



Top 5 Issues and Solutions for Form I-9

ISSUES	SOLUTIONS
Section 1 "Employee" fails to complete Form I-9 on the first day of work	<i>Per Form I-9 " Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer."</i>
Section 2 authorized representative fails to make an attestation within three business days of the first day of employment	<i>Although three (3) business days are allowed to fill out Section 2 of Form I-9, it would be best practice for departments to verify all information, make any necessary corrections, and complete the attestation while the employee is meeting with the HR Liaison on the first day of work.</i>
Section 2 Hire Date does not match "Workday" Hire Date	<i>Per USCIS hire date definition; "when employment in exchange for wages or other remuneration begins. The first date of hire is noted on the form as the first date of employment".</i> NOTE: Hire Date on Form I-9 in Guardian and in Workday must match.
Employees without SSN	<i>HR Liaison needs to follow up with Employee within 6 weeks of hire date to retrieve the Social Security Card and contact the I-9 Partners to amend the I-9 while the employee is present if possible. Employee will update Workday with Social Security Number.</i>
Legal Name Change	<i>HR Liaison must view Social Security Card for the legal name change and notify I-9 processor to update Guardian Form I-9. Employee will update Workday Legal Name.</i>

FORM I-9 PROCESSING

- Federal law requires that every employer in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 helps verify employee's identity and eligibility to work in the United States at the time of hire.
- I-9 Instructions and Form at employees.tamu.edu/benefits/i-9