Using these guidelines ensures that the Texas A&M Forest Service (TFS) complies with applicable Federal requirements related to completing the Employment Eligibility Verification Form (Form I-9).

1. **Budgeted Employees**
2. **Employees who drive from field offices to College Station to attend New Employee Orientation (NEO) on their first day of employment.**

Most budgeted employees attend NEO in College Station on their first day of employment. The following steps will be performed to complete their Form I-9:

* 1. The Employee Development Office (ED) sends the new employee a welcome letter and instructions to bring two forms of identification (ID) to NEO. See the welcome letter enclosure “List of Acceptable Documents” for accepted ID.
	2. The employee completes Section 1 of the electronic Form I-9 during NEO on their first day of employment. If the electronic system is unavailable, the employee uses the paper form. ED staff provides instructions and assistance to the employee.

* 1. ED reviews and copies the two forms of ID provided by the employee, verifies that the employee properly completed Section 1, and completes Section 2 of the Form I-9 (for verifying Section 1 and completing Section 2, see Sections III and IV below).
1. **Employees who drive from field offices to College Station but attend NEO on their second day of employment.**

For some budgeted employees, the distance from the field office to College Station requires them to travel on their first day of employment and attend NEO on their second day of employment. These employees perform the following steps to complete their Form I-9:

Electronic Form I-9

1. Before the first day of employment, ED e-mails the new employee and the supervisor a link to the electronic I-9 system. The first day of employment is when the employee leaves the field office to drive to College Station. The email contains a hyperlink to detailed instructions for completing Section 1 of the Form I-9. **FEDERAL REGULATION REQUIRES EMPLOYEES TO COMPLETE** **SECTION 1 ON OR BEFORE THEIR FIRST DAY OF EMPLOYMENT.**
2. With the welcome letter, ED instructs the new employee to bring two forms of ID to NEO. See the letter’s enclosure “List of Acceptable Documents.”
3. During NEO, ED reviews and copies the two forms of ID, verifies that the employee properly completed Section 1, and completes Section 2 of the Form I-9 (for verifying Section 1 and completing Section 2, see Sections III and IV below).

Paper Form I-9 (only used when the electronic system is unavailable)

1. If the electronic system is unavailable, the supervisor or employee contacts ED for assistance with a paper Form I-9. Do this on or before the first day of employment, the day the employee leaves the field office to drive to College Station. ED provides the supervisor or employee with detailed instructions on completing Section 1 of the Form I-9. **COMPLETE SECTION 1 ON OR BEFORE DAY ONE TO MEET FEDERAL REQUIREMENTS.**
2. With the welcome letter, ED instructs the employee to bring the Form I-9 with two forms of ID to the NEO. See the letter’s enclosure “List of Acceptable Documents.”
3. During NEO, the ED reviews and copies the two forms of ID provided by the employee, verifies that the employee properly completed Section 1, and completes Section 2 of the Form I-9 (for verifying Section 1 and completing Section 2, see Sections III and IV below).
4. If the employee starts a paper Form I-9, complete the entire paper Form I-9. Do not complete the form later on the electronic system.
5. When the electronic system is available, ED scans and uploads a copy of the completed paper Form I-9 into the system.
6. **Seasonal Employees**

Seasonal employees are in-processed at their respective field offices and are not required to attend NEO in College Station because much of the NEO information pertains to budgeted employees only. As part of the in-processing, the supervisor (or designee) is responsible for assisting with completion of the Form I-9 for seasonal employees by performing the following steps:

1. **Have the employee complete Section 1.**

Electronic Form I-9

1. If needed, the supervisor or new employee can call ED for assistance in filling out the Form I-9 on or before the first day of employment. The electronic Form I-9 link provides detailed instructions for the employee to complete Section 1. **FEDERAL REGULATION REQUIRES EMPLOYEES TO COMPLETE** **SECTION 1 ON OR BEFORE THEIR FIRST DAY OF EMPLOYMENT.**
2. The supervisor instructs the new seasonal employee to bring two forms of ID on his/her first day of employment. See the “List of Acceptable Documents” used for budgeted employees, available from ED.
3. The supervisor (or designee) verifies the documents and faxes a copy to ED.

