



UW-Madison Office of Human Resources
Workforce Relations
HR Compliance



HR Compliance



- HireRight User Access
 - Adding users
 - Remove users
 - Password Reset
 - Reactivate User Accounts

- I-9
 - Questions
 - Audits
 - Compliance
 - Completion assistance via Teams or Email

Non-Compliance Leads to Penalties



To ensure that employers take Form I-9 compliance violations seriously, ICE increased the scope and frequency of <u>I-9 inspections</u> and that continues to be the trend in present times.

I-9 violations may result in civil and criminal penalties. Civil fines for I-9 paperwork violations range from \$272 to \$2,701 per violation and the fine increases with each repeated violation. If it turns out that an employer knowingly hired or continued to employ a worker without work authorization, the penalties to pay range from \$676 to \$27,018 per worker.

I-9 Process and Completion



I-9 Timeline

Employee accepts offer for employment Employee completes section 1 no later than their first day of work for pay Employer completes section 2 no later than the 3rd business day employee starts work for pay Monitor employee's need for updated work authorization and breaks in service If employee's work authorization expires, complete Supplement B

Exceptions to completing an I-9



You are required to complete and retain a Form I-9 for every employee you hire for employment in the United States, except for:

- Individuals hired on or before Nov. 6, 1986
- Independent contractors
- Individuals not <u>physically</u> working in the U.S.

I-9s Not Needed for Certain Titles



- Titles that do not need an I-9 completed
 - Zero Dollar Appointments (Honorary Fellow/Associate) and
 - Any of the following titles

Job Codes with 5 Digits	Title	1 to 1 crosswalk (only out of scope jobs)
PD001	Graduate Intern/Trainee	X75NN
PD003	Postdoctoral Fellow	X10NN
PD004	Postdoctoral Trainee	X30NN
SA001	Advanced Opportunity Fellow	Y26NN
SA002	Fellow	Y21NN
SA010	Scholar	Y22NN
SA013	Trainee	Y23NN



Initiate I-9 Section 1

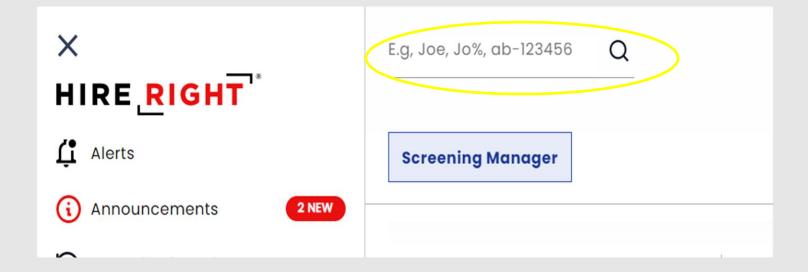
Employee accepts offer for employment
Employee completes section 1 no later than their first day of work for pay

Search for Existing I-9



Before initiating a new I-9:

- Search HireRight to see if the employee already has an I-9 on file.
- To do a partial name search, enter a few letters from the first or last name and a % sign.



I-9 Duplicate Warning



I-9 Employment Eligibility Form

Warning

An I-9 Form may have already been ordered for this employee. In most cases, only one I-9 Form should be on file per employee. Please ensure that the I-9 Form that you are trying to create is not a duplicate record. You can review the duplicates below using the individual "Review" links or <u>click here</u> to delete this order that you are creating. Alternatively, you can continue creating the I-9 Form.

- The system checks the following for duplicate information:
 - Email address
 - Social Security Number
 - Combination of Name (First Name and Last Name only) & Start Date
 - Combination of Name (First Name and Last Name only) & DOB
 - Combination of DOB & Start Date
- If there is a match, then the system shows duplicate search warning.
- Warning may appear for recently deleted I-9s
- If new hire is not found, add a new record.

