IU is required by law to participate in the U.S. Department of Homeland Security E-Verify system and to confirm eligibility of all new employees to work in the United States by completing Form I-9, Employment Eligibility Verification. **Failure to process Form I-9 by the required deadlines places the University in non-compliance with federal law which may result in serious penalties.**

Hiring Department I-9 managers are responsible for timely processing of Form I-9 for new academic employees, using the new web-based GIS Electronic I-9 Solutions system ([http://hr.iu.edu/eev/training-i9.html](http://hr.iu.edu/eev/training-i9.html)). Paper I-9s are no longer acceptable without prior approval by your campus HR office.

**I-9 COMPLIANCE REQUIREMENTS**

**Employees new to IU:**
- Form I-9 may be initiated after the acceptance of an offer of employment to insure that:
  - Section 1 is completed by the new employee **by the end of the first day of employment**; and
  - Section 2 is completed by the Department **by the end of the third business day of employment**.
- If either section is not completed by the appropriate deadline, the employee may not work until it is completed.
- In the event the deadlines are not met, employee is subject to immediate termination.
- Departments are responsible for follow-up with new employees to insure that Section 1 is completed **no later than the end of the first day of employment**.
  - If the Hire is processed too late to comply with the deadlines, the official hire date must be adjusted to bring it into compliance.
  - If an employee does not respond by the deadline, the department I-9 manager must notify the employee to cease working until the I-9 is complete.
- The DATE on the I-9 must coincide with the specific summer hire date which applies.

**Official dates for Summer Session 2014 hires:**

<table>
<thead>
<tr>
<th>Bloomington</th>
<th>Hire Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Four Weeks</td>
<td>5/13/2014</td>
</tr>
<tr>
<td>Second Four Weeks</td>
<td>6/9/2014</td>
</tr>
<tr>
<td>Third Four Weeks</td>
<td>7/7/2014</td>
</tr>
<tr>
<td>First Six Weeks</td>
<td>5/13/2014</td>
</tr>
<tr>
<td>Second Six Weeks</td>
<td>6/23/2014</td>
</tr>
<tr>
<td>First Eight Weeks</td>
<td>5/13/2014</td>
</tr>
<tr>
<td>Second Eight Weeks</td>
<td>6/9/2014</td>
</tr>
<tr>
<td>Twelve Weeks</td>
<td>5/13/2014</td>
</tr>
</tbody>
</table>
**Employees NOT new to IU:**
- Use the **HRMS Employee Active Jobs Lookup** under the One Start Service tab ([https://onestart.iu.edu/my2-prd/portal/2](https://onestart.iu.edu/my2-prd/portal/2)) to determine whether a new hire is currently employed in another department.
  - If no record appears, a new I-9 is required.
  - If a record does appear and there is a question about a previous/current position, always confirm I-9 status with the Academic Affairs office (855-9092).

**Employees with no Social Security Number (SSN):**
- In the event an **international employee** does not have a SSN, proceed with processing the I-9.
  - After completion of the I-9, E-Verify will be suspended until the SSN is received.
  - As soon as the SSN is received by the international employee, the Department must add it to the GIS system to prompt the completion of the E-Verify process.

**Form I-9 is NOT Necessary When:**
- Hiring an employee who is working OUTSIDE THE COUNTRY. However, the I-9 must be processed immediately upon resuming work in the U.S.
- Hiring an IU employee who has an I-9 on file and for whom there is **no gap** between the end date of the previous appointment and the start date of the new appointment.
  - If the termination date of the previous appointment occurs on Friday and the start date of the new appointment is the following Monday, there is no gap in employment and a new I-9 is not required. However, if the new start date occurs later than the next workday following termination of the previous appointment, a new I-9 is required.

*Check the GIS DASHBOARD for a list of your pending/overdue I-9 verifications requiring follow up.*

**I-9 COMPLIANCE AUDITS**

- The Office of the Vice Provost for Faculty and Academic Affairs (VPFAA) audits the processing of Form I-9 for new Academic hires **weekly** to determine which Departments are not in compliance regarding employment eligibility verification. Please review your internal procedures carefully to insure timely compliance. If you have questions, we will be happy to assist you.
  
  VPFAA contact: Linda Gresham  
  Bryan Hall 016  
  (812) 855-9092