



Employee SSN Verification Policy

<u>Effective Start Date:</u> <u>01/01/2019</u>	<u>Reviewed/Revised:</u> <u>02/05/2019</u>	<u>Prepared/Approved by:</u> <u>Brittani Fowler/ Program</u> <u>Manager</u>
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Form I-9 Section 1 – Employee Information and Verification

After employment has been offered and accepted, the employee must complete and sign Section 1 on or before the close of business of his/her first day of work for pay.

- It is voluntary for the employee to provide a Social Security number in Section 1, except for employees required to be E-Verified.
- The Unit I-9 Manager must ensure that the employee fully and properly completes Section 1.

Form I-9 Section 2 – Employer Review and Verification

FNHC must review the employee's original, unexpired documents and complete and sign Section 2 within 3 business days of the employee's first day of work for pay (i.e. work begins Monday, Section 2 must be completed no later than Thursday). If employment is for less than three days, Section 2 must be completed by the close of business on the first day of work for pay.

- The Date of Hire indicated in this section (i.e. "employee began employment on _____") is the date that the employee actually begins work for pay.
- FNHC must certify that the employee's original documents of identity and employment eligibility reasonably appear on their face to be genuine and relate to the employee.
- Note that you may accept Employment Authorization Documents (Forms I-766) and Permanent Resident Cards (Forms I-551) that appear to be expired on their face, but have been extended by USCIS. Some documents, such as birth certificates and Social Security cards, do not contain an expiration date and should be treated as unexpired.

Form I-9 Section 3 – Reverification, Including Name Change

FNHC completes Section 3 when it is necessary to update or re-verify an employee's work authorization.

Reverification must be completed prior to the expiration of an employee's current work authorization. Section 3 must also be completed when an employee has a name change.

- When completed electronically, use the reverification functionality in the electronic I-9 system.
- In the event that it is necessary to complete a reverification on paper:
 - o For a work authorization update, write "REVERIFICATION" across the top left of a blank Form I-9 and enter the employee's name only in Section 1. Complete Section 3 of the form. Section 2 remains blank.
 - o In the case of an employee name change only, write "NAME CHANGE" across the top left of the new form and enter the employee's former name only in Section 1. Enter the employee's new name only in Section 3; sign and date Section 3. Section 2 remains blank.

Signature

Date