Employee's Responsibility—Section 1



- Full legal name
- Other legal last names used
- Address
- Date of birth
- Employees must check the appropriate citizenship box
- Signature and the date
- Additionally, employees <u>may</u> provide:
 - Social Security number
 - E-mail address (required for email notices to be sent to employees)
 - Telephone number



Completing I-9 Section 2

Employer completes section 2 no later than the 3rd business day employee starts work for pay

"3rd Day of Work"



Monday

Employee Starts Work

Tuesday

Day 1

Wednesday

Day 2

Thursday

Day 3

Friday

Employee Starts Work

Monday

Day 1

Tuesday

Day 2

Wednesday

Day 3

Employee's Responsibility—Section 2

OR



- Employee must present unexpired original documentation to the employer to verify their identity and employment authorization.
- The employee chooses which acceptable documentation to present.

List A

- Establishes both Identity and Employment Authorization.
- Employees presenting acceptable List
 A document(s) should not be asked to present any other document.

List B

- Establishes Identity only.
- Employees who present a List B document must also present a List C document.

List C

- Establish Employment Authorization only.
- Employees present a List C document must also provide a List B document.

Employer's Responsibility—Section 2



- Review **Employee Provided Information (Section 1)** to be sure you have the correct employee's I-9, it appears to be completed accurately, and matches the provided documentation.
- If you find an error/errors in Section 1, you must send Section 1 back to the employee for correction before entering any information in Section 2.

Name of employee	John Doe
Citizenship or immigration status	A citizen of the United States
▼ Employee Provided Information	
Name of employee	Legal first name (given name): John Legal lost name (family name): Dee Do you have a legal middle initial? No
	I certify that I do not have a middle initial: ✓
	Have used any other last names? No.
	I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section I): ✓
Employee home address	Country: USA Street number and name: 111 Address Street Do you have an apartment or suite number? No
	I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1): 🗸
	City or town: Irvine
	State: California Zip Code: 92612
Date of birth	Month: January
	Day: 01 Year: 1989
Email address	Would you like to provide your email address? No

Employer's Responsibility—Section 2



While meeting with the employee:

- Any document(s) your employee presents must be original and on the List of Acceptable Documents
- Physically examine each document to determine if it reasonably appears to be genuine and relates to the employee presenting it.

If your employee:	Then you should:	Tips
Provides a document that does not reasonably appear to be genuine or relate to the employee or is not on the Lists of Acceptable Documents	Reject the document and ask your employee to provide other document(s) that satisfy Form I-9 requirements	The standard is reasonableness. You are not expected to be a document expert

