

I-9 Policy for Employees

The School of Social Work (SSW) will follow the University of Illinois employment eligibility verification policy and procedures in order to comply with all applicable federal and state laws governing employment eligibility verification. <https://nessie.uihr.uillinois.edu/pdf/Policy/EmployVerifPolicy.pdf>
<https://nessie.uihr.uillinois.edu/pdf/Policy/EmployVerifProced.pdf>

The University of Illinois utilizes an electronic I-9 system – Tracker – for I-9 completion and retention. Job aids and training materials on usage of the system are available here:
<https://www.hr.uillinois.edu/policy/formi9>

USCIS requires an employee complete Section 1 of the I-9 on or before their first day of work for pay. An I-9 manager (typically School of Social Work HR) must complete Section 2 of the I-9 within three business days of the employee's first day of work for pay. The employee must provide original, unexpired documents from the Lists of Acceptable documents (<https://www.uscis.gov/i-9>).

There are three main ways of completing an I-9 within the Tracker I-9 system:

1. Employee visits SSW HR to complete both Sections 1 and 2 of the I-9 in person for proper work authorization verification of the required documents.
2. Employee completes Section 1 of the I-9 remotely, then visits SSW HR to complete Section 2 of the I-9 in person for proper work authorization verification of the required documents.
3. Employee completes Section 1 of the I-9 remotely and schedules a time to visit a local Employer Representative that is assigned by SSW HR. The employee will provide the Employer Representative with the appropriate documentation for work authorization verification and the Employer Representative will complete section 2. The I-9 is then verified and accepted by SSW HR.

For an employee who will be working offsite and not traveling to SSW for onboarding, option #3 above should be utilized to allow for viewing original, unexpired documents in person by an authorized Employer Representative.