**The University of Wisconsin-Parkside**

**UPS LOCAL OPERATIONAL POLICY**

**SUBJECT:** Employment Verification (I-9 Policy and Procedure)

To comply with federal regulations of Immigration Reform and Control Act (IRCA), all employees are required to complete an ***Employment Eligibility Verification form (I-9 form)***.

This law applies to all individuals hired by the University of Wisconsin-Parkside, including part-time temporary (University Staff Temporary and University Staff Project) employees and students and those with primary appointments at other University of Wisconsin campuses. All employees must complete Section 1 of the I-9 form no later than day one of their employment with UWP. All employees must complete the I-9 form within three (3) business days of the date employment begins by providing appropriate supporting documentation. Any employee who fails to complete the I-9 within the three (3) day time period cannot continue work at Parkside.

To maintain compliance, the appropriate university designee must also certify Section 2 of Form I-9. The procedure below outlines the appropriate employer designee based on employee type:

**EXTREMELY IMPORTANT: Employment and continuation of employment is contingent upon satisfactory completion of the verification.**

**Form I-9 Procedure**

**Unclassified: Academic Staff and Faculty–** All Academic Staff and Faculty are required to report to Human Resources no later than their first day of employment. The I-9 form is to be completed with the Human Resources staff. The I-9 form and photocopies of the supporting documents are retained in Human Resources.

In exceptional cases, the hiring department staff may complete the I-9 form and obtain~~s~~ and review original supporting documents. In these exceptional cases, the I-9 form and **photocopies** should be submitted to Human Resources no later than three (3) days after the new employee’s date of hire. All of the documents are retained in Human Resources.

**University and Limited Appointment –** All university staff and limited appointment staff are required to report to Human Resources no later than their first day of employment. The I-9 form is to be completed with the HR staff. The I-9 form and photocopies of the supporting documents are retained in Human Resources.

**Employment Based Visa Hires and International Students and Scholars –** All employment-based visa hires (including new hires authorized to work in the U.S. with an H-1B, TN, E-3 or any other employment-based visa statuses sponsored by the University) and International student and scholar hires (including new hires authorized to work in the U.S. with an F-1 or J visa status) are required to report to Human Resources no later than their first day of employment. The I-9 form is to be completed with the HR staff. The I-9 form and photocopies of the supporting documents are retained in Human Resources.

**Part time Instructors/Adjunct Faculty** – All part time instructors, adjunct faculty or associate lecturers are required to report to Human Resources no later than their first day of employment. The I-9 form is to be completed with the HR staff. The I-9 form and photocopies of the supporting documents are retained in Human Resources.

In exceptional cases, the hiring department staff may complete the I-9 form and obtain~~s~~ supporting documents. In these exceptional cases, the I-9 form and **photocopies** should be submitted to Human Resources no later than three (3) days after the new employee’s date of hire. All of the documents are retained in Human Resources.

**One-Time Lump Sums and Overload Payment for Employees with Primary Appointments at another UW Campus** – The hiring department staff may notify the HR department who can arrange for the remote completion and certification of the I-9 form by the primary appointment HR staff. All documents are retained in Human Resources

**Students**

* *Work Study Students* – The hiring department staff completes the I-9 form and obtains supporting documents. The I-9 form and photocopies of the supporting documents should be submitted to Human Resources no later than three (3) days after the new employee’s date of hire. All documents are retained in Human Resources.
* *Hourly ~~Co-op~~ Student Employees* – The hiring department completes the I-9 form and obtains supporting documents. The I-9 form and photocopies of the supporting documents should be submitted to Human Resources no later than three (3) days after the new employee’s date of hire. All documents are retained in Human Resources.
* *International Students* – See Employment Based Visa and International Students and Scholars section above.

LEGAL REF: [Immigration Reform and Control Act](https://www.uscis.gov/tools/glossary/immigration-reform-and-control-act-1986-irca)

 [US Citizenship and Immigration Service](https://www.uscis.gov/)

CROSS REF.: UW Systems UPS Operational Policy HR 11

AFFIRMED: October 4, 2016

REVIEWED: