NEW EMPLOYEE I-9 AUTHORIZATION PROCESS

U.S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9, which includes presenting original unexpired documents establishing identity and employment eligibility. To ensure compliance please follow the directions below.

Hiring Department:

1. Complete the New Employee Authorization Form (NEAF) for each new hire needing to complete employment eligibility and direct deposit sign up.
2. If available, include the new hire PeopleSoft/ePAR number on NEAF form:
   - Conduct a thorough search for an existing PeopleSoft ID before directing new hire to HR.
   - If there is an existing PS number, enter it as the Employee ID.
   - If an existing PS number is not found for a staff new hire, write PS ID not found on the Employee ID line.
   - If an existing PS number is not found for a faculty new hire, proceed with creating a person of interest (POI type will be: Future Faculty Employee).
   - Communicate to the new hire that UH is direct deposit only and they should have their banking account information when they visit the HR Service Center. The request for hire will not be approved until employment eligibility and direct deposit signup has been completed.
3. Give employee a copy of the list of acceptable documents for completing the I-9.
4. Do not instruct employee which documents to present (this is against the law).
   Employee must personally determine which documents they will present to verify their employment eligibility using the list of acceptable documents as their guide.
5. Inform new employee of timeframe for completion and consequences if not in compliance.
6. Direct new hire to:
   - Human Resources Service Center (HRSC)
   - 325 McElhinney Hall (bldg. 588 on campus map)

Employee:

1. Bring New Employee Authorization Form to HRSC.
2. Bring current unexpired I-9 verification documents and direct deposit account information; both completions are required for hire.
3. Upon I-9 completion a confirmation receipt will be issued.

Human Resources:

1. A customer service representative must conduct a thorough search on each new hire to confirm there is not an existing PS ID.
2. A customer service representative will complete the employee I-9 if unexpired acceptable documents are presented. They will also guide the employee in completing their direct deposit sign-up via their PASS account.
3. A confirmation receipt will be printed when the form I-9 has been completed.
NEW EMPLOYEE AUTHORIZATION FORM

Only original unexpired documents will be accepted to establish employment eligibility

**Department Instructions**: All below fields require completion. Please conduct a thorough search to confirm if the employee has a PeopleSoft ID and or ePAR number.

This form will no longer be used as a confirmation receipt; it is for HR verification purposes only. The HR Representative will give the employee a confirmation receipt once the I-9 has been completed.

(Please Print)

Employee ID ________________  *(Please conduct thorough search in PeopleSoft.)*

Name ________________________, ________________________, ________________

LAST, FIRST, MIDDLE

Hire Date ________________ ePAR# ________________

Preparer’s Name: ______________________ Date: ________________

(PLEASE PRINT)

Department: ______________________ Phone: ________________

(PLEASE PRINT)

Send Email Verification to: ______________________ * Email Address: ________________

(PLEASE PRINT Name)

Fingerprint Scan Needed: Y / N

**HR Customer Service Section**

I-9 Complete_____  Direct Deposit Complete_____  Fingerprint Scan Complete_____

*Employee: Please return this form to your department.*
**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td>3.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
<td></td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td>4.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td>5.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td></td>
<td>(1) The same name as the passport; and</td>
<td></td>
<td>8.</td>
<td>Native American tribal document</td>
<td></td>
<td>6.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td></td>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
<td>7.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td>10.</td>
<td>School record or report card</td>
<td></td>
<td>8.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.