

# University of Idaho

## **I-9 Process and Policy Reminders for EPAFs Users**

The following information is intended to be a brief summary of the I-9 process and how it directly affects EPAFs. We will be focusing on compliance, background checks, expiration dates, start dates, and process updates to ensure compliance and accuracy. Please make sure the information that pertains to hiring process is shared with hiring supervisors

➤ For **I-9 Compliance, Effective Dates and I-9 Date for EPAFs**

- Contact Human Resources at 885-3638 or [hr@uidaho.edu](mailto:hr@uidaho.edu)

➤ For **Background Check Questions**

- Contact Shelby Hurn at 885-3050 or [crimcheck@uidaho.edu](mailto:crimcheck@uidaho.edu)

➤ For **EPAF Questions**

- Contact Dan Noble at 885-3677 or Myung Chun at 885-3728 or [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu)

## I-9 Compliance + Reminders

- I-9 compliance – The Form I-9 is required for all employees on the payroll at the University of Idaho, as it verifies identity and employment eligibility.
  - **Section 1** of the form must be filled out by the employee **ON OR BEFORE** the first day of employment
  - **Section 2** must be filled out by Human Resources or authorized designee for off-site locations **WITHIN THREE DAYS** of the employee starting work for pay. If the employee does not provide documents for the employer to fill out Section 2 within three days, they must **stop working**

- I-9 Timeline:



Please keep a couple things in mind when your departments are hiring new employees:

- Background check will need to be completed prior to employee visiting HR to complete I-9 process! Only after Background Check & I-9 Completion can the employee start working
- Employee will need to know the **first day they will work for pay** (this will need to match EPAF, we will discuss more later!)
  - Remember any job related training = paid employment***
- We Need Original Non-Expired Document: HR needs original, non-expired documents for verification. A list of acceptable documents is available at <http://www.uscis.gov/i-9-central/acceptable-documents>
- DO NOT SPECIFY which documents the employee should present
- Long Distance I-9s - Let's be Proactive! If your department is hiring employees who will be working offsite or who will need to start working prior to being on campus HR can make arrangements to have this process completed remotely

- Non Compliance Fees \$\$\$: If departments allow employees to start working without completing I-9s, it causes us to be out of compliance with U.S. Citizenship and Immigration Services. If we are audited and fined because of non-compliant I-9s, the hiring **department** (not HR) is responsible for the fine. Fines can range from \$100 – \$1,100 or more, depending on the severity of the situation. This could come from department or college budget
- I-9 Expiration: I-9s expire after 3 years. If you attempt to apply an EPAF for an employee whose I9 is expired you will get “I-9 EPAF Error” – Please be especially cautious regarding I-9s that are close to expiring. If the EPAF is not completed prior to the I9 expiration date it will create an error when you start the EPAF!

**PEAEMPL: United States Regulatory tab** – Be Proactive - Prior to discussing start date please look here if you are reappointing previous employees

- If the date is more than three years old and they have had a break in service, the employee will need a new I-9
- This means you cannot put on an EPAF for this person until we have a new I-9, meaning the employee will need to provide their documents again
- In this example below, if you were reappointing Mandy on August 21, 2015, Mandy would need to visit HR, since it is after her three-year I-9 expiration date

Oracle Fusion Middleware Forms Services: Open > PEAEMPL

File Edit Options Block Item Record Query Tools Help

Employee PEAEMPL 8.8.1.10 (\* PROD \*)

ID: V01096668 Mandy Charbonneau

General Employee **United States Regulatory** Canadian Regulatory

**FLSA**  
 FLSA Indicator: Cash  
 Work Period: CLAS Standard Work Week

**I9**  
 Form Indicator: Received  
 Date: 13-AUG-2012  
 Expiration Date:  

**Social Security Name**  
 First: Mandy  
 Middle:  
 Last: Charbonneau  
 Suffix:

**California Pension**  
 Current Membership Status: (None)

1042S  
 1042S Recipient: (None)