Enter all information directly from the documents into HireRight

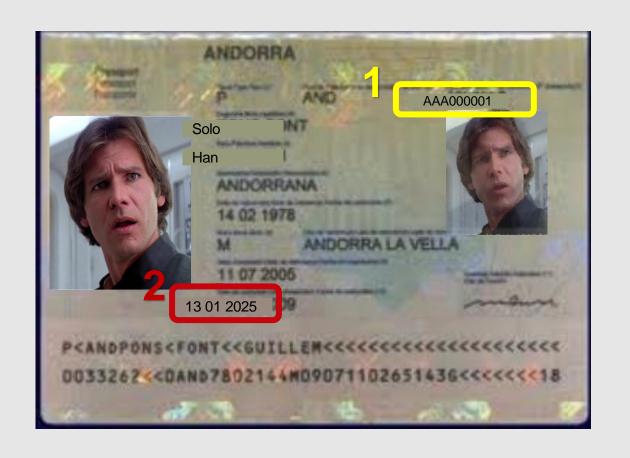


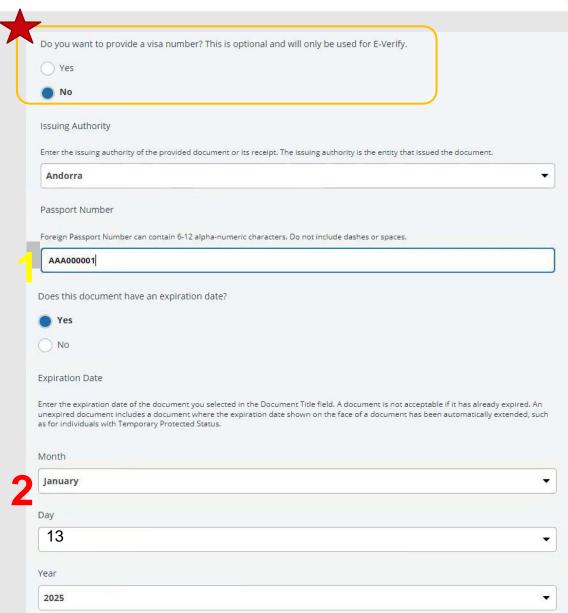
Examples

Typical "Non-Citizen Authorized to Work" documents (Foreign Nationals)

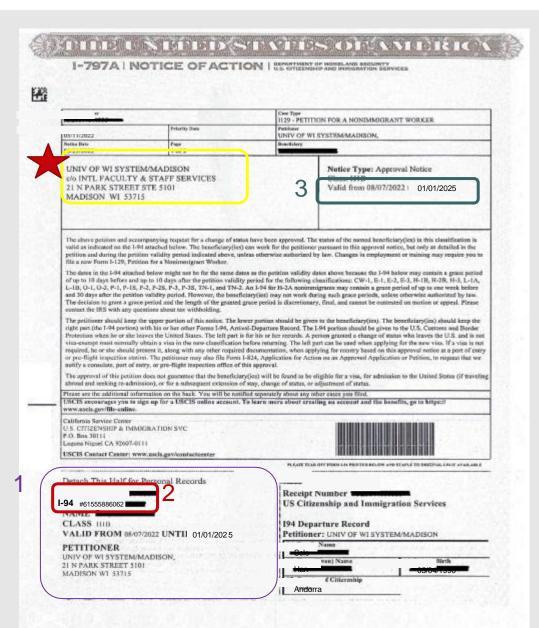
H-1B | Passport







H-1B | I-797A





Double check the employer is UW Madison

I-94	
94 Issuing Authority	
nter the issuing authority	y of the provided document or its receipt. The issuing authority is the entity that issued the document.
U.S. Citizenship and	Immigration Services
94 Document Numbe	er er
orm I-94 Admission Num clude dashes or spaces.	iber is either 11 digits or 9 digits, followed by a letter in the 10th position, and a digit in the 11th position. Do not
61555886062	
No Expiration Date	
Enter the expiration date unexpired document inc	of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An ludes a document where the expiration date shown on the face of a document has been automatically extended, suc
Month	
January	
Day	
01	
Year	

No

Han Solo

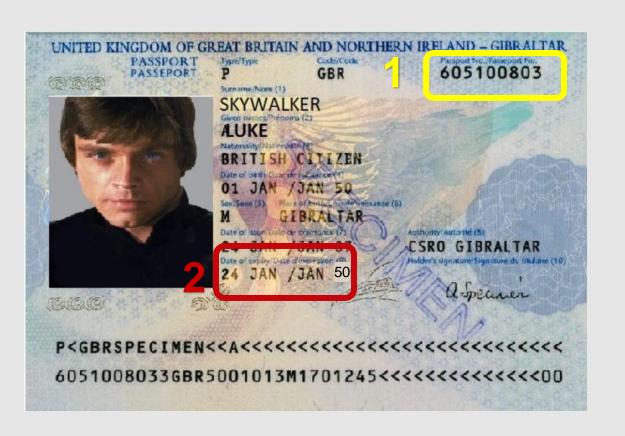


- H-1B
- Passport
 - Andorra
 - AAA00001
 - EXP 01/13/2025
- I-94
 - 61555886062
 - EXP 01/01/2025

