As many of you are aware, U.S. Citizenship and Immigration Services (USCIS) recently published a revised Employment Eligibility Verification Form I-9. We realize that some units have already begun using the new Form I-9 (Rev. 03/08/13); if you have not started using the new form, please do so at this time. You must comply with using the new form by May 7, 2013. The revised form can be found at http://www.uscis.gov/files/form/i-9.pdf.

It’s important that all individuals who complete Form I-9 on the University’s behalf thoroughly read all 9 pages of the new Form I-9, including the instructions. Attached you will find information highlighting changes to Form I-9 and important reminders regarding the use of this form. The attachment is only intended to be a supplement the instructions.

We’re also taking this opportunity to make the following process changes:

- Only the pages of the Form I-9 on which you/the employer or the employee enter data must be retained. Please only retain the two-sided Form I-9 (pages 7 & 8) and copies of the supporting document(s) (i.e., passport, driver’s license, social security card, etc.). Only forward these pages to OHR. Do not save or submit copies of the I-9 instructions (pages 1-6) or Lists of Acceptable Documents (page 9) to be stored with each individual Form I-9.

- Please no longer complete the I-9 Checklist.

We hope that these changes will simplify the I-9 process. We will continue to look at ways to further simplify our I-9 and E-Verify practices in an effort to provide you with processes that make business sense while maintaining compliance.

If you’d like additional resources regarding Form I-9, please feel free to utilize the following links:

I-9 Central
Handbook for Employers – Instructions for Completing Form I-9

We are considering holding some training sessions, for those completing form I-9. If your staff would be interested in participating, please contact Sharon Price (skc101@psu.edu, 814-865-9346) so that we can determine if there is a need for such training.
Form I-9

Important information regarding the newly revised Form I-9 (Rev. 03/08/13)

- Form instructions have been enhanced to provide clearer directions for both employees and employers.

- Improvements to Form I-9 include new fields and reformatting to reduce errors. The revised layout expanded the form from one to two pages. The new 2 page Form I-9 (pages 7 & 8), should be copied or printed as a two-sided form.

- In Section 1, employees may provide their e-mail address and telephone number. This is voluntary.

- In Section 1, “other names used” replaced the maiden name field.

- In Section 1, employees should enter “N/A” for any information that is left blank in (i.e. middle initial, other names used, e-mail address and telephone number).

- A 3-D Barcode box was added as a placeholder for future technology.

- On the top of page 8, fill in employee name as instructed.

- Documents were not added or removed from the Lists of Acceptable Documents. The List C document, Social Security Account Number card, was clarified.

- You should not complete a new Form I-9 for current employees if a properly completed Form I-9 is already on file.

Important reminders regarding Completion of Form I-9

- When completing Form I-9, you must make available to the employee the complete instructions to the form and the Lists of Acceptable Documents.

- Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

- Section 2 of Form I-9 must be complete and signed within three business days of the date of hire of the employee (the hire date means the first day of work for pay). For example, if your employee began work for pay on Monday, you must complete Section 2 by Thursday of that week. If the job lasts less than three days, you must complete Section 2 no later than the first day of work for pay.

- Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present.

- Documents presented by the employee must be original. The only exception is a certified copy of a birth certificate.

- Documents presented by the employee must be unexpired.

- U.S. Citizens and noncitizen nationals never need reverification. Do not reverify the following documents:
• U.S. passport or passport card
• Permanent Resident Card (Form I-551)/ An Alien Registration Receipt Card
• Any list B document

• Form I-9 can be completed remotely. We realize that there has been an increase in remote hires. If you need assistance with the completion of I-9’s for remote hires, please contact Recruitment and Compensation.

• If any portion of Form I-9 was not completed in a timely manner, you must attach a written explanation to the Form I-9 explaining why this occurred. DO NOT backdate signatures on the Form I-9 or misstate the hire date to make the form appear to be completed in a timely manner.

• If you discover a mistake on Form I-9, correct the existing form or prepare a new Form I-9.
  o If you choose to correct the existing Form I-9:
    ▪ You may only correct errors made in Section 2 or 3; section 1 errors should be corrected by the employee
    ▪ Line out the incorrect portions, enter the correct information, and initial and date the correction
    ▪ Do not conceal changes, do not use correction fluid

  o A new Form can be completed if there are “major errors” such as entire sections being left blank or Section 2 being completed based on unacceptable documents. Please only do a new Form I-9 after consulting with Recruitment and Compensation. If you do a new Form I-9:
    ▪ Retain the old form
    ▪ Attach a short memo to both the new and old Forms I-9 stating the reason for your action.

• If you discover you are missing the Form I-9 for an employee:
  o Immediately provide the employee with a Form I-9.
  o Allow employee 3 business days to provide acceptable documents.
  o DO NOT backdate signatures on the Form I-9, or misstate the hire date to make the form appear to be completed in a timely manner.