**Electronic W-2 Consent**  
 Employee Consent  
 Capture Date: 01-NOV-2013  
 Updated By: W:MANDYC

**IPEDS**  
 IPEDS Primary Function: (None)  
 IPEDS Medical or Dental Reporting  
 IPEDS reporting - employee paid with Soft Money

FLSA Indicator,  
 Record: 1/1

- **Continuously employed** individuals without a break-in-service do not need to fill out an I-9 after three years. You can check the I-9 date in PEAEMPL. (Screenshot above)  
Example: Employee hired with original start date of 8/15/12. Changing positions effective 10/1/15. As long as end date on original position is 9/30/15 & new position starts 10/1/15 employee does not have a break in service, therefore not needing I9 updated (Continuation or Change EPAF Categories)
  - **AS LONG AS THE EPAF PROCESS IS COMPLETED PRIOR TO EXPIRATION DATE!**

**International Employees: There is a different expiration scheme:** Work authorization documents for International Employees may expire prior to I-9 expiration. International employees will have an I-9 status of “Temporary” instead of “Received” in the Form Indicator box and will have an expiration date as well as an I-9 received date. If you are rehiring an international employee who has had a break in service and/or it is near the expiration date, the international employee will need to visit Human Resources to ensure they provide appropriate documents to verify eligibility of employment.

## **What Does Human Resources Provide the Employee:**

Temporary Employees: will receive a Work Authorization Card after completing the I9 process. Typically you should follow the rule no Work Authorization Card = no work

- Includes Employee Classes: Work-Study (SF/SI), Student (ST), Temp Help non-PERSI (T4), Temp Help PERSI (T1) and Temp Faculty, non-Benefit (F9)
- The Vandal Card (if needed) can be requested after the EPAF is applied

Classified, Exempt, Faculty, and Post Doc Employees: HR sends their information to the Vandal Card Office (Supervisor is cc'd on email request). No Work Authorization Card is issued

- The exception to this is an employee that fills out Section 1 of the I-9 but needs to provide documents. The employee has 3 business days to provide documents. If they do not provided documents within that timeframe they are required **stop working**. Supervisors will be emailed with a deadline for these employees. HR will provide the employee with a Work Authorization Card / Vandal Card information once documents are presented

## Effective Dates and I-9 Date for EPAFs

- ***All EPAFs for Original Appointments get put on starting with the actual first day of work for pay***
- HR can always confirm if an employee has completed their I-9 or not. It is not acceptable to request the date the employee completed paperwork to use for your EPAF start date. ***All EPAFs for original appointments get put on starting with the actual first day of work for pay***

## Revised HR Processes Evaluating Start Date / I-9 Compliance Issues:

We have recently been taking a closer look at start dates on Original Appointment EPAFs in a few areas:

- **An EPAF Jobs Effective Date that is not the same as what the employee originally provided as a start date**
- **An EPAF Jobs Effective Date that would resolve an original non-compliance**
  - Example: Employee visits HR & states “I did training yesterday and my supervisor told me it was OK to come down here after I was done.” All work related training is paid employment; If the employee does visit HR on or before the first day of employment this is a clear non-compliance. EPAF is then created with a different date than what the employee provided.
- **An EPAF Jobs Effective Date that creates a non-compliance**
  - Example: Employee visits HR on a Monday and states she will start working today. EPAF Jobs Effective Date is Sunday.
- **A start date that is on a Sunday that is for an employee class that typically does not work on Sunday**
  - Example: Typically only GA, Faculty, Exempt and Postdoc employee classes are OK to have Sunday start date..... **IF** the I-9 was completed prior to their Sunday start date!

## Actions we take (for above examples):

1. Supervisor will be emailed to verify **first day employee worked for pay**
2. If date provided by supervisor does not match EPAF, instructions are sent to modify EPAF
3. If date on EPAF and date provided by supervisor conflict with documented information from employee, the Business Partner will make contact to clarify why there is a discrepancy

**\*\*Note:** We do document information obtained when an employee states they have started working prior to filling out I-9