

Quick and Easy Guide – Completing I-9's in Timely Manner!

Please follow these steps when beginning the process to get an employee here for first day of work:

Section 1 of the I-9- This must be done on or before the first day.

Section 2 of the I-9- This must be done no later than three days after the hire date.

If not done during this period the University is not in compliance with federal rules governing the process.

Directions

1. Hire action approved prior to start date.
 - a. **Completing Section 1-** The prospective new hire will receive an email to their NCSU email with instructions for completing section 1 (done via web portal). This **must be done no later than day one**. Please remind new hire to check NCSU email for instructions on completing section 1.
 - b. **Completing Section 2-** Please have the new hire schedule an I-9 appointment with Trenel **no later than three days after the hire date**. Provide the new hire with the list of I-9 documents with a reminder to bring the **original** documents to the I-9 appointment.
2. Hire action NOT approved prior to start date.
 - a. **Completing Section 1-** Please have prospective new hire schedule an I-9 appointment with Trenel to complete section 1 **before their first day**. Please provide the new hire with the list documents to bring the appointment. The new hire can complete section 2 at this appointment if they bring the **original** documents.

b. **Completing Section 2**- If the new hire did not bring the original documents at the I-9 appointment for section 1. Please have the new hire to schedule another I-9 appointment with Trenel to complete section 2 with a reminder to bring the **original** documents to the appointment.

Other notes:

- New hires can begin working if the I-9 is not complete. However, they have to be taken off payroll (terminated) if the I-9 is not completed fully by three days after the hire date. The rehire action can be processed after the I-9 is complete.
- All new employees have to complete an I-9.
- Any persons already working on campus would not need to complete a new I-9 (you can check the “*employee view*” in the HR system to determine if they are in fact already working on campus).
- If a break in service has occurred, a new I-9 is required if 1) the I-9 documents have expired (for example, a driver's license), 2) the rehire occurs after three years of when section 2 of the prior I-9 was completed, 3) or the most recent version of the I-9 was not completed for rehires with a rehire date of 8/23/17. Please contact the Dean's office to confirm.
- If a foreign national's work authorization changes, new I-9 is required
- Please remind new hire of their start date which is the date he or she officially starts work. For example, grad assistantships have an effective date of 8/16 in the HR system and may not start work until 8/19. The start date for I-9 purposes is 8/19.
- I-9 appointments can be scheduled with John in Trenel's absence.
- Student I-9's are completed by Trenel. Non student I-9's are completed at the onboarding center.

Please let us know if this has been helpful. Thank you in advance for your time and consideration