

**POLICY ON VERIFICATION OF
EMPLOYEE ELIGIBILITY FOR EMPLOYMENT (Form I-9 and E-Verify)**

Responsible Office: Human Resources

I. POLICY STATEMENT

Under the Immigration Reform and Control Act of 1986, all employers are required to verify an employee's eligibility for employment in the United States upon offer and acceptance of appointment. Hiring an employee who is not authorized to work in the U.S. may result in civil and federal penalties.

To ensure Auburn University's compliance with the law, a University representative must verify an employee's identity and work authorization by completing a Form I-9, in addition to successful completion of an E-Verify action.

II. POLICY PRINCIPLES

Auburn University will require an employee to complete a Form I-9 when an offer has been made and accepted by the employee. Auburn University will not require an employee to complete the Form I-9 prior to acceptance of an offer of employment.

The employee **MUST** complete Section 1 of the Form I-9 no later than the **FIRST** day of employment (when the employee begins work for pay), and the designated University representative **MUST** complete Section 2 of the Form I-9 no later than the **THIRD** business day of employment (when the employee begins work for pay).

E-Verify actions are automatically initiated through the approved electronic system with completion of the Form I-9.

III. EFFECTIVE DATE

November 7, 1986 – any employees with hire dates after November 7, 1986 are required to complete Form I-9

April 17, 2017 – E-Verify completion of all new hires with the implementation of electronic I9/E-Verify system

IV. APPLICABILITY

Applies to all employees (regular, temporary, faculty, staff, and students, etc.) of Auburn University hired after November 6, 1986.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Vice President Business & Finance & CFO

Responsible Officer: Associate Vice President, Human Resources

VI. DEFINITIONS

Form I-9 – A form required by the Department of Homeland Security, U.S. Citizenship and Immigration Services, used for the purpose of verifying the identity and employment authorization of individuals hired for employment in the United States.

First day of employment – The first day that the employee begins work for pay or other remuneration.

Third day of employment – The third business day after the employee begins work for pay or other remuneration.

E-Verify - E-Verify is an internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

VII. POLICY PROCEDURES

Upon offer and acceptance of an employment position with Auburn University, a Form I-9 may be initiated. Upon completion of Form I-9 by the employee and designated University representative through an approved electronic system, the Form I-9 with attached documents must be submitted and accessible by Human Resources Records no later than the third day of the employee's employment.

VIII. SANCTIONS

If the Form I-9 is not completed by close of business on the third day of employment, the employee will not be allowed to continue working for Auburn University. The employing department must contact the Human Resources Representative and have the employee report to Human Resources immediately. Employees not working on Auburn University campus must contact their divisional Human Resources representative immediately for further action.

IX. EXCLUSIONS

Completion of a Form I-9 is not required for the following:

1. Employees working outside of the United States and its territories; or
2. An employee hired prior to November 7, 1986.

Completion of an E-Verify action is not permitted for the following:

1. Employees who have previously been successfully E-Verified by Auburn University who do not have a status of terminated in the system; or
2. Employees who have been granted an active U.S. Government security clearance for access to confidential, secret, or top-secret information in accordance with the National Industrial Security Program Operating Manual; or
3. Employees that have been granted Homeland Security Presidential Directive (HSPD)-12 Security Clearance.

X. INTERPRETATION

Associate Vice President, Human Resources

APPENDICES

United States Citizenship and Immigration Services: <https://uscis.gov>

Handbook for Employers M-274: <https://www.uscis.gov/i-9-central/handbook-employers-m-274>

Electronic I-9/E-Verify Resources: https://www.auburn.edu/administration/human_resources/i9.html

E-Verify Verification for Assigned Employees on Federal Contracts Procedures:
https://www.auburn.edu/administration/human_resources/procedures.html