

University of South Alabama  
Mandatory I-9 Policy for Employees

New employees who fail to provide the required documentation are not allowed to continue employment with the University of South Alabama. Non-compliance by hiring managers is a violation of the federal act and subject to federal fines and disciplinary action.

#### Procedure for Student Employees:

The Payroll department will handle the I-9 process for student employees as follows.

1. The hiring manager or designee is to advise the new student employee to report to the Payroll office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at t031 (2998 (se)7.0996 (u f)6.993 (i)-3.995 u).Dp-5 (o)u98 (oa-3.007 (i(ana)-2.

University of South Alabama  
Temporary I-9 Receipt

This form should be retained by the hiring department

All new employees are required by the provisions of the Immigration Control and Reform Act of 1982, to complete Form I-9, Employment Eligibility Verification. Form I-9 may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. Section I of Form I-9 MUST be completed before or on the first day of work prior to reporting to his/her work location. Section II must be completed and certified no later than the third business day of work. In accordance with federal law, failure to comply with these requirements will result in the immediate termination of the new employee.

Employee Name: \_\_\_\_\_

Employee J Number: 00 \_\_\_\_\_

\* First Day of Work/ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*The employee should not begin work prior to the above date. The hire date on the Personnel Action Form should reflect this same date or later.

Employee has NOT completed Section II of Form I-9.

Employee must return to Human Resources/Payroll for completion of Section II on or before \_\_\_\_/\_\_\_\_/\_\_\_\_. If the first day of work differs from above, the employee must complete Section II within 3 days of the actual first day of work.

I understand failure to comply will result in termination.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

At the time I-9 is completed, you are considered an employee of the University of South Alabama and will be reported to the State of Alabama on the New Hire Report.

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I-9 Receipt

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Employee Name: \_\_\_\_\_

Employee J Number: 00\_\_\_\_\_

\* First Day of Work/ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*The employee should not begin work prior to the above date. The hire date on the Personnel Action Form should reflect this same date or later.

|                    |              |
|--------------------|--------------|
| Verified By: _____ | Phone: _____ |
|--------------------|--------------|

Employee has completed Form I-9 requirements.

At the time I-9 is completed, you are considered an employee of the University of South Alabama and will be reported to the State of Alabama on the New Hire Report.

Temporary faculty, faculty and staff should contact Human Resources for all address and telephone changes.

Please allow one business day for Form I-9 entry before EPAF submission.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_