

University of California I-9/E-Verify Standard Procedures

I-9 Process	Related Policy	UC Standard Procedures
Employees complete Section 1 of Form I-9 at the time of hire; prior to first day of employment	M-274 Handbook (page 3) for Employers	Employees should complete Section 1 of Form I-9 as soon as possible after a formal offer of employment is accepted; Employees are sent notification with instructions from Guardian
Remote Agents may complete Section 2 on the University's behalf	USCIS FAQ on Remote Hires	For remote hires, the remote agent must be one of the following: <ul style="list-style-type: none"> • Notary • Licensed Attorney • Employed in HR • Agent referred by the University
Complete Section 2 of Form I-9 no later than 3 business days after employment begins	M-274 Handbook (page 5) for Employers	I-9 Processors must meet with the employee to complete Section 2 no later than 3 business days after employment begins
Re-verify employment authorization for current employees	M-274 Handbook (page 12) for Employers	When an employee's employment authorization document(s) expire, Section 3 of Form I-9 must be completed no later than the expiration date(s)

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Complete Section 3 due to name change for current employees	M-274 Handbook (page 23-24) for Employers	For employees who have a legal name change, such as following marriage; Section 3 of Form I-9 must be completed
Re-verify or update Employment Authorization for Rehired Employees	M-274 Handbook (page 24-25) for Employers	<p>For employees rehired within three years of the date of the initial execution of the previous Form I-9, the original paper I-9 Form information should be entered into Guardian and Section 3 of the I-9 Form completed (block B or C depending on need to re-verify employment authorization)</p> <p>If the original paper I-9 Form is not available, the employee must complete Section 1 and Section 2 of the I-9 Form no later than 3 business days after employment begins</p>

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<p>Do not complete a new Form I-9 for employees who transfer from one UC Location to another</p>	<p>M-274 Handbook (page 25) for Employers</p>	<p>For employees who transfer within the University, the original paper I-9 Form information should be entered into Guardian OR the electronic I-9 must be transferred to the new UC Location (Company) in Guardian</p> <p>If the original paper I-9 Form is not available then the employee must complete Section 1 and Section 2 of Form I-9 no later than 3 business days after employment begins</p>
<p>Complete E-Verify for applicable employees</p>	<p>M-274 Handbook (page 39) for Employers UC E-Verify Guidelines</p>	<p>UC, as a federal contractor, must verify the work status of employees who are performing work under a federal contract or subcontract that contains an E-Verify requirement clause</p>

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		<p>If an employee's position funding is subject to a federal contract or subcontract that contains an E-Verify requirement then the employee's profile in Guardian will be setup so the employee is E-Verified</p>
<p>Retention Requirements</p>	<p>M-274 Handbook (page 27-29) for Employers</p>	<p>An employee's completed Form I-9 must be retained for as long as the individual works for the University. Once employment ends, the Form must be retained for either three years after the date of hire, or one year after the date of employment is terminated, whichever is later</p> <p>Employee identity and employment authorization documents must be scanned and uploaded into the employee record in Guardian</p>
<p>Do not complete the Form I-9 for any individual who does not receive wages or other remuneration from the University in exchange for labor or services</p>	<p>M-274 Handbook (page 3) for Employers</p>	<p>Federal laws regarding work authorization does not apply to volunteers and others who serve the University without receiving wages or other remuneration</p> <p>Reimbursement for expenses is not considered remuneration</p>