



WHY & HOW TO COMPLETE A FORM I-9

This resource summarizes key highlights presented in the associated Compliance Clips video. [Click Here](#) for other compliance related

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.

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:

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

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/>