MEMORANDUM

DATE: July 21, 1999

TO: Deans, Department Heads, and Other Administrative Officers

FROM: Thomas E. Gausvik
Chief Human Resource Officer

SUBJECT: Employment Eligibility Verification Form (I-9 form)

The U.S. Immigration and Naturalization Service’s “Employment Eligibility Verification” form (Form I-9) is a federally required document used to establish employment eligibility and an employee’s citizenship code. This form must be completed by all employees within three (3) working days of hire and forwarded to University Human Resources. Under federal law, the University is financially liable for any instances of non-compliance with this requirement. It is imperative that all Form I-9s be completed within three working days of an employee’s hire date.

Effective Monday, August 2, 1999 if a Form I-9 is not received, a letter of notification will be sent to the employee’s home address and a letter of notification will be sent through messenger mail to the employee’s school/department. If the Form I-9 is not received within seven (7) calendar days, the department will be notified to not allow the employee to continue to work. The employee can not return to work until the Form I-9 has been completed.

I ask for your help in complying with this federal law and in completing the Form I-9 in the specified time. It is the responsibility of the school/department to complete the Form I-9 for faculty and students since they are hired and oriented decentrally. University Human Resources will collect completed Form I-9’s for staff during their benefits/payroll signup.

If you have any questions about Form I-9 completion, please call Shirley Proffitt at 924-7831, or email at SMC7A@Virginia.edu.

I want to thank you in ensuring that the University maintains compliance with this federal mandate.

/tg