business days after the e authorized by the Secreta	Review and Verification: En imployee's first day of employment ary of DHS, documentation from I ditional Information box; see Instr	nt, and mu List A OR a	st physically exan	nine, or exami	ne consistent with	an alternative procedure
documentation in the Aut	List A	OF	1	List B	AND	List C
Document Title 1	Foreign Passport, work- authorized nonimmigrant		N/A		N/A	2.0, 0
Issuing Authority	Andorra		N/A		N/A	
Document Number (if any)	AAA000001		N/A		N/A	
Expiration Date (if any)	01/13/2025		N/A		N/A	
Document Title 2 (if any)	I-94	Α	dditional Inform	ation		
Issuing Authority	U.S. Citizenship and Immigration Services					
Document Number (if any)	61555886062					
Expiration Date (if any)	01/01/2025					
Document Title 3 (if any)	N/A					
Issuing Authority	N/A					
Document Number (if any)	N/A					
Expiration Date (if any)	N/A		Check here if you	used an alterna	itive procedure auth	orized by DHS to examine documents.
employee, (2) the above-li	er penalty of perjury, that (1) I have sted documentation appears to be employee is authorized to work in	genuine an	d to relate to the e			First Day of Employment (mm/dd/yyyy): 03/05/2024
Last Name, First Name and	Title of Employer or Authorized Repr	esentative	Signature of Emplo	yer or Authorize	ed Representative	Today's Date (mm/dd/yyyy)
Andersen Emily (Compliance Specialist		~			02/23/2024 08:25:55 PST
Employer's Business or Org University of Wisc			's Business or Organ ark Street S			e, ZIP Code
	For reverification or rehire,	complete	Supplement B, I	Reverification	and Rehire on F	Page 4.

J-1 | Passport





	4
Do you want to provide a visa number? This is optional and will only be used for E-Verify.	
Yes	
● No	
Issuing Authority	
Enter the issuing authority of the provided document or its receipt. The issuing authority is the entity that issued the document.	
United Kingdom	▼]
Passport Number	
Foreign Passport Number can contain 6-12 alpha-numeric characters. Do not include dashes or spaces.	
605100803	
Does this document have an expiration date?	
Yes	
○ No	
Expiration Date	
Enter the expiration date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An unexpired document includes a document where the expiration date shown on the face of a document has been automatically extended, such as for individuals with Temporary Protected Status.	
Month	
January	-
Day	
24	•
Year	
2050	•

J-1 | I-94





Most Recent I-94

Admission (I-94) Record Number 012345678A3

Most Recent Date of Entry: 2022 August 17

Class of Admission : J1 Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname : SKYWALKER

First (Given) Name : LUKE

Birth Date : 1990 May 04

Document Number : 605100803

Country of Citizenship: United Kingdom

Work Authorization End Date from DS-2019

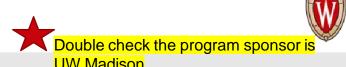
Get Travel History

- ► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).
- ► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
- Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

OMB No. 1651-0111 Expiration Date: 07/31/2025

Document Title
I-94
I-94 Issuing Authority
Enter the issuing authority of the provided document or its receipt. The issuing authority is the entity that issued the document.
U.S. Customs and Border Protection
I-94 Document Number
Form I-94 Admission Number is either 11 digits or 9 digits, followed by a letter in the 10th position, and a digit in the 11th position. Do not include dashes or spaces.
012345678A3
Does this document have an expiration date?
Yes
○ No
Expiration Date
Enter the expiration date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An unexpired document includes a document where the expiration date shown on the face of a document has been automatically extended, such as for individuals with Temporary Protected Status.
Month
July
Day
31
Year
2025

J-1 | DS-2019





2 U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OVV IVIACISOTI
Does the employee have a student or academic visa?
Yes
○ No
Form Type
For example, I-20 or DS-2019, etc.
DS-2019
Document Number
If you provided Form I-20 or D5-2019 in the Form Type field, enter the SEVIS number exactly as it appears on the Form I-20 or D5-2019.
N0012345678
Issuing Authority
Enter the issuing authority of the document you provided in the Form Type field. The issuing authority is the agency that issued the document.
U.S. Department of State
Expiration Date
Only unexpired documents are acceptable. If you provided Form I-20 or DS-2019 in the Form Type field, enter the employment end date as indicated on the Form I-20 or DS-2019.
Month
July
Day
31
Year
2025
Visa Type
For example, F-1 or I-1, etc.

