
VERIFICATION OF IDENTITY AND EMPLOYMENT AUTHORIZATION

IMMIGRATION REFORM AND CONTROL ACT, 8 U.S.C. 1324A ET SEQ.

Effective: November, 1986

Reviewed: June 22, 2007



Statement of Policy

The Immigration Reform and Control Act (IRCA) of 1986 requires that all employees by either United States citizens or aliens authorized through the U.S. Immigration and Naturalization Services (INS) to work in the United States.

In accordance with that Act, the University verifies the identity and employment eligibility of all new employees. The Department of Human Resources is responsible for implementing this policy. A list of acceptable documents for verification is available in that office .

IRCA requires that newly hired employees complete and sign the employee's portion of Federal Form I-9 and present appropriate, original documentation supporting identity and employment authorization at the time employment begins or no later than the third working day. If an employee is unable to provide the required document(s), the employee must present a receipt for the application of the document(s) within three working days and present the required document(s) within ninety calendar days of beginning employment.

Employees transferring from another State agency and persons who are re-hired after a break in service are considered new hires under this policy.