific document from an employee.
  • If an employee asks about what can be presented for List C-7, Unexpired employment authorization document issued by DHS, please refer to the examples found online.

• The employee must present original documents. Photocopies are not acceptable. The only exception is the copy of a birth certificate that has a raised seal.

• For any questions concerning acceptable documents for international hires, please contact International Student and Scholar Services office: p773-508-3899 or iss@luc.edu
FAQ’S
FREQUENTLY ASKED QUESTIONS

• What if the employee does not have a Social Security number?
  • The employee must go to the International Student and Scholar Services office to obtain information on how to apply for Social Security number - 773-508-3899 or iss@luc.edu

• Can I advise new hires to provide a drivers license and social security card to fulfill the Form I-9 document requirements?
  • No, It is against the law for a company representative to request a specific document from an employee.

• Can new hires provide photocopies or faxes of their official documents to fulfill the Form I-9 document requirements?
  • No, photocopies are not acceptable. The only exception is the copy of a birth certificate that has a raised seal.

• Can the new hire type his/her information into Section 1 on the I-9 form?
  • Yes, as long as the new hire signs the form in front of the LUC representative who completes Section 2.
FAQ (CONTINUED)

• Can it be requested that an applicant complete Form I-9 prior to a hiring agreement?
  • *No, the I-9 Form should only be completed by those hired by the University.*

• Are you allowed up to 7 days after hire to complete Sections 1 and 2 of the Form I-9?
  • *No, Section 1 should be completed on the day of hire; Section 2 can be completed within 3 days of hire.*

• Do mistakes require a new Form I-9 to be completed?
  • *No, if mistake occurs during I-9 completion, cross out the error, correct the information, initial and date. **Section I** corrections need to be made by the new hire; **Section 2** corrections need to be made by the LUC representative verifying the form. **Do not use white out.**
FAQ (CONTINUED)

• Can a new hire submit any documentation he/she chooses from List A or B and C?
  • Yes, employers **cannot** specify which documents that will be accepted as long as they in compliance with the list of acceptable documents for Form I-9. In addition, the LUC representative cannot request more documentation than required.

• Is an expired U.S. or Canadian driver’s license acceptable documents under List B?
  • **No, all documents must be unexpired.**

• A new hire presents a Social Security Card to complete Form I-9. The card has writing on it which states “Valid only with INS Authorization”. Can this Social Security Card be used as proper documentation?
  • *If the Social Security Card notes “Valid with INS Authorization” it cannot be used alone as an acceptable document. Additional INS documentation must be provided.*

• What happens to Form I-9 after the employee separates employment?
  • *Form I-9 must be retained for 3 years after the date the employee was hired, or 1 year after employment ends, whichever is later.*
HELPFUL RESOURCES
HELPFUL RESOURCES

– **Staff and Student Employees**
  Human Resources: 312-915-6175 or hr-payroll-processing@luc.edu

– **Faculty**
  Faculty Administration: 773-508-7477 or faculty-admin@luc.edu

– **International Hires (Faculty, Staff, Students)**

– **International Student and Scholar Services:** *773-508-3899 or iss@luc.edu*

– **General Accounting**: Shannon Seay at 312-915-8672
  
  *Questions concerning acceptable documents for international hires*
  
  **All international hires are required to go online and complete Glacier Nonresident Alien Tax Compliance System.*

– **U.S. Citizenship and Immigration Services:**
  http://www.uscis.gov/i-9
It is critical for LUC Representatives to correctly identify and confirm that each new employee (citizen or non-citizen) is authorized to work in the United States.

- Immigration and Customs Enforcement could penalize Loyola University Chicago for I-9 violations in the event of an audit, it is important that these forms are done accurately!
  - The University can face penalties for I-9 violations which include substantial fines.
  - Penalties can be imposed for hiring unauthorized workers as well as for committing paperwork violations, even if the individual is authorized to work.
Thank You

Preparing people to lead extraordinary lives