

Payroll Services Form I9 Training

Module 1: Form I-9 Background & Resources

Updated: June 2024



Module 1: Form I-9 Background and Resources

1. Background of Employment Verification

Form I-9 Background and Resources will cover:

1. Background of Employment Verification

2. Is the Form I-9 required for your new hire?

3. I have a new hire that requires the Form I-9. What's next?

1. Background of Employment Verification

As early as the 1950s, Congress passed immigration regulations to assist in identifying an individual's immigration status and work eligibility in the United States.

The Immigration and Nationality Act of 1952 (INA)

- Founded immigration and naturalization regulation for the United States.

The Immigration Reform and Control Act of 1986 (IRCA)

- Added employer sanctions to the Immigration and Nationality Act.
- Set standards to implement employment eligibility verification.
- Introduced the Employment Eligibility Verification Form (Form I-9).
- Required all employees hired after **11/06/86** to show employment eligibility in order to work in the U.S.



The Immigration Act of 1990

- Added provisions for anti-discrimination and document fraud.

1. Background of Employment Verification

Why are U.S. Employers required to complete the Form I-9?

U.S. Employers are mandated by the Immigration & Control Act of 1986 (IRCA), to complete and retain Form I-9. The first Form I-9 was introduced in 1987. This was passed in order to control and deter illegal immigration to the United States.

The responsibility of this control was passed onto U.S. Employers, therefore requiring U.S. Employers to verify the identity and employment authorization of their employees through the Form I-9 Verification Process.

The U.S. Employers are held accountable for failure to properly complete, retain and make the Form I-9 available for inspection; consequently, they can face significant legal, financial and public risk for non-compliance.

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1. Background of Employment Verification

Why are U.S. Employers required to complete the Form I-9?

The Homeland Security Act

The Homeland Security Act of 2002 created an executive department combining numerous federal agencies with a mission dedicated to homeland security. On March 1, 2003, the authorities of the former Immigration and Naturalization Service (INS) were transferred to three new agencies in the U.S. Department of Homeland Security (DHS):

- U.S. Citizenship and Immigration Services (USCIS);
- U.S. Customs and Border Protection (CBP); and
- U.S. Immigration and Customs Enforcement (ICE).

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1. Background of Employment Verification

Why are U.S. Employers required to complete the Form I-9?

The two DHS immigration components most involved with the matters discussed are USCIS and ICE. USCIS issues most employment authorization documentation for noncitizens and administers Form I-9 and E-Verify, which electronically confirms employment eligibility. ICE enforces the penalty provisions of section 274A of the INA as well as other immigration requirements within the United States.

Under the Homeland Security Act, the U.S. Department of Justice (DOJ) retained certain responsibilities related to Form I-9 as well. In particular, the Immigrant and Employee Rights Section (IER) in the DOJ's Civil Rights Division enforces the anti-discrimination provision in section 274B of the INA, while the Executive Office for Immigration Review (EOIR) administratively adjudicates cases under sections 274A, 274B, and 274C (civil document fraud) of the INA

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1. Background of Employment Verification

Where are the available resources for the Form I-9 Verification?

