I-9 - E-Verify - Staying in Compliance

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

ISU became an E-verify employer on September 8, 2009. This requires ISU to e-verify all employees at ISU.

**Web Based Services ➔ Complete I-9 Form**

- Employee accepts offer for employment
- Employee completes Section 1 of the form no later than first day of work for pay
- Employee gives documents and form to employer
- Employer completes Section 2 of the form no later than 3rd business day employee starts work for pay
- If Employee’s work authorization expires, complete Section 3

https://www.uscis.gov/i-9-central

The form I-9 must be completed **on or before the first day of work**. IDs are NOT REQUIRED in order to complete “Section 1” of the form I-9. Federal regulations require that E-verify must be completed by the employer within the first three (3) days of work; it is further required that all new hires complete the form I-9 and be directed to the UHR Service Center for presentation of documents and verification. We realize there will be unique situations for some of our employees and we will work through those on a case by case basis.

Please call the UHR Service Center @ 515-294-4800 if you have any questions or if a situation arises that may relate to an employee’s status.