

# EMPLOYMENT INFORMATION

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## EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment eligibility for each employee. Under most circumstances, your completed I-9 is valid for employment at University Housing for a minimum of three years. The I-9 process is **not** done centrally on campus for all UW employment; rather it is completed by the unit where you are first employed.

UW-Madison has contracted with a third party vendor to process and store the I-9 forms electronically. Once you have completed an electronic I-9 form for campus employment, it will be valid for all campus employing units. Completion will be verified by the Human Resources Department of the employing unit.

### New Student Employee

Following an offer and acceptance of employment, you will receive three separate emails from a Housing Human Resources staff member. These emails will contain instructions and a link for the electronic I-9 process (to complete the employee part of the I-9), as well as to other employment forms that need to be printed and completed.

- Email 1 – further instructions for required paperwork
- Email 2 and 3 – login information to the I-9 system

The I-9 is the only form that is completed in two steps:

- **Step one:** As a new employee, federal law requires you to complete the employee portion of the form **on or before your first day of employment.**
- **Step two:** The law also requires you to provide documentation to your employer (University Housing Human Resources) of both your identity and employment eligibility **within three business days of the start of your employment.** Our website has a list of the acceptable [documents](#) needed to complete the I-9. Human Resources must see original, unexpired documents – we cannot accept copies.

NOTE: the important documents necessary for the I-9 process are typically stored safely at home. It is the responsibility of the student to plan accordingly to acquire these important documents by their deadline date. No extensions are given and failure to complete the forms on time may result in termination.

Please complete this process at the University Housing Human Resources Office located in room 15 in the lower level of Slichter Hall. Our office hours are 7:45am-4:30pm, Monday-Friday.

### Rehired Student Employee

You only need to complete a new I-9 form and present the appropriate identity and employment eligibility documents if it has been more than three years since you completed the original I-9 verification.

If you have questions, please call the Human Resources Office at (608) 262-2766 to see if you need to complete a new I-9 form.

## **International Student Employee**

All of the requirements in the previous section also apply to international students. In addition, international students must bring an Employment Authorization Document (EAD) or all of the following items with them when they complete the I-9 process:

- Foreign passport
- I-94 form
  - This can be obtained by going to the U.S. Customs and Border Protection website at: [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - Enter your information into the website about your arrival to the U.S.
  - Print your I-94 form
- I-20 or DS-2019 (formerly IAP-66)

Please see the [documents](#) link on our website to view a complete list of acceptable documents. International students must schedule a paperwork appointment to complete their I-9 form. To schedule an appointment, visit your [Job Dashboard](#).