WHY & HOW TO COMPLETE A FORM I-9

WHY?
The Form I-9 is mandatory document used to verify an employee’s identity and legal authorization to work in the United States. In compliance with federal regulations, a Form I-9 must be completed each time the University hires any person to perform labor or services in return for wages or remuneration.

Remuneration is anything of value given in exchange for labor or services, including food and lodging.

Form I-9 is divided into two sections. Each section must be completed in their entirety and reviewed for any missing signatures, missing dates, and any errors. Here are few key takeaways:

HOW?

SECTION 1

- All employees must complete Section 1 in its entirety no later than their first day of employment. However, it cannot be completed prior to accepting a job offer.

- Employees may voluntarily provide their social security number (SSN); however, those who are able to satisfy the document requirements may work while awaiting their SSN.

  Note: Employers must refrain from asking employees for specific documents containing their SSN, as this may constitute unlawful discrimination.

- If a preparer and/or translator assists an employee with completing the form, such individual(s) must complete the Preparer and/or Translator certification block.

SECTION 2

- Employers must complete Section 2 within 3 business days of the employee’s first day of employment. To complete this section, employees need to provide documents from List A or from List B AND List C.

  Note: If someone is hired to work for less than 3 business days, this section must be completed no later than the first day of employment.

- Employers must physically examine each original document the employee presents to determine employment eligibility.

- Completed forms must be sent to the Payroll Department via mail or fax; however, such documentation may NOT be sent via email or uploaded to a Smart HR transaction in Core-CT.

HELPFUL RESOURCES

Payroll Department
https://payroll.uconn.edu/

Form I-9
https://payroll.uconn.edu/form-i9/

Office of University Compliance
https://compliance.uconn.edu/