

Texas A&M AgriLife Extension Service Procedures

33.99.01.X0.03 | Employment Verification

Revised: January 31, 2020

Next Scheduled Review: January 31, 2025



[Click Here to View Revision History](#)

PROCEDURE SUMMARY

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

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, and 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 the employee the official list of acceptable documents for establishing identity and work eligibility. 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. 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. For questions concerning the appropriate documents, see the "Handbook for Employers, Instructions for Completing Form I-9."

Social security cards that include the wording *Valid only with INS Authorization or Not Valid for Employment*, may not be used as Form 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 REVERIFICATION:

The Form I-9 must be reverified when work authorization expires.

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 employees name, sign, and date the Form I-9. Any necessary updates and reverifications will be processed electronically within the Guardian I-9 system.

Additional information on completing the I-9 may be obtained on the U.S. Citizenship and Immigration Services website in the [Handbook for Employers M-274](#).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: May 23, 2003
Revised: February 25, 2009
August 8, 2014
January 29, 2020

Next Scheduled Review: January 29, 2025