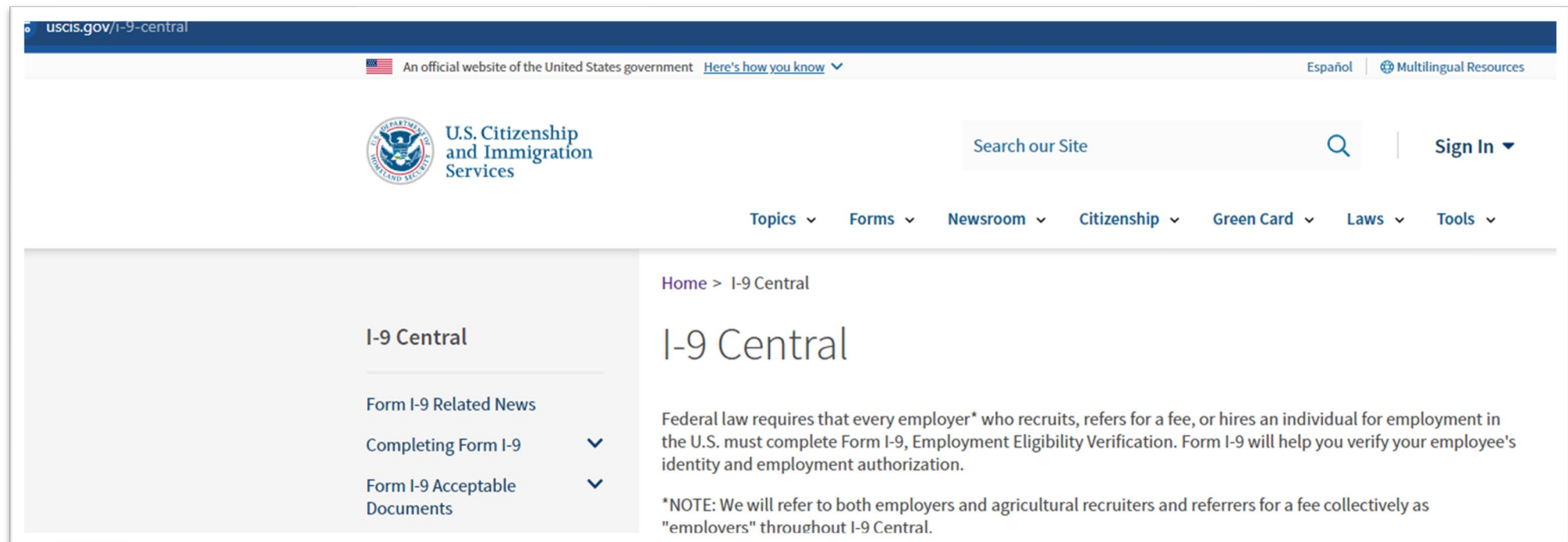
To assist U.S. Employers (For UC Merced the Authorized Form I-9 Verifier is Payroll Services Workforce On-Boarding Hub) with completion of the Form I-9, the following resources are available:

- [U.S. Citizenship and Immigration Services \(USCIS\)](#)
- [Social Security Administration](#)
- [Payroll Services](#)
- [USCIS Handbook for Employers](#)

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1. Background of Employment Verification