OMB APPROVAL NO.1405-0119

EXPIRES: 10/31/2020 ESTIMATED BURDEN TIME: 45

*See Page 2

Skywalker	Luke				Gender: MALE	1	N0012345678
Date of Birth imm-dd-xxxv): LONDO	Country of Dittil.		ship Country Code: UK		Ship Country, D KINGDOM		4 J-1
Legal Permanent Residence Country Code: Lega UK	Permanent Residence Country: UNITED KINGDOM	Position Code: 214	Position: UNIVERSITY	GRADUATE	STUDENTS		
	Engineering eering Drive Suite 2205 I 53706						
2. Program Sponsor: University of V	%isconsin-Madison			Program Nu	mber: P-1-001	05	
Purpose of this form: Begin new prog:				members.			
3. Form Covers Period:	4. Exchange Visitor Category: RESEARCH SCHOLAR						
From (mm-dd-yyyy): 08-01-2023		et Field Code Remarks:				_	
То (mm-dd-уууу): 07-31-2025			and Highway En	gineering			
						_	
5. During the period covered by this form, the tota Current Program Sponsor funds: \$50 Total: \$50,000.00		be provided to the exchi	nge visitor by:				
Current Program Sponsor funds : \$50		be provided to the exchi	nge visitor by:				

Luke Skywalker



- J-1
- Passport
 - UK
 - 605100803
 - EXP 1/24/2050
- I-94
 - 012345678A3
 - EXP 07/31/2025
- DS-2019
 - N0012345678
 - EXP 07/31/2025

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions List A List B AND List C Foreign Passport, work-Document Title 1 N/A N/A authorized nonimmigrant United Kingdom N/A N/A Issuing Authority 605100803 N/A N/A Document Number (if any) N/A Expiration Date (if any) 01/24/2050 N/A Additional Information Document Title 2 (if any) U.S. Customs and Border Issuing Authority Protection 012345678A3 Document Number (if any) 07/31/2025 Expiration Date (if any) DS-2019 Document Title 3 (if any) Issuing Authority U.S. Department of State Document Number (if any) N0012345678 Expiration Date (if any) 07/31/2025 Check here if you used an alternative procedure authorized by DHS to examine documents. First Day of Employment Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named (mm/dd/yyyy): employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States. 03/05/2024 Signature of Employer or Authorized Representative Last Name, First Name and Title of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Andersen Emily Compliance Specialist 02/23/2024 11:41:24 PST Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code University of Wisconsin 21 N Park Street Suite 5101 WI 53715 For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

F-1 | Passport





o you want to provide a visa number? This is optional and will only be used for E-Verify.
Yes
No No
ssuing Authority
nter the issuing authority of the provided document or its receipt. The issuing authority is the entity that issued the document.
Spain
assport Number
oreign Passport Number can contain 6-12 alpha-numeric characters. Do not include dashes or spaces.
AAA000001
Poes this document have an expiration date?
Yes
No No
xpiration Date
nter the expiration date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An nexpired document includes a document where the expiration date shown on the face of a document has been automatically extended, such s for individuals with Temporary Protected Status.
Month
January
Day
01
'ear
2025

F-1 | I-94





Most Recent I-94

Admission (I-94) Record Number 012345678A3

Most Recent Date of Entry: 2022 August 17

Class of Admission : F1 Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname: CHEWBACCA

First (Given) Name: FNU

Birth Date: 1975 April 06

Document Number: AAA000001

Country of Citizenship: Spain

Work Authorization End Date

from I-20

Get Travel History

- ► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).
- ▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
- ► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

