

I-9

Immigration Reform and Control Act
of 1986

I-9 Requirements

- Employers are required to document a new hire and report the information using E-Verify within 3 days of their hire/start 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.

New Hire Employment Process

- Department follows established procedures to hire a faculty member, staff or student.
- Hire PNF is completed by department and routed for all appropriate signatures.
- PNF is then received in HR prior to the start date. HR emails new hire, with a cc to hiring manager, of the required I-9 obligations.
- Once employee completes the I-9 process, HR emails hiring manager that the employee may begin working.

Failure to Comply

- Significant fines and penalties to the university.
- Delay of payment of wages earned by the employee.
- 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.



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Employment

Job Listings

Loyola University is a private non-profit employer with over 900 faculty and staff employees. Employment with the University represents very diverse and different professions in the workforce. Available positions are posted at the link below.

[Staff Job Listings](#) | [Faculty Job Listings](#) | [Student Job Listings](#)

New Hire Process

When hiring a new employee, there are administrative processes for the timely completion of employment paperwork. Below is a link to a short overview of the onboarding paperwork process, along with information regarding the federal form I-9 processes and the list of required documentation provided by the Department of Homeland Security that we must utilize.

[New Hire Process](#) [WORD](#)

[I-9 Required documentation](#) [PDF](#)

***If you are hiring an employee that will be working remotely**, please notify Human Resources as soon as possible prior to their hire date and provide the new employee's contact information. Human Resources will work directly with the employee to complete their paperwork in a timely manner.*

Employment Forms

If you have any questions pertaining to the following forms, please call Human Resources at (504) 864-7757.

New Hire Forms

- Requisition for Employee (Full-time or Part-time) [Adobe PDF](#) [PDF](#) | [MS Word](#) [WORD](#)
(Notice of Position Vacancy - Replacement)
- Requisition for Temporary Employee [Adobe PDF](#) [PDF](#) | [MS Word](#) [WORD](#)
- Requisition for New Position or Reclassification [Adobe PDF](#) [PDF](#) | [MS Word](#) [WORD](#)
- Job Description Template [Adobe PDF](#) [PDF](#) | [MS Word](#) [WORD](#)
- Internal Job Application Form [Adobe PDF](#) [PDF](#) | [MS Word](#) [WORD](#)