

1. Daily/As Needed

- a. New Hires: Complete Form I-9 within 3 days of first day of employment.
- b. CHECK FOR COMPLETENESS and ACCURACY
 - i. Has the employee completed Section 1 of the form completely?
 1. **Note: the employee is not required to complete boxes for the social security number, email address and phone number. The Form I-9 is complete without these fields filled in.**
 - ii. Has the employee checked off the appropriate box in Section 1?
 - iii. Has the employee signed and dated the document in Section 1?
 - iv. In Section 2, have you placed the examined documents in the correct column? (see Lists of Acceptable Documents)
 - v. In Section 2, have expiration dates, if applicable, been listed?
 - vi. In Section 2, did you place the employee's first date of employment in the blank above your signature?
 1. First Date of Employment should be the first day that they will work for pay.
 - vii. In Section 2, did you sign, date and print your name and title on the Form I-9?
 - viii. File the complete Form I-9 alphabetically by employee LAST NAME.
- c. Name Changes/Rehires/Reverification of Employment Authorization: Complete Section 3 (page 8 of Form I-9)
 - i. Name Change: Examine Name Change Document. Write New name in Section 3A. Sign, Date and print name in appropriate boxes at the bottom of Section 3.
 - ii. Rehire: Place date of Rehire in Section 3B. Sign, Date and print name in appropriate boxes at the bottom of Section 3.
 - iii. Reverification of Employment Authorization: If the original employment authorization document has expired, the employee should provide a document from List A or List C that provides current employment authorization. Complete Section 3C with the title of the document used to reauthorize employment, document number and new expiration date. Then Sign, Date and print name in appropriate boxes at the bottom of Section 3.
- d. Upon Employee Termination: Remove I-9s from Active Employees I-9 file to Terminated Employees I-9 File.
 - i. Attach ½ Sheet "Retaining Form I-9" to top of Form I-9
 - ii. Put Name of Employee in top right hand corner (for convenience in case employee is rehired before the last date the form should be retained (the "Shred Date").
 - iii. Complete the Form with Line 1. First Day of Employment (from Form I-9) and Line 2. Date of Termination. Follow directions to complete lines A, B, 3 and C to determine the last date that the form must be retained (the "Shred Date").
 - iv. Place the Terminated Form I-9 in the Terminated Employees I-9 file. The Terminated Employees I-9 file should be arranged by "Shred Date."

2. Monthly

- a. Inspect Terminated Employees I-9 File for any documents eligible for Shredding.
- b. Shred any I-9s eligible for shredding.

3. Quarterly

- a. Conduct a Form I-9 Self Audit
 - i. Compare Form I-9s in Active Employee Binders with a list of Active Employees.
 - ii. Remove any Form I-9s for employees who are no longer active.
 - iii. If any Form I-9s are missing, contact employees immediately to prepare a Form I-9.
 - iv. Correct any errors on Form I-9s.
 - v. Inspect Form I-9s for expired or expiring employment authorization. Contact employee to update form with current authorization.