Form I-9

July 2009

Deadline for Employees to Complete Section 1 of Form I-9

- APT, Civil Service, Executive, 11-month faculty
  - On or before first day of work (appointment date)
- 9-month faculty
  - On or before August 1 (appointment date)
- Lecturer
  - On or before first day of instruction (appointment date)

Deadline for Employer to Complete Section 2 of Form I-9

- Within three (3) business days of the appointment date

Remote Process

- Applicable to employees hired for remote sites or for employees unable to present original documents to complete Form I-9 by the appointment date
- A notary public or HR representative from another higher education institution may complete the Form I-9 on behalf of the University
Remote Process (Cont.)

- Notary Public
  - Review original documents presented and complete Section 2
- Complete acknowledgement form and affix official seal
- Mail original Form I-9 in self-addressed stamped envelope

Remote Process (Cont.)

- Employee is responsible for any costs
- Upon reporting to work, employee presents original documents to personnel representative for re-verification

Remote Process (Cont.)

- HR Representative from another higher educational institution
  - Contact HR rep to make arrangements for completing the Form I-9
  - Send letter confirming request (sample letter available)
  - Mail original Form I-9 in self-addressed stamped envelope

Remote Process (Cont.)

- Upon reporting to work, employee presents original documents to personnel rep for re-verification
- Draft Admin Procedures, including remote processing documents, are currently under review

New Hire PNF for 9-month Faculty Hired after August 1
9-month Faculty

- Hired after August 1 but before on-duty date
- Faculty due the entire advance prorata summer pay (August 1 to the on-duty date)
- Paid as a lump sum payment on the faculty’s first pay check

9-month Faculty (Cont.)

- Appointment date and Effective date of hire on PNF is date employee completes Section 1
- Appointment period runs from the hire date through July 31

Example

- 9-month faculty hired 08-05-09 (before on-duty date)
- 9-month faculty is due 4 days advance prorata summer pay (08-01-09 to 08-04-09)

Example PNF

- New hire PNF reflects
  - Appointment period: 08-05-09 to 07-31-10
  - Two actions:
    - Exempt Appt Eff Date 08-05-09
    - Pay Adv PSP Eff Date 08-05-09
  - Remarks:
    - "Pay from August 1, 2009 to include advance prorata summer pay."
- Payroll Office pays the entire semi-monthly amount to the faculty
University Of Hawaii

Payroll Notification Form

PNF date: 07/23/2009
Doc no: 364728

Employee ID:

Name: Sample, Form I9

Fed Exempt: 3  State Exempt: 3  Pay class: SM

Ret/FICA: 2  H  Isl: 2  Visa: Tenure: FNT  N/A

Appointment period from: 08/05/2009  To: 07/31/2010  PSP: 07/31

UH Appt dt: 08/05/2009

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<td>009  Exempt Appointment</td>
<td>08/05/2009</td>
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22111200  C ARTS & HUM  /  ART DEPT  /

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<td>Percent</td>
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<tr>
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ASST PROF, UHM, 9-MO
0083247  I3M09  *  1.00000  07

Annual:

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Pay Type  Account Code  Percent  Semi month amt  NTE Date  Position Number

BASER  G 10 024 F 118 B 820  1.00000  2,000.00  0083247

Remarks: Pay from August 1, 2009 to include advance prorata summer pay.
The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Appointing Officer Signature / Date