Form I-9: Refresher Training

Department of Homeland Security U.S. Citizenship and Immigration Security				OMB NA 1414
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CWD | March 2017



Today's Agenda



- I. What is new with the new I-9?
- II. What's an I-9
- III. Harvard's Process: New Hires, Re-Certification
- IV. Review the I-9
- V. Glacier
- VI. For More Information



I | What is New with the New I-9?



- Review Handout
 - •Demo of writable features and frustrations....



II | Form I-9



- Full Title: Form I-9, Employment Eligibility Verification
- <u>Purpose</u>: completed by all newly hired employees in order to verify their **identity** and **authorization to work** in the United States.
- Affects: US Citizens and Non-US Citizens working in the US
 - ☑New Hires
 - **☑**Rehires
 - ☑(non-US Citizens only) any status change, such as from an H1-B Visa to Permanent Resident
- <u>Issued By</u>: Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS)

 USCIS
- NEW: Download the latest version from ABLE.

OMB No. 1615-0047 Expires 08/31/2019

Form I-9



II | Who Completes this Form?



Section 1: Employee (page 1)

- Any person to perform labor or services
- New employees hired after November 6, 1986
- All Rehires (Harvard Process)
- Recertification

Section 2: The Employer (page 2)

- Examine and record document(s) provided
- Attestation

Section 3: Recertification (do not use)

 Harvard Process – do not use this section. For recertification, complete Sections 1 & 2 of a NEW I-9



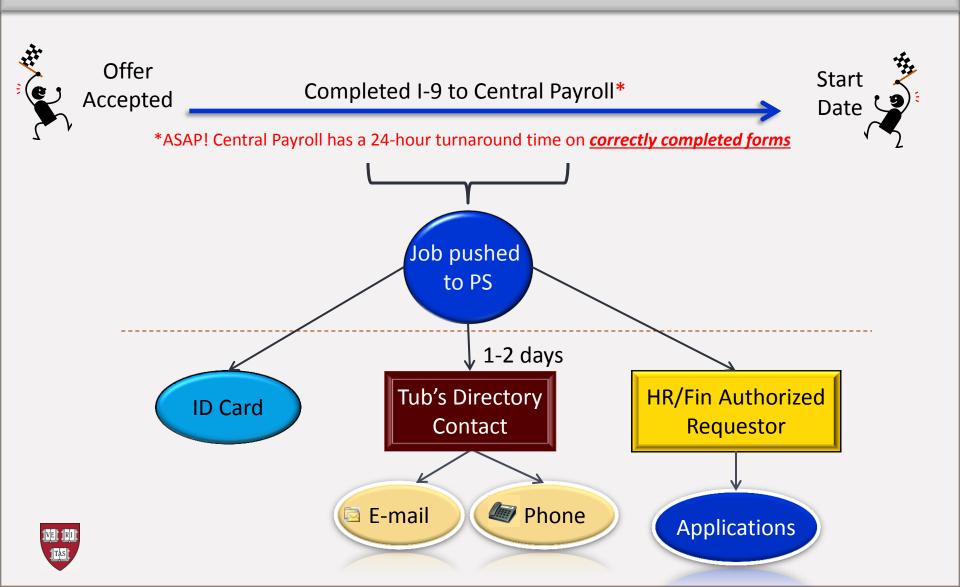


III | Harvard Process



III | New Hires: On-boarding Process









Payroll Process (24-hours)

- Reviews the I-9 and supporting documentation
- Adds SSN (or dummy SSN) to the I-9 table and checks "Eligible to work in US"



