

Helpful I-9 Information

General Reminders:

- Start dates must match on the I-9, E-Verify, and Employment Action (EA).
- E-Verify must be completed no later than 3 working days after the employee's start date.
- A copy of the social security card is required per Payroll procedures.
 - The copy of the social security card must be appropriately sized, and legible.
- Use current forms located at <http://hr.okstate.edu/hr/new-hire-info>.
- Complete the EA before forwarding new hire paperwork to Human Resources, 106 Whitehurst.
- Only complete a full hire packet for new hires, this will include E-Verify
 - New hire defined as any staff/faculty with break of service greater than 30 days, or student/temp with break of service greater than 6 months.
- Hire EA is only completed for new hires. If not a new hire, complete an Updated EA.
- Employee address must be a physical address. It should never be a PO Box.
- Send copy of E-Verify authorization with packet.

I-9 Reminders:

- I-9 should be completed no later than FIRST day of work.
- Never complete Sec III of I-9
 - Only use I-9 List A **OR** List B and C, never document a List A with List B or C
- I-9 List B document must contain a photograph.
- Only send a copy of the following photo IDs:
 - Permanent Residence Card and Employment Authorization cardThese are the only photo IDs that may be sent with a packet

International I-9:

- Only use List A items
 - Passport, I-94, I-20
- Employee must have a valid work permit
 - If they do not, please contact Robert Clary at (405) 744-5161 or Linda Garmy at (405) 744-5459
- If expiration on Sec I is D/S, employee must provide I-20.
- There is no need to copy or document the Visa.

Contacts:

- Questions? Please contact Rachel Clary in Human Resources at (405) 744-5161.
- Linda Garmy (Dunbar) in the ISS office, (405) 744-5459, is also available to answer questions regarding international I-9 procedures.