Date: February 8, 2016

RE: Employment Eligibility Verification (Form I-9) Compliance

To: Deans, Directors and Department Heads

From: Colleen Bendl, Chief HR Officer

The purpose of this memo is to increase awareness of an essential federal compliance issue and to ask your assistance in ensuring that Ohio University is 100% compliant. U.S. Citizenship and Immigration Services (USCIS) Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. One of our responsibilities as an employer is to correctly complete and retain a Form I-9, verifying identity and eligibility to work in the United States, for every employee. This can be a challenge because we employ a large number of people in a variety of ways.

Although newly hired benefits-eligible employees generally complete the Form I-9 during the full day orientation from University Human Resources (if they attend orientation on their first day or sooner), we must rely on department representatives for compliance with most non-benefits-eligible employees including new student employees. To be fully compliant,

1. the employee section (Section 1.) of the form must be completed on or before the first day of employment, and
2. the employer section (Section 2.) must be completed correctly, including verification of work authorization documents, within three business days.

If this does not occur, the employee may not begin employment until the Form I-9 can be completed.

If your area’s individual who is designated to complete the I-9 forms has not had training, resources are available to guide them through proper form completion:

- An e-learning module regarding I-9 procedures and compliance is available: [https://adobeconnect.oit.ohio.edu/i9-june2013edit/event/event_info.html](https://adobeconnect.oit.ohio.edu/i9-june2013edit/event/event_info.html)
- Lastly, the form itself, as well as helpful instructions, can be found on UHR’s website: [https://www.ohio.edu/hr/forms/index.cfm#i](https://www.ohio.edu/hr/forms/index.cfm#i)

Further, if you have questions, you may call University Human Resources at 740-593-1636. When in doubt, please call. Non-compliance can result in penalties of up to $1,100 per violation; unlawful employment penalties can be up to $16,000 per alien plus criminal penalties. Please distribute this memo to all relevant employees in your area. Thank you.