Remember Those Payroll Calendar Deadlines

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		Payroll Open/Close: Weekly (9/14) Payroll Open/Close: Biweekly (9/14)	12 File Deadline: Stipend (10/1)	13	Check Date: Weekly Check Date: Bisweekly TL Rpt Deadline: Weekly (9/21) TL Rpt Deadline: Bisweekly (9/28)	
16	TL Appr Deadline: Weekly (9/21)	18 Payroll OpeniClose: Weekly (9/21)	19	20	Check Date: Weekly TL Rpt Deadline: Weekly (9/28) TL Rpt Deadline: Biweekly (9/28)	22
23	TL Appr Deadline: Weekly (9/28)	25 Payroll OpeniClose: Weekly (9/28) Payroll OpeniClose: Biweekly (9/28)	26 Payroll Open: LTD & Stipend (10/1)	27	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (10/5) TL Rpt Deadline: Biweekly (10/12)	3 29

Biweekly pay period

- Payroll calculation NO SUBMITTING
- Last day you can submit to PS
- Check Date



III | I-9 Re-Certification



MONTHLY: Run the Visa Expiration Report: Harvard Reports > Payroll Related > Visa Expiration Report This report returns all visas that either have expired or will expire in 180 days.

Report	HUPYX01	Work Authorization	Report				CITIZENSHIP	VISA	EFFECTIVE	EXPIRATION	DURATION	PERMIT
PAYGR	DEPTID	DEPARTM LAST NAM	FIRST NAM	EMPLID	JOBCODE	COUN	TRY STATUS	TYPE	DATE	DATE	TYPE	STATUS
POU	123456	HMS^HCC Asample	Aperson	11223344	403090	SLV	Alien Temp	TPS	4/15/2011	3/9/2012	Months	Granted
WTM	123457	HMS^Dvrs Bsample	Bperson	22334455	700030	JPN	Alien Temp	F-1	9/13/2006	6/7/2012	Months	Granted
POU	123458	HMS^HCC Csample	Cperson	33445566	403090	UNK	Alien Temp	UNK	4/15/2011	3/9/2012	Years	Applied For
MFC	123459	HMS^Psyc Dsample	Dperson	44556677	403	CAN	Alien Temp	J-1	2/23/2009	2/1/2012	Months	Granted
MFC	123460	HMS^HSD Asample	Aperson	55667788	403	IND	Alien Temp	F-1	6/1/2010	5/27/2011	Months	Granted

2. Contact the employee to bring in updated documents.





3. Complete a **NEW** Form I-9, sections 1 and 2.

Address (Street Name and Namber)			A	p. #	Down of Birts	(North Epiper)
Sky	State		25	p-Code	Social Security	y#
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4. Send the completed I-9 and document copies to Central Payroll











Working with the HIO

- www.hio.harvard.edu
- Sponsorship Submittal
- Working through all necessary paperwork
- Extension Requests
 - Example: submitting a Form I-129 –indicating a continuation of employment







Harvard's Process for Expired Visas

- Direct deposit is turned off, and physical checks are created
- Tub instructs the employee to stop working until he or she provides a new Form I 9 with supporting documentation
 - ❖ You may work with the employee and the HIO for example, for an H-1B extension
- Once the I-9 is received, Central Payroll re-establishes direct deposit.

If the employee **cannot** recertify, he or she is given outstanding checks and removed from active payroll *by their local department* – they are no longer eligible to work.

Penalties for Hiring/Continuing to Employ Unauthorized Aliens

- Individuals can be held personally responsible
- Fines may be assessed per unauthorized alien
 First Offense \$375 -\$3,200
 Second Offense \$3,200 \$6,500
 Third Offense \$4,300 \$16,000





IV | Review the I-9



IV | List A Documents - UNEXPIRED





US Passport or US Passport Card



Permanent Resident Card or Alien Registration Receipt Card (Form I-551)



Foreign passport that contains a temporary I-551 stamp or temporary I-551

printed notation on a machinereadable immigrant visa (MRIV)





Foreign passport with Form I-94 or Form I-94A

Employees with J-1 Visas (exchange visitors) and F-1 Visas (students) must provided additional documentation



Employment Authorization
Document (Card) that contains
a photograph (Form I-766)





Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall

Islands (RMI) with Form I-94 or Form I-94A



IV | List B Documents (Identity Only)



- Drivers License issued by State or outlying territory of the US
- Federal/State I.D. card
- School I.D. card
- Voters registration card
- U.S. Military card/draft record
- Military Dependent ID
- Coast Guard Merchant mariner
 Card
- Native American Tribal Document
- Canadian driver's license

If Under 18:

- School record/report card
- Clinic, hospital, doctor record
- Day care or nursery school record



IV | List C Documents (Employment Authorization)

- Social Security card, except for one that states that the person is not authorized to work
- Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by DHS, for example:
 - Form I-94 issued to an asylee or work-authorized nonimmigrant (e.g., H-1B non-immigrants),
 - Unexpired Reentry Permit (Form I-327),
 - Certificate of U.S. Citizenship (Form N-560 or N-561).





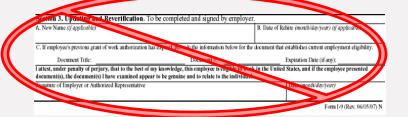
IV | FAQ's



Question	Answer
May I specify which documents I will accept for verification?	NO You must accept any document (list A) or combination (list B + list C)
May I accept expired documents?	NO Exceptions: Expired Employment Authorization Documents (I-766) and Permanent Resident Cards (I-551) that appear to be expired on their face but have been extended by the USCIS
May I accept Social Security Administration printouts that contain the employee's name, SSN, Date or Birth, and parent's names instead of a Social Security Card?	NO Only a person's official Social Security card or receipt for a replacement card issued by SSA is acceptable
May I accept a Social Security card marked "NOT VALID FOR EMPLOYMENT" when the employee states that he or she is now authorized to work?	NO The employee must provide another document to establish his or her authorization.
May I accept a photocopy or fax of a document presented by an employee?	NO Original documents must be included, except for a certified copy of a birth certificate.

IV | Section 3





Section 3 is NOT Completed

 Central Payroll retains all original I-9 forms

For Recertification

- Use a new Form I-9
- Include on top of the form:
 - Update
 - o HUID
 - Paygroup
- Complete Sections 1 & 2
- Send form and copies of the documentation to Central Payroll



Employment Eligibility Verification

Department of Homeland Security U.S. Citizenship and Immigration Services USCIS Form I-9 OMB No. 1615-0047 Expires 03/31/2016

► START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Names Used (if any)
Harvard John N/A





V | Types of Visas



IV | Who Has What Visa?





J-1 Visa: Specialists, scholars, government visitor, students



H-1B Visa: "Specialty Occupation" such as scientists, engineers



F-1 & M-1 Visa: Students

TN Visa: Residents of Canada or Mexico (part of NAFTA)







Permanent Resident (No Visa)



IV | Lawful Permanent Residents



USCIS # = Alien #



Who? Someone who is lawfully admitted to the United States to live and work permanently. Also known as a green card holder. *I-9 is not recertified*.

Section 1 Checkbox

- ✓ Check the third box
- ✓ Alien / USCIS #
- ✓ Do not have to show the permanent resident card (green card) (I-551)

I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States A noncitizen national of the United States (See instructions)				v			Test	V S	pecimen	Utopia Date of Birth 01 JAN 1920 Card Expires: Resident Since:	Sex F 08/21/07 08/21/07	
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An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) (See instructions)				_	. So	me	alie	ns m	nay writ	te "N/A" in this	s field.	

Required Documents (Either/OR) Permanent Residence Card OR List B Document (ex. Driver's License) List C Document (ex. SSN Card)



IV | Sample I-9: Permanent Resident

UNITED STATES OF AMERICA PERM	IANENT RESI	n s vit	*	I-551 00000	001		- X 200	
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IV | J-1 Visa – Exchange Visitors and Students



Who? An alien who is authorized to work for a specific program, such as government visitor, research scholar, professor, student (associate through doctoral)



If extended on a J-1, must get a new DS-2019 form.

Section 1 Checkbox

- Check the fourth box
- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✔ Provides passport data used to enter U.S.

DS - 2019 Form

Required Documents (Must present ALL, under Type A)

- Unexpired foreign passport
- Form DS-2019 with SEVIS* number and
- end date of employment authorization
- •I-94 or I-94A indicating J-1 status
- •(optional, students only) letter from official program sponsor



*SEVIS = International Student & Exchange Visitor Program

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IV | F-1 Nonimmigrant Student Visa



F-1 Visa Holders = foreign students pursuing academic studies

•On-campus employment

•20 hours / week maximum

•Curricular Practical Training

•Off-Campus Employment (if affiliated with Harvard, such as

a laboratory)

Section 1 Checkbox

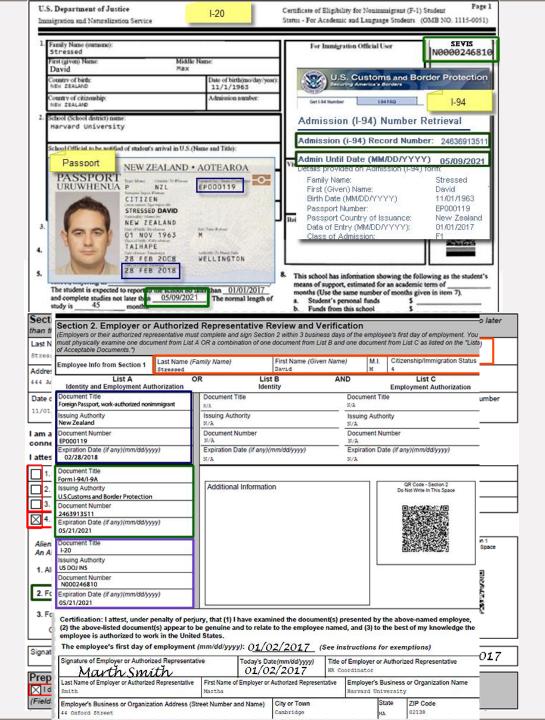
 ✓ Check the fourth box

I-20

- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✔ Provides passport data used to enter U.S.

Required Documents (Present All under Type A)								
 Unexpired foreign passport 	•I-94 or I-94A indicating F-1 status							
•Form I-20 with school's official endorsement	•OPT only: EAD Card							





IV | OPT (Optional Practical Training) for F-1 Visas



What: Provides practical experience to an F-1 student's area of study.

Hours: 20 hours/week when school is in session & 40hrs/week when not

Duration: up to 12-months of OPT upon completion of degree program. Extensions may be possible

 STEM extension of 17 months of additional employment if they have a job or job offer from an E-Verify employer and meet all the required criteria.

Restrictions: OPT <u>cannot</u> begin until USCIS has granted the application for employment authorization (Form I-766)

Section 1 Checkbox

- ✓ Check the fourth box
- ✓ EAD#
- ✓ EAD Expiration Date

<u>I-766 (EAD Card)</u>

Required Document

EAD (Employee Authorization Document) Card



IV | Sample I-9: F-1 Visa, OPT

When an F-1 visa holder has been granted an EAD to continue working, write "update," employee's HUID, and pagroup on top of the I-9 form. For the hire date, use the original date of hire.



Document Title mployment Auth. Document (Form 1-766) Issuing Authority S. Cittzenship and Immigration Services Document Number Document Number N/A Expiration Date (if any)(mm/dd/yyyy) Sylvation Date (if any)(mm/dd/yyyy) Additional Information Additional Information Additional Information Additional Information Additional Information	Employee Info from Section 1 Last N		amily Name)		First Name (Giver Sean	n Name)	M.I. n/a	Citizenship/Immigration Statu 4
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Solution I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee to the above-listed document(s) appear to be genuine and to relate to the employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): OZ/11/2013 (See instructions for exemptions) First Name of Employer or Authorized Representative Maxtha Maxtha Additional Information OR Code - Section 2 Do Not Write in This Space OR Code - Section 2 OR Code - S	ocument Number 00000773	Ш		Number			ıment Nu	imber
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IV | H-1B Visas – Specialty Occupation





Who: = foreign worker in a specialty occupation that requires theoretical or technical expertise in a certain field. **Ex:** scientists, engineers, computer programmers. Sponsored by Harvard University.

