

Justifications

Federal law requires the I-9 form be completed on or before the employee's first day of work.

Student employees are expected to attend the new hire student work shop or complete rehire paper work prior to beginning work. After paperwork is completed, the Student Employment Release to Work form is signed by HR/VPAA and sent to the department.

Student employees **MUST NOT WORK** until the hiring department has received the signed Release to Work form.

In the rare occasion that an employee does begin working prior to completing hiring paperwork, including the I-9, a written justification is required from the hiring department explaining the reason the paperwork was processed late and why the employee was allowed to work. Departments must send this justification with the hiring paperwork (new hire or rehire) to HR/VPAA. This justification will be attached to the I-9.

If the I-9 and e-verify are processed late, the university is out of compliance with state and federal regulations.

If paperwork is not processed timely, employees may be subject to termination.