

## Texas A&M AgriLife Extension Service Procedures

### 33.99.01.X0.03 | Employment Verification

*Approved: May 23, 2003*  
*Revised: February 25, 2009*  
*August 8, 2014*



*Next Scheduled Review: August 8, 2019*

---

#### **PROCEDURE STATEMENT**

---

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.

---

#### **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 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 UPDATING AND REVERIFICATION:

The Form I-9 must be updated if an employee changes their name. It must also be re-verified 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 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.