Extension (work with the HIO): I-129 must be filed by Harvard <u>before</u> the H-1B expires. The employee can still work up to 240 days while petition is being filed.

Section 1 Checkbox

- ✓ Check the fourth box
- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✔ Provides passport data used to enter U.S.

Required Documents

- Unexpired foreign passport
- •I-94 or I-94A indicating H-1B status
- •I-797 Form Notice of Approval



I-797

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	(Fields	44 Oxford Street				Cambridge		ма	02138	

When the H-1B extension approval notice paperwork is received, the employee must fill out a new I-9 form and present the new visa information.

On top of the I-9 form, write "UPDATE." the employee's

"Approved H-1B Extension."

HUID, paygroup, and



If an H-1B before the an extens I-9 form w request fo

On top of t along with paygroup Extension

Employee 240 days date.



Employment Eligibility Verification

Department of Homeland Security U.S. Citizenship and Immigration Services USCIS Form I-9 00dB No. 1615-0047 Expires 08:31/2019

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Section 2. Employer or Authorized Representative Review and Verification

[Employers or their authorized representative must complete and sign Section 2 at within 3 business days of the employee's first day of employment. You would not supply examine one document from List A OR a combination of one document from List B and one document from List C as listed on the *Uists*

of Acceptable Documents. 7

Employee Info from Section 1 Last Name (Family Name) First Name (Given Name) M.I. Citizenship/Immigration Status Albert N/A 4

List A Identity and Employment Authorization	OR List B Identity	AND	List C Employment Authorization
Document Title Foreign Passport, work-authorized nonimmigrant	Document Title	Document 5/3	Title
Issuing Authority Germany	Issuing Authority	Issuing Au	thority
Document Number 1123581321	Document Number 11/A	Document 11/A	t Number
Expiration Date (if any)(mm/dd/yyyy) 11/15/2018	Expiration Date (if any)(mm/dd/yyyy) 11/3	Expiration 37/A	Date (if any)(mm/dd/yyyy)
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The employee's first day of employment (mm/dd/yyyy): 01/02/2015 (See instructions for exemptions)

		Date(mm/dd/yyyy) /21/2018	Title of Employer or Authorized Representative Hr Coordinator			
Last Name of Employer or Authorized Representative	First Name of Employer Section	of Employer or Authorized Representative Employer's Business or Organization Nam Harvard University				
Employer's Business or Organization Address (Street Number and Name) 44 Disford Street		City or Town Cambridge			State HO.	ZIP Code 07138



V | GLACIER



V GLACIER



For payments made to a foreign national, Harvard University utilizes a third-party system, called GLACIER Online Tax Compliance System, to calculate the tax withholding.





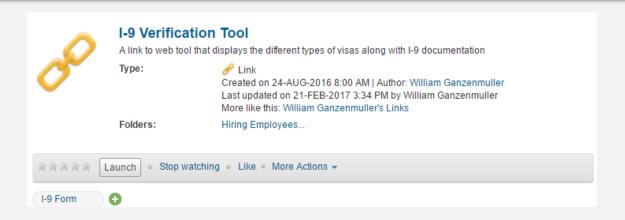
VI | For More Info...



V | Resources







- •USCIS I-9 Central
- Student and Exchange Visitor Program (SEVP)
- •Handbook for Employees: Instructions for Completing Form I-9
- Harvard International Office/Immigration

Central Payroll Contact Information:

ufs_crt@harvard.edu 617-495-8500, option 4





Questions?????

