3.2.4 Employment Eligibility Verification (I-9)

Policy Statement
Under requirements of the Immigration Reform and Control Act, units may employ only United States citizens and aliens authorized to work in the U.S.

Reason for policy
The University of Georgia will employ only individuals who are eligible to work in the United States.

Procedures
All new employees, as part of the UGA Onboarding Process, must complete Section 1 of the Employment Eligibility Verification form (Form I-9) no later than their first day of employment. The University of Georgia should complete Section 2 of the online I-9 process no later than the third day of employment. If the new employee fails to comply with the provisions of the Act within three working days, his/her employment can be terminated. Failure to comply with the verification provisions of the Act will subject the University to civil and/or criminal penalties.

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: tstr2@uga.edu
Policy Contact: Traci Strickland

Phone Number: 706-542-7359

Record Retention
Completed I-9 forms will be retained in electronic format by TALX Corporation per their agreement with the University of Georgia. TALX will adhere to federal guidelines for the retention of these documents.

Policy Dates
Effective Date:
Date Last Updated: 08/16/2017

Date of Last Review:
Date of Approval:
Previous Version of Policy: