

Legal Notice to Hiring Managers and Supervisors

I-9 Employment Eligibility Requirements

The U.S. Department of Homeland Security requires that the following timelines be adhered to for all new employees to verify employment eligibility.

Hiring Managers and Supervisors must ensure our compliance.

If you need assistance with this process or have any questions, please contact Human Resources.

Required Timeframe	Responsible Party	Required Action
Date of Hire	Employee*	Complete Section 1
*employee must complete, however it is the supervisor's responsibility to ensure this takes place		
Within 3 Business Days of Employment*	Employee	Employees must present original documents in accordance with the lists of acceptable documents on Page 3 of the I-9.

*If employees are authorized to work, but are unable to present the required document(s) within 3 business days, they **must** present a receipt for the application of the document(s) within those 3 days and the actual document(s) within 90 days.

Within 3 Business Days of Employment	Supervisor/Designee	Must examine evidence of identity and employment to verify eligibility and photocopy for retention with complete I-9.
	Supervisor/Designee	Complete Section 2 to include listing documents and Certification