Paper Form I-9 (only used when the electronic system is unavailable)

1. If the electronic system is unavailable, the supervisor or employee contacts ED for assistance with a paper Form I-9. ED instructs the supervisor or employee on completing Section 1. Do this on or before the first day of employment. **COMPLETE SECTION 1 ON OR BEFORE DAY ONE TO MEET FEDERAL REQUIREMENTS.**
2. During the field office NEO, the supervisor (or designee) reviews and copies the two forms of ID provided by the employee, verifies that the employee properly completed Section 1, and faxes copies of the documentation to ED.
3. If the employee starts a paper Form I-9, complete the entire paper Form I-9. Do not complete the form later on the electronic system.
4. When the electronic system is available, ED scans and uploads a copy of the completed paper Form I-9 into the system.
5. **Review and verify Section 1 has been properly completed.**

The supervisor (or designee) verifies the employee properly has completed Section 1. See Section III below for instructions when verifying Section 1.

1. **Complete Section 2.**

The supervisor (or designee) completes Section 2. See Section IV below for instructions when completing Section 2.

1. **If the employee used a paper Form I-9, fax a copy to ED on the FIRST DAY OF EMPLOYMENT.**
2. ED reviews the form for proper completion and notifies the supervisor (or designee) of any corrections.
3. The supervisor (or designee) contacts ED if having problems completing this requirement.
4. **Hand deliver or send by overnight courier to ED the paper Form I-9 (if used) and copies of two acceptable forms of ID. Provide ED the documents no later than the SECOND DAY OF EMPLOYMENT.**
5. **If any questions or problems arise when completing the required steps, call ED for immediate assistance.**
6. **Steps for Verifying Proper Completion of Section 1 of Form I-9**

The person responsible for verifying proper completion of Section 1 of the Form I-9 checks the following:

* 1. **Name:** The employee must enter full legal name and maiden name (if applicable).
		+ If employee has two last names (family names), include both. If they hyphenate the last name, include the hyphen between the names.
		+ If employee has two first names (given names), include both. If they hyphenate their first name, include the hyphen between the names.
		+ Include the middle initial, if applicable.
	2. **Address:** Employee enters current address – including city, state and ZIP code.
	3. **Date of Birth:** Employee enters their date of birth.
	4. **Social Security Number:** Employee enters their social security number.
	5. **Citizenship Attestation:**
		+ A lawful permanent resident must provide an 8 or 9-digit alien number.
		+ An alien authorized to work must provide the date work authorization expires and an alien number, or an 11-digit admission number from the Form I-94.
	6. **Sign and Date:** The employee must electronically or manually (for paper form) sign and date the form. The form is not valid without an appropriate signature and date.
	7. **Preparer and/or Translator Certification:** If the employee uses a preparer or translator to fill out the form, that person must certify that he or she assisted the employee.
1. **Steps for Completing Section 2 of Form I-9**

The person responsible for completing Section 2 of Form I-9 performs the following steps:

1. Complete list A or complete lists B and C, depending upon the forms of ID presented by the employee. *Note****:*** *It will never be appropriate to complete all three lists.*
2. Review the two original forms of ID provided to ensure:
	* + They are on the “List of Acceptable Documents.”
		+ They meet the requirements set by the rules for each document.
		+ They appear to be reasonably genuine.
		+ They relate to the employee presenting them.
		+ They are consistent with other information about the employee.
		+ They are not expired (expired documents cannot be accepted).
3. Make copies of the two forms of ID.
4. Complete the certification of Section 2 for electronic or paper form, sign and date. The electronic Form I-9 prompts the person completing the section to complete the electronic signature.
5. **Troubleshooting – Contact ED**
6. **Employee name does not match the documents provided.**

The Form I-9 must show the employee’s legal name. If the employee is in the process of changing names, use the current name on the Form I-9 and the employee record. Once the name has been changed, the employee can present proof to the payroll office to update the employee record.

If the employee presents a social security card, the name on the Form I-9 must be the same as the name on the card.

1. **The employee does not have a social security number.**

A citizen of the U.S. must provide proof from the Social Security Administration that an application has been made. Complete Section 2 of the Form I-9 using the information on the letter if the social security card is a supporting document.

1. **The employee has a “delay” letter saying he/she has applied for the document(s).**

Most official delay letters are acceptable. Use the information on the letter to complete the Form I-9.

1. **The employee does not provide acceptable documents by the third workday.**

Employment will be terminated.

1. **Records Retention**

ED maintains a paper copy of all completed Form I-9s (including those electronically filed) for audit purposes.

**ED Contact Information**

Telephone: 979-458-6690

Fax: 979-458-6699