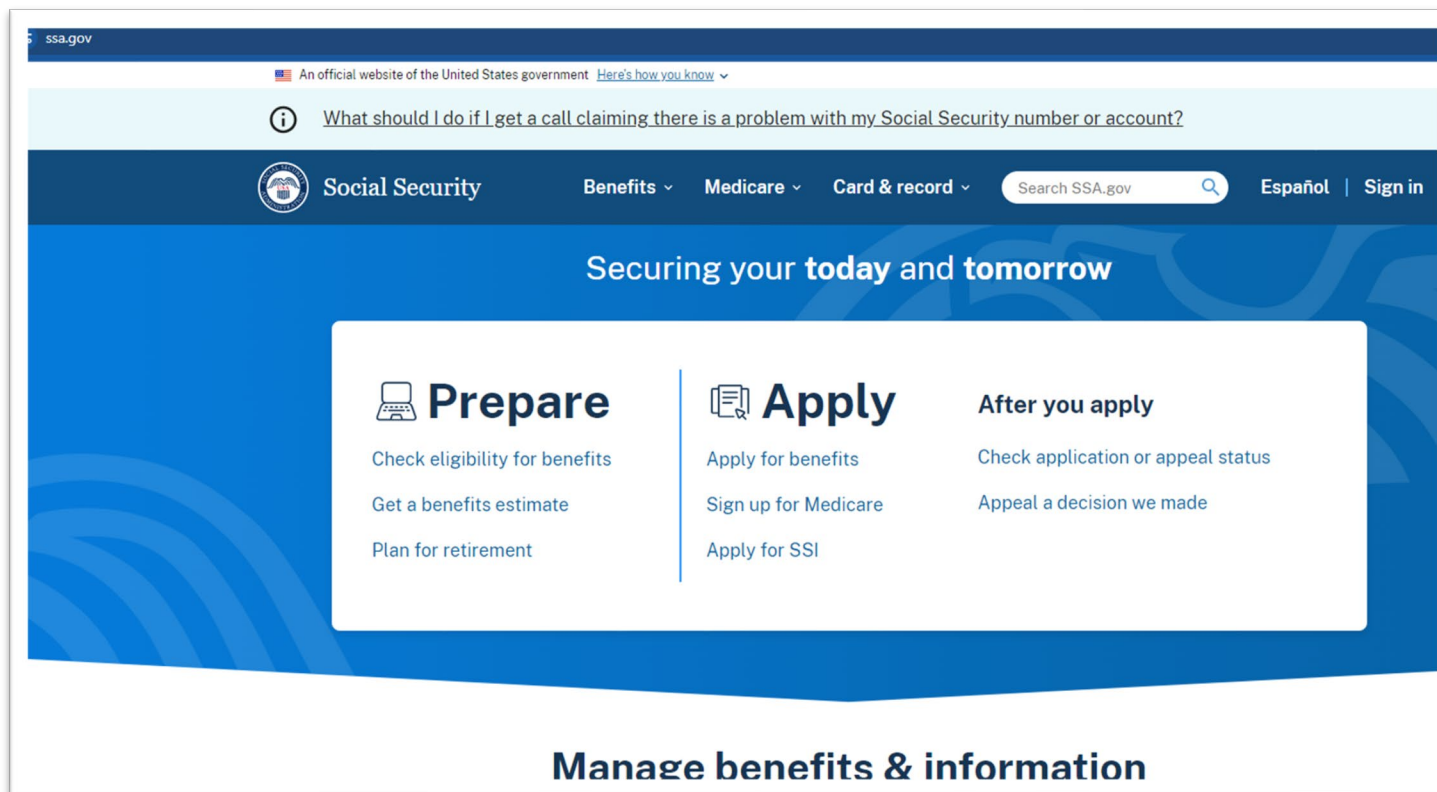
USCIS has created a section on their website specifically for the I-9 Verification called USCIS I-9 Central. [Click Here](#) for further information.



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1. Background of Employment Verification

The Social Security Administration database is utilized by the USCIS for data check. [Click Here](#) to visit the Social Security Administration.



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1. Background of Employment Verification

At times, employees may need to visit our local [Social Security Administration](#) to assist in requesting a replacement List C Social Security Card.

The SSA Office will also issue a valid temporary receipt that can be used to comply with I9 Acceptable Documents.

Receipts are valid for only 90 days. See our [website](#) for more details.

Social Security Office Information

Address: 3185 M ST
MERCED, CA 95348

Phone: 1-888-632-7069

TTY: 1-800-325-0778

Fax: 1-833-950-2434

Hours: Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 4:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM
Saturday Closed
Sunday Closed

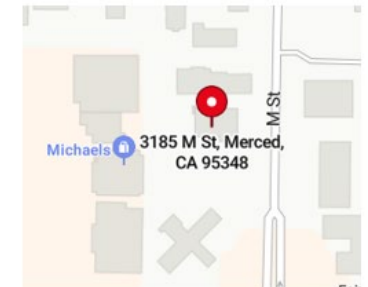
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Office is located one block north of its prior location, in the "old PGE" building.

[Get Map and Directions](#)

[Disclaimer](#)



3185 M St, Merced, CA 95348

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1. Background of Employment Verification

Additional information can be found online on the Payroll Services Website

- [I-9 Employment Eligibility Verification Form](#)
- [I-9 Handbook for Employers](#)
- [I-9 Guidance for Employers \(Deferred Action for Childhood Arrivals\)](#)
- [I-9 Central \(USCIS\)](#)
- [What is E-Verify? \(USCIS\)](#)
- [Form I-94 \(Online Version\)](#)

Payroll Services Workforce On-Boarding Hub: <https://bfs.ucmerced.edu/payroll-services>

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1. Background of Employment Verification

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2. Is the Form I-9 required for your new hire?

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2. Is the Form I-9 required for your new hire?

