



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.



WHEN TO ADD A SECTION 3 TO AN EXISTING FORM I-9?

Employee rehired within TAMU **AND** most recent Form I-9 completed less than 3 years ago

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
4. Guardian Tutorials - uploads.lawlogix.com/Training_I9/Tutorials.V1.html
5. TAMU Form I-9 Website - employees.tamu.edu/employment/i-9

QUESTIONS

- Form I-9 and Guardian processes, refer to Guardian Processes and Tutorials - uploads.lawlogix.com/Training_I9/Tutorials.V1.html
- Form I-9, contact UIN-I9@tamu.edu or 979-458-6703