Form I-9 Basic Knowledge

Federal law requires that every employer who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 verifies the employee's identity and employment authorization.

REQUIREMENTS

1. The employee MUST complete Section 1 on or before the first day of work.
2. The employer MUST complete, approve, and E-verify Section 2 within three business days of employee’s start date.
3. The hire date in Workday SHOULD match Form I-9 hire date.
4. If employee is rehired within 3 years from the date of their last Form I-9, you MUST either:
   A. update the employee’s Form I-9 by completing section 3, OR
   B. complete a new Form I-9.

FORM I-9 RESOURCES

1. List of acceptable documents to show identity and authorization to work - uscis.gov/i-9-central/acceptable-documents/acceptable-documents
2. Form I-9 Central - uscis.gov/i-9-central
3. E-Verify - e-verify.gov/sites/default/files/everify/presentations/FormI9Presentation.pdf
5. TAMU Form I-9 Website - employees.tamu.edu/employment/i-9

QUESTIONS

- Form I-9, contact UIN-I9@tamu.edu or 979-458-6703