Reverification Quick Guide – for Expiring I-9 Work Authorizations

US Citizenship and Immigration Services (USICS) recommends that employees considered Aliens Authorized to Work, are notified at least 120 to 90 days before the date their work authorization expires. The employee is required to present a List A or List C document (or acceptable receipt) that shows either an extension of his or her initial employment authorization or new employment authorization. The Form I-9 must be reverified prior to or on the date their current employment authorization or document expires.

IUHR sends notifications that inform departments every 30 days that active employees have a Form I-9 in the GIS system that contains a work authorization that is set to expire within the following 120 days. This notification asks the department to work with the employee to ensure they renew their work authorization and complete the reiteration process before their authorization expires. Employees not intending to work past this expiration date do not need to complete the reiteration process.

Once you meet with the employee and review their updated work authorization documents, follow the process below to complete their reiteration in GIS.

Reiteration steps in the GIS I-9 System

Click on the Reiteration tab (Yellow Menu bar)

Click on the Pending Reiterations tab (If late, use overdue tab)

Search for the employee using Last and/or First names
Click Reverify now

Select Create a new Section 3 and Reverification of work authorization

1. Select how you wish to process the Section 3 action (select one):
   - Create a new Section 3
   - Initiate a new Form I-9

2. Select which Section 3 action will be performed (select all that apply):
   - New Name
   - Rehire
   - Reverification of work authorization

Click Next

Update the List A or List C documentation by completing fields marked by an asterisk below.

Click Next
Complete the eSignature page

Click **Next**

You have now completed the reverification process. The case will remain in GiS as a record of the reverification. The new case applies, but will not go through E-verify again. You may exit the system.