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## UNIVERSITY OPERATING PROCEDURE

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

**Title: I-9**

### Overview

The Immigration Reform and Control Act of 1986 requires that all new ~~and~~ hired employees of The University of Vermont fully execute an Employment Eligibility Verification Form (I-9) on or before their Hire Date. It further requires that each employee's

E-Verify:

E-Verify is a web-based system that allows enrolled employees to confirm the eligibility of their employees to work in the United States. The University of Vermont only uses E-Verify for positions tied to specific federal contracts. The University is not considered an "e-verify employer" as it is not utilized for all university hires.



- It is the hiring department's responsibility to ensure that an employee has a valid on file as described above.
- It is the responsibility of Authorized University Representatives, trained and designated by Human Resource Services (HRS), to ensure that the form is filled out completely and accurately.
- Authorized University Representatives will act in accordance with the requirements specified in the [United States Citizenship and Immigration Services Handbook for Employers](#)
- See [UVM's Checklist for Verifiers](#) for general instructions on how to accurately complete fields in Sections 1, 2 and 3 of the form.

#### Undergraduate Student Employees:

In addition to the standard processes:

- Undergraduate students hired for any hourly, non-exempt student employee or work study position at UVM who receive wages or other non-scholarship compensation for services, including student leaders/interns with an approved stipend, and regardless of the nature of the job or source of funding, must receive approval of employment through the Student Employment Office (SEO). This approval constitutes the student's offer of employment. SEO will send notification of approval to the employee, along with details regarding student processes.
- Student Rehire Rule: If a student employee is rehired into a student employee position within 12 months of the date they most recently separated from their previous student employee position at the University, the original form will be considered valid. AURs are responsible to perform an I-9 query to determine whether the student has a valid on file.

#### International Employees:

In addition to the standard processes:

- Payroll & Tax Services requires that international employees provide data in the Foreign National Information System (FNIS). The Office of International Education assists with this by providing data notification.
- For employees who indicate a status other than citizen or permanent resident of the United States in section 1 of the form, only trained Human Resource Services or Office of International Education employees may complete section 2 or 3 of the form.
- Tracking of International Employee I-9's on file. For employees who indicate a status other than citizen or lawful permanent resident, Human Resource Services will record that the employee is eligible to work in the U.S. PeopleSoft upon receipt of a valid I-9. HRS will include the expiration date(s) of acceptable documents. If the form has not been recorded in PeopleSoft, HRS will include the expiration date(s) of acceptable documents.

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only when it is not feasible for the employee to travel to the University to complete a form and if no Authorized University Representative is physically present where the employee resides and/or will be performing work.

Newly hired employees in such remote locations may seek the services of a representative outside of the University who is appropriately trained in accordance with United States Citizenship and Immigration Services Form I-9.

HRS will maintain a list of users authorized to access the electronic storage system. HRS will perform a

- Minor revisions November 1, 2022 and responsible official officially changed from the Vice President for Finance and Administration to the Chief Human Resources Officer (CHRO) on 10/1/2022