



PROCEDURE STATEMENT

The Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is required to complete a U.S. Department of Justice Employment Eligibility Verification Form I-9 for all hires after November 6, 1986.

REASON FOR PROCEDURE

The following information is provided to assist all units with the completion of the forms I-9.

PROCEDURES AND RESPONSIBILITIES

1.0 EMPLOYEE RESPONSIBILITIES

The employee must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee. The employer is responsible for ensuring that the employee completes Section 1 in full. Ensure that the employee has completed name and address information, signed and dated Section 1, and checked the appropriate citizenship block. Foreign nationals are also required to complete the work authorization date and alien/admission number.

2.0 EMPLOYER RESPONSIBILITIES

The employer must complete Section 2 of the Form I-9, no later than close of business on the employee's third business day of employment. The employer should supply to the employee the official list of acceptable documents for establishing identity and work eligibility. Use the reverse side of the I-9 as a guide to authorized documents. The employer must examine the original document(s) and accept/record them if they reasonably appear to be genuine and to relate to the employee who presents them. Do not make photocopies of these documents. Requesting more or different documentation than the minimum necessary to meet this requirement could constitute an unfair immigration-related employment practice. Section 2 must be completed in full, including document information, date of employment, address information, and signature.

Social security cards that include the wording *Valid only with INS Authorization* or *Not Valid for Employment* may not be used as a Form of I-9 documentation.

The Form I-9 is completed electronically within the Guardian I-9 system. Guardian will maintain the electronic Form I-9 and retain it in accordance with retention requirements.

3.0 UPDATING AND REVERIFICATION

The Form I-9 must be updated if an employee changes their name. It must be re-verified when the documents used expire.

To complete this process, follow the procedures for Employee and Employer Responsibilities listed above. The date of employment used in the certification statement in Section 2 should be the original date of employment. In Section 3, the employer should complete the employee's name, sign, and date the Form I-9. Any necessary

updates and re-verifications will be processed electronically within the Guardian I-9 system.

Additional information on completing the I-9 may be obtained on the [AgriLife Payroll resources Web site](#).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 33.99.01, *Employment Practices*](#)

CONTACT OFFICE

For questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.