

When to complete a New I-9

- 1) Hiring a new employee to the University.
- 2) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **more** than 3 years prior to resuming work.

Note: Full time employees who are paid on the 9-Month calendar, and do not have an additional service assignment during the summer, are **not** considered to have had a break in service during the summer.

- 3) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **less** than 3 years. However, the I-9 shows that the individual is no longer eligible to work in the United States (work authorization has expired).
- 4) Employee is grand-fathered (I-9 completed prior to November 6, 1986), but now has a break in service (at least 1 day).
- 5) A new immigration status is issued for a foreign national employee.
- 6) A foreign national’s I-9 is due for re-verification on an expired work authorization and the original I-9 was **NOT** created in I-9 eXpress.
- 7) An invalid query/data entry error was discovered after completing the I-9 in I-9 eXpress.

Examples of when to complete a new I-9 for a 9 Month Faculty/9 Month Graduate Students, Temporary employees and Part Time Faculty

9 Month Faculty / 9 Month Academic Staff / 9 Month Research / 9 Month Graduate Students (A9, C9, D9, F9, R9, S9, U9):

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	<u>2006</u> 8/17/06 – 5/17/07	Summer ‘07	Fall ‘07	No
	<u>2007</u> 8/17/07 – 5/17/08	Summer ‘08	Fall ‘08	No
	<u>2008</u> 8/17/08 – 5/17/09	Summer ‘09	Fall ‘09	No
	<u>2009</u> 8/17/09 - 5/17/10	Academic year 2010 8/17/10 – 5/17/11	Academic year 2011 8/17/11	Yes

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Temporary (CW, ST, TE)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	8/15/2006 – 8/15/2009	8/16/2009 – 12/31/2009	1/1/2010	Yes
8/15/2006	8/15/2006 – 8/15/2007	8/16/2007 – 12/31/2007	1/1/2008	No

Part-Time Faculty (PT, P5, HP)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	<u>2006</u> Fall '06, <u>2007</u> Winter '07, Spring '07 Summer '07, Fall '07 <u>2008</u> Winter '08, Spring '08, Summer '08, Fall '08 <u>2009</u> Winter '09, Spring '09, Summer '09, Fall '09	Winter '10	Spring '10	Yes
8/15/2006	<u>2006</u> Fall '06, <u>2007</u> Winter '07, Spring '07 Summer '07, Fall '07	Winter '08 Spring '08	Summer '08	No