



Date: February 14, 2017

From: Becky Ward

Re: I-9 Project Team

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**Basic Assumptions:**

- All new Faculty/Staff and Temporary hires will complete I-9 certification during New Employee Orientation.
- New Faculty/Staff and Temporary hires who do not complete the I-9 certification during orientation are sometimes directed to Shared Service Center by departmental staff.
- Student Employment Offices certifies student workers.
- Shared Service Center only certifies Part-Time Faculty and GAs.
- Departmental staff certifying I-9 forms received I-9 training by HR. Not all departmental staff have had any type of training on the process.
- Departmental staff certify Part-time faculty, GAs, Temps and Student Workers. Currently we have identified 21 employees who certify I-9s.
- Offsite campuses certify I-9 for all employee types (Lambuth, Law school, Distance Learning Sites).
- All I-9 re-certifications are processed by Shared Service Center. Original forms are filed in HR Records department.
- HR Records double checks forms that Shared Services has processed, duplicating the process.

**Synopsis of Change:**

- All I-9 re-certifications will be performed by HR Records, the official document holder.
- If departmental staff are allowed to process I-9 certification:
  - Staff must attend an annual training session
  - HR will maintain a list of those certified
  - Staff will only be allowed to do student workers (exception being off-site campuses)
  - HR offers a webinar training for the offsite campuses
- I-9 automated email notifications will be generated from the eContract system notifying Originator and employee at the point the contract has been fully executed. .
- Monthly report of expiring and missing I-9s for student workers will be send to Student Employment office.

**Team's Recommendations:**

**Centralized Process Option:** Team's consensus is that all I-9 processing includes Faculty/Staff/Part-Time Faculty/Graduate Students/Student Workers/Temps and re-certifications be centralized to one location on campus and coordinates with off sites campuses. This will streamline the process improving compliance, communications, one location, forms reside in one area and eliminating duplication of work. Staff funding for an I-9 Coordinator and location would need to be determined.