

Human Resources **Announcement**

For Employees, Managers, and Department Heads

Time Requirements for the Completion of Section 1 and 2 of Form I-9

All new and rehired employees must complete their Form I-9 on time to work for Indiana University.

Federal regulations require Section 1 of the Form I-9 to be completed and signed by all new employees no later than the first day of employment. The employer must complete Section 2 within three business days of the start of work.

As a reminder, the Form I-9 process is separate from background checks and other onboarding processes. The Form I-9 can be started once the individual has accepted the job offer.

Units must comply with the Form I-9 and E-verify process. Units are responsible for funding any penalties resulting from audits by the United States Immigration and Customs Enforcement (ICE). Fines of up to \$2,292 per non-compliant Form I-9 can be assessed. This includes Form I-9s that are completed after the one and three-day rules.

Hiring managers are responsible for ensuring the I-9 is completed on time and should be aware that:

- If Section 1 is not completed by the hire date, employees cannot start working.
- If Section 2 is not completed within three business days of the start of work, employees must stop working until Section 2 is completed.

IU Human Resources appreciates all of the efforts made by those across the university to ensure the Form I-9 and E-Verify process is carried out in an accurate and timely manner. Thank you for your attention to this critical compliance matter.

*John Whelan
Vice President for Human Resources
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