

**University of South Alabama**  
**Mandatory I-9 Policy for Employees**

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government Form I-9. Certain specific documents proving eligibility for employment must be provided. See attached forms and guidelines.

I-9 forms for *all* new faculty, staff, administrative, and student employees are to be completed at central locations as follows:

**Faculty** – Campus Human Resources  
TRP Building III, Suite 2200  
Office Hours: Monday - Friday 8:00 - 5:00

**Administrative & Staff** – Human Resources Offices

**Students\*** – Campus Payroll Office  
TRP Building III, Suite 1300  
Office Hours: Monday - Friday 8:00 - 5:00

HR Locations:  
Campus  
USA Technology and Research Park  
Building III, Suite 2200  
Office Hours: Monday - Friday 8:00 - 5:00  
(251) 460-6133

University Hospital (University Dr.)  
Office Hours: Monday - Friday 7:30 - 4:30  
(251) 471-7325

USA Health System (Cox Street)  
Hours: Monday - Friday 7:30 – 4:30  
(251) 415-1604

\* Student nurses/workers assigned to the hospital campuses should go to their respective HR office.

In accordance with the federal act, all newly hired faculty, administrators, staff and students are not allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II. Sections I and II may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. **Any employee with a one day break in service must complete a new I-9.** To facilitate completion, new employees are encouraged to provide acceptable documents before or on the first day of employment. New employees may view document options on our website at <https://www.southalabama.edu/departments/financialaffairs/payroll/forms.html>

New employees who fail to provide the required documentation are not allowed to continue employment with the University of South Alabama. **Non-compliance by hiring managers is a violation of the federal act and subject to federal fines and disciplinary action.**

### **Procedure for Student Employees:**

The Payroll department will handle the I-9 process for student employees as follows.

1. The hiring manager or designee is to advise the new student employee to report to the Payroll office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at the hospitals may go to their respective Human Resources office.
2. Upon completion of Section I (or Sections I and II) the new student employee will be given an I-9 completion receipt (see attached) to take to the hiring department. **The student employee is not allowed to begin work until they provide the hiring department with this receipt.**
3. Those who do not provide acceptable documentation as required for Section II of the I-9 form on the first day of employment, are required to return to the Payroll office in person by the third business day with acceptable documentation.
4. The Payroll office will notify hiring managers/designees of any new employees who fail to comply within three business days and advise the department that the new student employee is to be terminated immediately. The employee cannot report to work for a fourth work day without adherence to the federal act.

### **Procedure for Faculty, Administrative, and Staff Employees:**

Human Resources will handle the I-9 process for all faculty, administrative, and staff employees as follows:

1. Prior to the first date of employment, the hiring manager is to inform Human Resources of the established date of hire for the new employee.
2. The hiring manager or designee is to advise the new hire to contact the appropriate Human Resources office to schedule an appointment for I-9 completion before or on the first day of work prior to reporting to his/her work location.
3. Human Resources will follow-up with the new hire if an appointment has not been made.
4. Upon completion of Section I (or Sections I and II) the new employee will be given an I-9 completion receipt (see attached) to take to the hiring department. **The employee is not allowed to begin work until he/she provides the hiring department with this receipt.**
5. Those who do not provide acceptable documentation on the first day of employment are required to return to Human Resources in person by the third business day with the required documentation.
6. Human Resources will notify hiring managers/designees of any new employees who fail to comply within three business days and advise the department that the new employee is to be terminated immediately. The employee cannot report to work for a fourth work day without adherence to the federal act.

**University of South Alabama  
Temporary I-9 Receipt**

**This form should be retained by the hiring department**

All new employees are required by the provisions of the Immigration Control and Reform Act of 1982, to complete Form I-9, Employment Eligibility Verification. Form I-9 may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. Section I of Form I-9 MUST be completed before or on the first day of work prior to reporting to his/her work location. Section II must be completed and certified no later than the third business day of work. In accordance with federal law, failure to comply with these requirements will result in the immediate termination of the new employee.

Employee Name: \_\_\_\_\_

Employee J Number: J00\_\_\_\_\_

\*First Day of Work/ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*The employee should not begin work prior to the above date. The hire date on the Personnel Action Form should reflect this same date or later.

**Sections I of Form I-9 completed.**

Verified By: \_\_\_\_\_

Phone: \_\_\_\_\_

**Employee has NOT completed Section II of Form I-9.**

**Employee must return to Human Resources/Payroll for completion of Section II on or before \_\_\_\_/\_\_\_\_/\_\_\_\_. If the first day of work differs from above, the employee must complete Section II within 3 days of the actual first day of work.**

**I understand failure to comply will result in termination.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

At the time I-9 is completed, you are considered an employee of the University of South Alabama and will be reported to the State of Alabama on the New Hire Report.

Please allow one business day for Form I-9 entry before EPAF submission.

## University of South Alabama I-9 Receipt

### This form should be retained by the hiring department

All new employees are required by the provisions of the Immigration Control and Reform Act of 1982, to complete Form I-9, Employment Eligibility Verification. Form I-9 may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. Section I of Form I-9 MUST be completed before or on the first day of work prior to reporting to his/her work location. Section II must be completed and certified no later than the third business day of work. In accordance with federal law, failure to comply with these requirements will result in the immediate termination of the new employee.

Employee Name: \_\_\_\_\_

Employee J Number: J00\_\_\_\_\_

\*First Day of Work/ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*The employee should not begin work prior to the above date. The hire date on the Personnel Action Form should reflect this same date or later.

### Sections I and II of Form I-9 completed.

Verified By: \_\_\_\_\_

Phone: \_\_\_\_\_

### Employee has completed Form I-9 requirements.

At the time I-9 is completed, you are considered an employee of the University of South Alabama and will be reported to the State of Alabama on the New Hire Report.

Temporary faculty, faculty and staff should contact Human Resources for all address and telephone changes.

Please allow one business day for Form I-9 entry before EPAF submission.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_