

I-9 BEST PRACTICES/INSTRUCTIONS

Section 1. Employee Information

- **Name:** Full name **must** be provided
- (Last Name, First Name, Middle Initial)
- **Address:** Current physical address **must** be listed (Not a PO Box)
- **Date of Birth:** mm/dd/yyyy
- **Email Address, Telephone Number, SSN:** Optional

Citizenship/Immigration Status

- Employees must check only one of the four boxes listed to attest their citizenship:
- Citizen of the U.S.
- A noncitizen national of the U.S. (to qualify for this status, you must be a person born in American Samoa, be a certain former citizen of the former Trust Territory of the Pacific Islands, or be in a class of certain children of non-citizens born abroad.)
- A lawful permanent resident – must provide Alien Registration Number/USCIS Number. (At this time, the USCIS Number is the same as the Alien Registration Number without the “A”).
- An alien authorized to work – must provide expiration date, if applicable and must provide document number in one (1), two (2), or three (3) to complete I-9 form.

Section 2. Employer or Authorized Representative Review and Verification

- This section must be completed by examining the original evidence of identity and employment authorization within 3 business days of the first day of employment. If an employee is unable to provide original documents in your presence, they may wish to use the CUPA-HR Consortium. The I-9 Consortium provided by the College and University Professional Association for Human Resources (CUPA-HR) identifies institutions outside of your area that may be contacted to assist employees with completing the Form I-9, if they are not able to complete it locally. Institutions within the consortium have consented to assist each other with completing the Form I-9 for employees. Contact Human Resources at 501-450-3181 or email humanresources@uca.edu for assistance.
- Employer cannot specify which document(s) an employee may present from the List of Acceptable Documents.
- Social Security Cards do not have to be used for I-9 purposes but are required for payroll purposes.
- Employees must present one document from List A **OR** a combination of one document from List B and one document from List C.
- List A Documents establish both identity and employment authorization.
- List B Documents establish identity only. (Must contain a photo)
- List C Documents establish employment authorization only.
- If a List A document is used, the employee should **not** present a List B and List C document, or vice versa.
- **IMPORTANT:** Record only the correct document information in the appropriate sections. Example: List A =List A documents, List B = List B documents, List C = List C documents. Do not draw arrows from one section to another.

Employer Certification:

- Try to complete on the employee's first day of employment. **However, EMPLOYER MUST SIGN AND DATE THIS SECTION WITHIN 3 BUSINESS DAYS OF EMPLOYEE'S FIRST DAY OF EMPLOYMENT.**
- Employer's full name: University of Central Arkansas (or UCA)
Address 201 Donaghey Ave.
Conway, AR 72035

Things to Remember

- All employees are required to complete an I-9 on their first day of employment. (The employee may complete section 1 prior to the first day of employment as long as the employee has ACCEPTED the job.)
- The hiring department is responsible for completing the employer section no later than the third day after employee begins employment.
- Original unexpired documents must be presented and examined when completing the I-9.
- Copies of these documents must be uploaded to the I-9 document section. Copies must be legible.
- Both the examiner of documents and the employee must be present at the time Section 2 is completed.
- To correct an error, draw a single line through the error, enter the correct information, sign and date. **You cannot use white out.**
- In Section 1, the employee must use the actual date the form is signed not their birth date.
- Receipts for lost or stolen social security cards are acceptable. The employee has 90 days to bring in their new card to their department.
- Do not provide additional documents. Only provide documents that are required from the appropriate list.
- Student Workers and Graduate Assistants who check box 4 on Section 1 are required to present a Foreign passport, I-94 and I-20. All of these should be listed in Section 2, List A.
- If an employee checks Box 3 in Section 1 (Lawful Permanent Resident), you must make a copy of the front and back of the Permanent Resident Card. This is a List A document.
- If an employee checks Box 4 in Section 1 (An alien authorized to work), the employee must complete the remaining required information contained in Section 1.
- If an employee presents a social security card, it cannot be stamped "Not Valid for Employment". This is not an acceptable document for I-9 purposes.

HELPFUL WEBSITE: CITIZENSHIP STATUS/DOCUMENT MATRIX

<http://www.uscis.gov/i-9-central/acceptable-documents/who-issued-document>