

Dear Colleagues,

As an on-going reminder, I'd like to take this opportunity to remind all of the departments/divisions of Loyola's responsibility to timely document all of our new hires, including students, as per the Immigration and Control Act, also commonly referred to as I-9.

**Federal I-9 Regulations require the following:**

- All employers are required to document a new hire within 3 days of their hire date.
- The hire date is considered the day that the employee begins working or engages in training sessions for their position.
- A new hire is defined as anyone who is placed on payroll – student, staff and faculty.
- The federal government provides a list of acceptable documents for a new employee to utilize for documentation purposes. HR provides each new hire with the list of acceptable documents.

*Non-Compliance with the Federal Law can result in various fines and penalties to the university. Employment can be delayed or interrupted if it is found that a new hire cannot provide the required I-9 documentation within 3 days of their start date.*

*In order to help the university maintain compliance and assure the timely payment of all employees we ask that the following steps are followed:*

Action	Who	Next Steps	When
Identify new hire - staff, faculty or student	Department	1. complete a PNF 2. Obtain appropriate signatures 3. Route PNF to HR	The PNF must be completed in advance and received in HR <b>prior</b> to the start date of the employee.
Contact New Hire to complete I-9	Human Resources	HR will contact new hire to discuss I-9 process and share list of acceptable documents	Upon receipt of PNF from Department. I-9 process must be completed by the employee prior to or on their start date.

The goal is to have new hires start with the University as soon as needed by the department. HR will ensure that any obstacles regarding a new employee's I-9 documentation are addressed in a timely fashion and will work with the new employee to provide them resources for compliance (i.e. information regarding where to apply for a new social security card or birth

certificate). HR will notify the hiring manager if a new hire is unable to provide their documents in the approved timeframe in order to ensure that the individual does not start working.

I know this can be a challenging process, particularly when managing student hires; however, the university is committed to meeting the regulations set forth by the federal government.

We appreciate your cooperation and we are here to assist. Should you have any questions, please do not hesitate to call Heather Blanchard at ext. 7896 or Rachel Dirmann at ext. 7768.