

Employing Departments I-9 Requirement Reminder

In compliance with the Immigration Reform and Control Act of 1986, WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. As required by U.S. Citizenship and Immigration Services, all new employees (citizens and noncitizens) must complete Form I-9 and present original document(s) that establish identity and employment authorization.

Section 1 of Form I-9 must be completed by the employee no later than the first day of hire. Employers must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the date employment begins (hire date).

If Form I-9 is not completed within the required three business days of the date employment begins (hire date), the employee is not eligible to work until Form I-9 is completed.

I-9 Services training is available online through the following link:
http://hrs.wsu.edu/skillsoft/default.aspx?c=scorm12_wsu_online_i_9

Refer to BPPM 60.04 - Employment Eligibility Verification--USCIS Form I-9 or contact Human Resource Services for detailed information.

Contact: Human Resource Services hrs@wsu.edu