 Do Not Use

OMB No. 1651-0111 Expiration Date: 07/31/2025

I-94	
I-94 Issuing Auth	ority
Enter the issuing au	thority of the provided document or its receipt. The issuing authority is the entity that issued the document.
U.S. Customs a	nd Border Protection
I-94 Document N	umber
Form I-94 Admission include dashes or s	n Number is either 11 digits or 9 digits, followed by a letter in the 10th position, and a digit in the 11th position. Do not paces.
012345678A3	
Yes No	
Expiration Date	
Enter the expiration	date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An It includes a document where the expiration date shown on the face of a document has been automatically extended, such
nexpired documer	th Temporary Protected Status.
nexpired documer as for individuals wi	th Temporary Protected Status.
nexpired documer as for individuals wi	th Temporary Protected Status.
nexpired documer as for individuals wi Month	th Temporary Protected Status.
nexpired documer as or individuals wi Month	th Temporary Protected Status.
nexpired documer as or individuals wi Month May	th Temporary Protected Status.

Double check the school is UW Madison

Department of Homeland Security U.S. Immigration and Customs Enforcement I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038

SEVIS ID: N0012345678

SURNAME/PRIMARY NAME

Chewbacca

PREFERRED NAME

Chewbacca

COUNTRY OF BIRTH SPAIN

DATE OF BIRTH

04 APRIL 1975

FORM ISSUE REASON CONTINUED ATTENDANCE GIVEN NAME

PASSPORT NAME

COUNTRY OF CITIZENSHIP

SPAIN

ADMISSION NUMBER

LEGACY NAME

Class of Admission



LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME

University of Wisconsin-Madison University of Wisconsin-Madison

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL

Kathleen Finnegan

International Študent Advisor

PROGRAM ENGLISH PROFICIENCY

SCHOOL ADDRESS

217 Red Gym, 716 Langdon Street, Madison, WI 53706

SCHOOL CODE AND APPROVAL DATE

CHI214F20246000 03 APRIL 2015

PROGRAM OF STUDY

EDUCATION LEVEL

MAJOR 1 BACHELOR'S

History and Philosophy of Science

and Technology 54.0104

ENGLISH PROFICIENCY NOTES

Student is proficient

EARLIEST ADMISSION DATE

04 APRIL 2023

None 00.0000

MAJOR 2

START OF CLASSES

Required

01 JUNE 2023

PROGRAM START/FND DATE

04 MAY 2023 - 30 MAY 2025

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MO	NTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$	15,000	Personal Funds	\$ 19,000
Living Expenses	ş	4,000	Funds From This School	\$
Expenses of Dependents (0)	\$	0	Funds From Another Source	\$
Other	\$	0	On-Campus Employment	\$
TOTAL	\$	19,000	TOTAL	\$ 19,000

REMARKS

ACADEMIC AND

Yes

O No

I-20

Form Type

For example, I-20 or DS-2019, etc.

If you provided Form I-20 or DS-2019 in the Form Type field, enter the SEVIS number exactly as it appears on the Form I-20 or DS-2019.

N0012345678

Document Number

Issuing Authority

Enter the issuing authority of the document you provided in the Form Type field. The issuing authority is the agency that issued the document.

Department of Homeland Security

Does the employee have a student or academic visa?

Expiration Date

Only unexpired documents are acceptable. If you provided Form I-20 or DS-2019 in the Form Type field, enter the employment end date as indicated on the Form I-20 or DS-2019.

Month

May

Day

30

Year

2025

Visa Type

F-1

For example, F-1 or J-1, etc.

