Employment Verification
AGENDA

- Fall Hiring Extra Support
- Fundamentals of I-9 Compliance
- Employment Eligibility Verification Process
  - Citizens / Permanent Residents
  - Foreign National Employees
- Foreign National Employment Verification Best Practices
- Useful Tools
- Q&A
Fall Semester Start-up

- On-campus I-9 Help Day
  Tuesday, August 30  9am – 4pm
  Humphrey School of Public Affairs, Room 50B

- Payroll Walk-in Service
  Wednesday, 8/31 – Friday, 9/2
  Tuesday, 9/6 – Friday, 9/9
  9am – 4pm
Employment Verification Basics – Form I-9

- **Purpose** – To document verification of the identity and employment authorization of each new employee.

- **Acceptable Documentation**

- **Online I-9** – [https://www.i9express.com/](https://www.i9express.com/)
From the USCIS Handbook for Employers:

“Ensure that the employee completes Section 1 of Form I-9 at the time of hire. “Hire” means when employment in exchange for wages or other remuneration begins. The time of hire is noted on the form as the first day of employment. Employees may complete Section 1 of Form I-9 before the time of hire, but no earlier than acceptance of the job offer. Review the employee’s document(s) and fully complete Section 2 of Form I-9 within three business days of the hire. For example, if the employee begins employment on Monday, you must complete Section 2 by Thursday.”
Employment Verification Basics - Timeliness

- I-9 must be completed within three days of hire.
- If it is not, employee may not work until I-9 is completed.
- I-9 can be completed anytime after the job offer is accepted.
Employment Verification Process: Citizens and Permanent Residents

- I-9 completed in the department
- Department I-9 Administrator reviews employee documentation
- Documentation scanned and uploaded to I-9 Express or filed in department

(Do not send to Payroll Services.)
### Employment Verification Process: Citizens and Permanent Residents

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>When</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Job offer made and accepted</td>
<td>Prior to hire date</td>
<td>Employer / Employee</td>
</tr>
<tr>
<td>2.</td>
<td>Section 1 of form I-9 completed with hiring department and supporting documents provided</td>
<td>No later than first day of employment. (Can be completed once job offer is accepted)</td>
<td>Employee</td>
</tr>
<tr>
<td>3.</td>
<td>Section 2 of form I-9 completed.</td>
<td>No later than 3rd business day.</td>
<td>Employer</td>
</tr>
<tr>
<td>4.</td>
<td>Review and store documentation: -If Passport: use photo matching. -All other documentation: scan and upload in I-9 Express (TALX).</td>
<td>No later than 3rd business day.</td>
<td>Employer</td>
</tr>
<tr>
<td>5.</td>
<td>Employment eligibility is verified with eVerify.</td>
<td>Daily</td>
<td>Via I-9 Express / TALX</td>
</tr>
<tr>
<td>6.</td>
<td>Employment eligibility status is uploaded from I-9 Express / TALX to PeopleSoft</td>
<td>Daily</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>7.</td>
<td>Stop report is run. -If PeopleSoft shows wages are to be paid, report checks wire permit page for a compliance verified status. -If status is Verification Required, pay is stopped.</td>
<td>Wednesday of payroll close week.</td>
<td>Payroll Services / HRMS</td>
</tr>
</tbody>
</table>

**Notes:**

- If the employee does not provide supporting documentation by 3rd day of employment, they may neither work nor earn until the documentation is provided.

- If the employee does not return with the documentation by the end of the pay period, pay the wages owed and terminate their employment. Inform Payroll Services that the wages should be paid despite a lack of verification.

- Do not send documentation to Payroll Services. Scan employee’s documents and upload to I-9 Express (TALX) or file in the department.
Employment Verification Basics: Rehire - Citizens

• A rehired employee must complete a new I-9 if the most recent I-9 they completed with the employer was more than three years prior to the rehire date.

• If an employee is rehired within three years of having completed the previous I-9, regardless of when they were terminated, they do not need to complete a new I-9.
  – The employer needs to verify SSN is the same in section three. The employee does not need to present documents again.
Questions?
## Employment Verification Process: Foreign National Employees

| New Foreign National Employee Onboarding Steps for Employment Eligibility |
|---|---|---|---|---|---|
| **Employing Department** | **ISSS** | **Social Security** | **Payroll Services** | **Employing Department** | **Payroll Services** |
| Hires Employee | Immigration check-in | FNIE doesn’t have SSN | FNIE completes I-9, Alien Information Request Form, W4. | Hires Employee | Runs Stop Report Wednesday night of payroll close week. |
| Provides verification of student’s F1 job or employment authorization from J1 sponsor. | Apply for SSN | if eligible, and FNIE has SSN, they can complete Tax Treaty. | if FNIE has Social Security number and card are issued and mailed to FNIE a few weeks later | Provides verification steps are complete by requesting yellow form from HR. | This report turns off the pay for employees who are not compliance verified. |
| Explains employment verification process to employee. | Receive receipt for application | Pay Svcs provides yellow form confirming completion of employment verification. | Ensures job data is entered on time | Ensures hourly FNIES have reported time correctly. |
| Enter employee job data | Social Security number and card are issued and mailed to FNIE a few weeks later | Pay Svcs enters FNIE’s visa/permit data into PeopleSoft | **Proposed Process Changes** |
| | | | | 1. If no start date, use first day of PP. |
| | | 1. Prioritize FNIE job data as it requires additional manual steps in payroll prior to being able to be paid. |
| | 2. Check for job data and note on AARIF. |
| | 3. Enter Visa/Permit data daily. |
| | 4. Monday of Payroll Close week report to units FNIEs for whom we have employment verification but no job data. |
| 2. Encourage FNIEs to complete I-9 sec 1 before coming to Pay Svcs. | **Job data must be entered in order for Visa/Permit data to be entered.** |
| | | | | 1. Track reason for stopping payment. |
| | | | | 2. Monday following payroll close, report to units showing who from stop report was not paid and why. |

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[University of Minnesota logo]

*Driven to Discover*
Foreign National Employment Verification: Process Changes

- New Foreign National Employee Packet
- Communicating job data that is needed
- Reporting to departments employees who had pay stopped
Foreign National Employment Verification: Best Practices

What do FN Employees need to bring to Payroll Services?

- Passport with Visa
- I-94
- I-20 or DS2019
- SSN or Receipt from Social Security
- Offer letter (for correct start-date)
Job Data

• Please prioritize FN appointment entry. In Payroll Services, we must manually enter visa data and compliance verify the employee before the Wednesday job data deadline.

• If we are not able to enter visa data by job data deadline, the FN’s pay will be stopped by the Stop Report process.
Resources and Tools

- I-9 Express
- PeopleSoft – Visa-Permit Panel
- Pre-payroll Confirmation Report
- Foreign National Warning Report
More Questions?
Scenario #1

Q: A department is rehiring a faculty member to teach one class this fall with the appointment starting August 29, 2016. Her previous appointment started on June 2, 2010 and was terminated effective December 15, 2015. Does she need to complete a new I-9 form?

A: Yes. The effective date of June 2, 2010 is more than three years prior to the rehire date.
Scenario #2

Q: A foreign national employee is starting a new job in our department. They have applied for a social security number but haven’t received it yet. Their job data is entered and they’ve been to ISSS and Payroll Services. Will they be paid?

A: Yes. While the SSN is not required to be paid we will need it before the end of the calendar year in order to issue a W-2. Be sure to follow up with the employee to get their SSN and enter it in I9 Express and PeopleSoft.
Scenario #3

Q: A new fellowship recipient in our department didn’t bring the documentation needed to complete and I-9 form with them when they moved to Minnesota. What do we need to do?

A: Fellowship recipients (Company UNS) do not need to complete and I-9. They are not considered employees.
Scenario #4

Q: I notice on the pre-payroll confirmation report today (Thursday) that a new foreign national employee is not getting paid though I expected they would be. I learned from the employee that they haven’t gone to Payroll Services yet. If I they go to Payroll Services and complete their I-9 before payroll closes on Friday will they get paid?

A: Unfortunately no. We need to receive I-9 paperwork from foreign national employees and have job data entered by the Wednesday of the payroll close week in order to enter their information in time to be paid the following Wednesday.
Scenario #5

Q: Our department is hiring a new employee effective September 15, 2016. This person was a student employee a couple of years ago and completed an I-9 on February 5, 2014. What do we need to do?

A: Just complete section 3 of the existing I9 in I9 Express entering the hire date and confirming the SSN is the same in I9 Express and PoepleSoft. A new I9 is not needed.
Scenario #6

Q: A foreign national employee in our area graduated three weeks ago. Their F1 visa expired when they graduated, which happened to be mid-pay period. Their new visa has not been granted yet. The employee continued to work and put in 20 hours in the second week of the pay period, which fell after their visa expired. Can we just move those hours to the previous week so they can be paid?

A: No. You can not misrepresent when pay was earned. The employee should be referred to ISSS to discuss whether they should accept pay outside of their employment eligibility. Doing so could jeopardize their future employment eligibility.