

Memo

To: Hiring Managers
From: Human Resources
Date: 09/04/2009
Re: New Employment Eligibility procedures

In accordance with Utah Legislation SB0081, SLCC (as a public employer) is participating in the federal employment verification system called E-verify.

E-verify is an internet based system operated by US Citizenship and immigration Services in partnership with the Social Security Administration. E-verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and validity of their Social Security numbers. The E-verify program is used in conjunction with the Employment Eligibility form (I-9).

The hiring manager will need to:

- Ensure that new employees complete the first section of the I-9 no later than the first day of employment.
- Complete the second section by day two of employment. Section two is verifying that the hiring manager completing the I-9 has seen the appropriate original documents (according to the I-9 lists A,B, and C), no later than day two of employment
- If the employee presents a Permanent Resident Card or Employment Authorization Card, the hiring manager must make a copy of the document and attach it to the I-9
- Give the I-9 to HR no later than day two. HR must enter the information on E-verify no later than day three.

This process is effective immediately.

A training will be provided by HR regarding the I-9 form on September 10th at 10:00 am in the Administration building room 165 (the old copy center). RSVP to Human Resources office at ext. 4210. Other trainings will become available as needed.

If you have any questions, please contact Human Resources front desk at extension 4210.