SCHOOL ATTESTATION

Chewbacca



- F-1
- Passport
 - Spain
 - AAA00001
 - EXP 01/01/2025
- I-94
 - 012345678A3
 - EXP 05/30/2025
- I-20
 - N0012345678
 - EXP 05/30/2025

	List A	OR	List B	AND	List C
Document Title 1	Foreign Passport, work- authorized nonimmigrant			N/A	
ssuing Authority	Spain	N/A		N/A	
Occument Number (if any)	AAA000001	N/A		N/A	
expiration Date (if any)	01/01/2025	N/A		N/A	
Occument Title 2 (if any)	I-94				
ssuing Authority	U.S. Customs and Border Protection				
Occument Number (if any)	012345678A3				
xpiration Date (if any)	05/30/2025				
Occument Title 3 (if any)	1-20				
suing Authority	Department of Homeland Security				
Occument Number (if any)	N0012345678				
xpiration Date (if any)	05/30/2025	Check	nere if you used an alterna	tive procedure authoriz	ed by DHS to examine documents
employee, (2) the above-li	er penalty of perjury, that (1) I have sted documentation appears to be employee is authorized to work in	genuine and to relat		i, and (3) to the	First Day of Employment mm/dd/yyyy): 03/05/2024
•	Title of Employer or Authorized Rep Compliance Specialist	resentative Signatur	e of Employer or Authorize		Today's Date (mm/dd/yyyy) D2/23/2024 12:31:47 PS
Employer's Business or Org University of Wisc			eet Suite 5101		P Code



Retention

Retaining Form I-9



- Must have an I-9 for all current employees UW-Madison.
- Federal regulations require retaining the Form I-9 for three years after the date of hire, OR one year after the date employment ends, whichever is later (i.e., after the termination).
- To calculate how long to keep a Form I-9:

Date the employee began work for pay	1
A. Add 3 years to the date on line 1.	A
2. The date employment was terminated	2
B. Add 1 year to the date on line 2.	B
3. Which date is later; A or B?	3
C. Enter the later date.	C



Rehires and Reverifications Supplement B (Formerly Section 3)

Monitor employee's need for updated work authorization and breaks in service

If employee's work authorization expires, complete Supplement B

Using the I-9 Process Tool



Created to help UW-Madison I-9 administrators with Supplement B (Formerly Section Three) completion.

Link to the I-9 Tool is located at our website location:

<u>HireRight – Human Resources – UW–Madison (wisc.edu)</u>

Supplement B Reverification - Examples



H-1B

Date of Rehire (If applicable)	New Name (If applicable)									
Date (mm/dd/yyyy) N/A	Last Name (Family Name) N/A			First Name <i>(Given Name)</i> N / A			Middle Initial			
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.										
Document Title Foreign Passport, work-authorized nonimmigrant AA/				Expiration Date (#an) 61555886062 01/13/2025 01/						
	perjury, that to the best of n umentation, the documentat									
Name of Employer or Authorize Emily Andersen	ed Representative	Signature of	of Employer or Auti	orized Representative			(mm/dd/yyyy) 4 12:04:02			
Additional Information (Initial ar	nd date each notation.)						ou used an edure authorized nine documents.			

J-1

Date of Rehire (if applicable)	New Name (if applicable)							
Date (mm/dd/yyyy)	Last Name (Family Name)			First Name (Given Name)			Middle Initial	
N/A	N/A			N/A			N/A	
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.								
Document Title Document Number Expiration Date (# any)(mm/dd/yyyy)								
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.								
Name of Employer or Authorize	ed Representative	Signature of	Employer or Auth	norized Representative		Today's Date	(mm/dd/yyyy)	
Name of Employer or Authorize Emily Andersen	ed Representative	Signature of	Employer or Auth	norized Representative			<i>(mm/dd/yyyy)</i> 4 12:16:28	

F-1

Date of Rehire (if applicable)	New Name (if applicable)							
Date (mm/dd/yyyy) N/A	Last Name (Family Name) N/A			First Name (Given Name)			Middle Initial	
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.								
Document Title Foreign Passport, wo	rk-authorized nonimmig	AAA000001	Expiration Date (if a 01/2345678A3 01/01/2025 0					
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.								
Name of Employer or Authorize Emily Andersen	d Representative	Signature of	of Employer or Auth	norized Representative			(mm/dd/yyyy) 4 12:10:50	
Additional Information (Initial an I-20 N0012345678 0							ou used an edure authorized mine documents.	