How can we determine if an individual is required to complete the Form I-9?

To determine if an individual is required to complete the Form I-9, you must first determine if there is an employee-employer relationship. Please reference UCOP [Business & Financial Bulletin 43](#) (BUS-43) for the IRS-defined 20 factors to determine employee-employer relationship. See Also [UC Guidelines on Independent Contractors](#)

Anyone who receives remuneration from the University must complete a Form I-9.

- **Remuneration** is *anything* given of value in exchange for labor or services rendered by an employee this includes food and lodging.

Module 1: Form I-9 Background and Resources

2. Is the Form I-9 required for your new hire?

Who is required to complete the Form I-9?

Some examples of individuals who need to complete the Form I-9 are:

- *Staff Employees*
- *Work Study Students*
- *Teaching Assistants, Readers, GSR, Etc.*
- *Postdoctoral Scholars*
- *Academic Faculty*
- *Without Salary Appointment (WOS)*

Please Note: This is **NOT** a complete list.

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2. Is the Form I-9 required for your new hire?

Why is a Without Salary (WOS) employee required to complete a Form I-9?

Individuals with a Without Salary (WOS) appointment are not receiving pay from the University, but they are receiving **remuneration** from the University in terms of services and privileges such as parking, access to a building and other University resources.

The University considers a Without Salary (WOS) appointment an employee-employer relationship; therefore, they must complete a Form I-9.

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2. Is the Form I-9 required for your new hire?

Who does **NOT** complete the Form I-9?

- Independent Contractors **DO NOT** require a Form I-9.
- Volunteers are not employees of the University; therefore, they **DO NOT** require a Form I-9.
- Non U.S. Citizens who live and work continuously outside the U.S. and its territories **DO NOT** require a Form I-9. *
- U.S. Citizens who work continuously outside the U.S. and its territories **DO NOT** require a Form I-9. *

* **NOTE:** If any of these employees enter the U.S., even for a brief period of time, a Form I-9 may be required.

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2. What if my new hire is a minor (under 18)?

Minors (Individuals under Age 18)

Minors **can** complete Form I-9 as described in [Section 4.0, Completing Section 2 of Form I-9](#), by presenting a List A document or a combination of List B and C documents.

If a minor is unable to present an identity document from List B, a parent or legal guardian may establish identity for the minor by completing Form I-9 as shown in [Figures 3a and 3b](#).

*** NOTE:** For E-Verify: parents or legal guardians cannot establish identity for a minor as described above. The minor must present either a List A document, or a combination of a List B document that contains a photograph and a List C document.

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New Hire Onboarding Process: What To Expect



New Hire:
[Welcome Information](#)

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3. I have a new hire that requires a Form I-9. What's next?

Several versions of the Form I-9 have been issued since the form was first introduced in 1987.

As of May 2024, the most current version of the Form I-9 has a revision date of 08/01/23. You can find the edition date at the bottom of the page on the form and instructions. Dates are listed in **mm/dd/yy** format.

- To determine whether you are using the correct version of Form I-9, look at the revision date printed on the bottom right corner of the form and **NOT** the expiration date printed at the top of the form.

Form I-9 Instructions 08/01/23

Please note: UC Merced utilizes the software system Tracker for I9 compliance.



- This online I9 Tracker is processed by the Payroll Services Workforce On-Boarding Hub team at the New Hire In-Take Appointment.

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3. I have a new hire that requires a Form I-9. What's next?

Where do I get the Form I-9 and which version should I use?

UC Merced utilizes the software system Tracker for I9 compliance, we do not use paper forms.

This online I9 Tracker is processed by the authorized personnel in the Payroll Services Workforce On-Boarding Hub team at the New Hire In-Take Appointment.

Departments can request new-hire intake appointment from our [Payroll Services Website](#):



- Student Employee Intake Appointment Request
- Staff Intake Appointment Request
- Academic Intake Appointment Request
- Remedial Tutor/Reader Intake
- Contingent Worker Intake Appointment Request

Module 1: Form I-9 Background and Resources

This concludes Module 1 of the Form I-9 Verification Process and Procedures Training.