

## 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)

OMB No. 1615-0047; Expires 06/30/09  
**Form I-9, Employment Eligibility Verification**

form. The instructions must be available during completion of this form.

legal to discriminate against work-authorized individuals. Employers CANNOT on an employee. The refusal to hire an individual because the documents have a gal discrimination.

ation (To be completed and signed by employee at the time employment begins.)

First	Middle Initial	Maiden Name
Apt. #		Date of Birth (month/day/year)
Zip Code		Social Security #

I attest, under penalty of perjury, that I am (check one of the following):  
 A citizen of the United States

and to relate to the employee named, that the employee began employment on best of my knowledge the employee is authorized to work in the United States. (State ooyee began employment.)

Print Name	Title
and Number, City, State, Zip Code	Date (month/day/year)

ve completed and signed by employer.)

B. Date of Expiry (month/day/year) (if applicable)

expired, provide the information below for the document that establishes current employment authorization.

Document #	Expiration Date (if any)
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Knowledge, this employee is authorized to work in the United States, and if the employee presented o be genuine and to relate to the individual.

Date (month/day/year)

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## 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

Acknowledgment Form

In accordance to the University of Hawai'i employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I future attest that:

1. The person named has completed Section 1 of the Form I-9 (Employment Eligibility Verification);
2. I have examined the original document (s) presented as described on the "List of Acceptable Documents";
3. I have completed the Document Title, Issuing Authority, Document Number and Expiration Date in a month/day/year format (if any) in the space provided in Section 2 of the Form I-9, as appropriate;
4. I have made a copy of the Form I-551 (Law Permanent Resident Card) or I-766 (Employment Authorization Card) if presented as documentation and the person named is participating in E-Verify. ("Yes" is marked as an E-Verify Participant on the remote New Hire Notice form)
5. The document (s) presented to me appear on their face to be genuine and relate to the person presenting them; and
6. I have completed the information, signed and dated the attestation in Section 2 of the Form I-9, as appropriate.

The Notary Certification below is required:

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.  
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn or affirmed, did say that such person

## 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: 384728

SSN: 555-55-5555 Name: Sample, Form I9

P/R: F58 WD: 115

Employee ID:

Sex: F Marital status: S 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

P/A	Description	Effective Date	Partial	Position Number
DTA 419	Pay Adv Prorata Summer Pay	08/05/2009		0083247
HIR 009	Exempt Appointment	08/05/2009		0083247

22111200 C ARTS & HUM / ART DEPT /

From: Position Title	F/T Mon	To: Position Title	F/T Mon
Pos No Grade Stp	Percent Bu	Pos No Grade Stp	Percent Bu
		ASST PROF, UHM, 9-MO	4,000.00
		0083247 I3M09 *	1.00000 07

Annual: Annual: 48,000.00 BU: 07  
 Semi-mo: Semi-mo: 2,000.00 FTE: 1.00000

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.

Approving Officer Signature/Date

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.

Approving Officer Signature/Date

Fiscal Officer Signature/Date

Appointing Officer Signature / Date