**Please note - Entry of documentation into the HireRight system is the same as Section 2

Reciprocal or Proxy (Authorized Representative)



- If an employee does not work in Madison, we still must complete an I-9 for them and physically inspect the documents.
- We may assign a proxy or authorized representative to complete the I-9 on behalf of UW-Madison in the HireRight system.
- Authorized representatives must carry out full Form I-9 responsibilities.
- Employees cannot act as authorized representatives for their own Form I-9.
- Employers are still liable for any violations.

You may reach out to the HR Compliance inbox to request a list of proxy representatives for I-9 completion or with proxy related questions.

hrcompliance@ohr.wisc.edu

Paper I-9 Collection



Please upload all paper I-9s stored in departments and divisions to our Secure BOX folder:

HR Compliance Secure Box Folder

*Please label each uploaded I-9 with the employee's name and EMPL ID

(example: SKYWALKER 00123456 – PAPER I-9)

I-9 Compliance Updates/Reminders



- If an employee started work outside of the United States, the start date in Section 2 should be the date that the employee reports for active employment inside the United States. A note must be added to the I-9 to advise the employee had been working outside of the United States.
- Increasing the use of Annotations/Notes (Corrections & Non-Compliance)
- Lump sum payments require an I-9.
- The Start Date in Section 2 and Supplement B (Rehire) must match the Hire Date in HRS. (exception, employee working outside of the United States)
- If the employee has only one name (first or last), the first name must be entered as **Unknown** and the one name entered as the last name in Section 1 of the I-9.
- If you assist the employee with completion of Section 1 of the I-9, you should enter your information as a Preparer in the Translator/Preparer section of the I-9.

Resources



HR Compliance website includes helpful links to:

- I-9 Training Slides
- I-9 Process Tool
- I-9 Central (USCIS)
- M-274 Handbook for Employers
- Hire Right User Guide

Additional I-9 Compliance Resources:

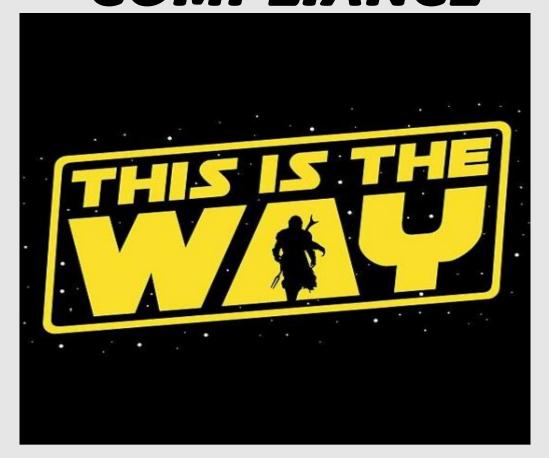
I-9 Compliance BOX folder

HR Compliance Email

hrcompliance@ohr.wisc.edu



I-9 COMPLIANCE



Appendix



Employee Responsibilities – Section 1



Full legal name:

- Employees with two last names (family names) should enter both names. Employees with two first names (given names) should enter both names.
- Employees with only one name should enter it in the Last Name field, then enter "Unknown" in the First Name field.
- Employees should include the hyphen (-) or apostrophe (') if their names have them.
- Employees with a middle name should enter the middle initial.
- Other legal last names used: including a maiden name, if applicable. Current address, including street name and number city, state and ZIP code. Include the apartment number or letter if applicable;

Date of birth:

- Employees must check the appropriate box to indicate whether they are a U.S. citizen, a noncitizen national, a lawful permanent resident of the U.S., or an alien authorized to work in the U.S.
- If applicable, Alien Number/USCIS Number, Form I-94 admission number, or foreign passport number (including country of issuance), and the date employment authorization expires. (Employee will NOT have this information until they enter the United States).

Signature and the date

- Additionally, employees <u>may</u> provide:
 - Social Security number
 - E-mail address (required for email notices to be sent to employees)
 - Telephone number.