

Electronic I-9 Verifications for Student Workers

This purpose of this document is to assist faculty and staff within the departments to ensure proper I-9 Verification compliance in the College of Sciences. NC State University completes all I-9 verification forms electronically through the Guardian E-Verify Compliance System.

What is an I-9 Verification form?

The I-9 verification form is a federal Employment Eligibility Verification process that is mandatory for all persons working in the United States. The form does not discriminate against any persons based on their situations such as age, living arrangement, mode of transportation, etc.

I-9 Verification Process at NC State University

When a new employee (Student Worker) has been entered into the NC State University HR System, the HR system will feed this information into our electronic I-9 system, called I-9 Guardian. Once this “information feed” has occurred, the I-9 Guardian system will send the new employee an automated email from cos_humanresources@ncsu.edu with instructions, a username, and a separate email with a temporary password. It is the responsibility of the student to complete Section 1 of the I-9 on or before the first day of work. **Federal law requires employees to complete Section 1 of the I-9 form on or before the employees first day of work, but no later than the first day of work.** The employee is then required to complete **Section 2** of the I-9 form in-person with a University representative no later than three days after the hire date. The HR Coordinator in the College of Sciences Human Resources Office is the I-9 Verification liaison. All Student Workers should reach out to COS_HumanResources@ncsu.edu to schedule an in person I-9 appointment within 3 days of hire to complete Section 2. The HR Coordinator will verify Section 2 of the I-9 form and review the required identification documents.

Remote I-9 Verifications for New Employees Outside of NCSU

The College of Sciences Human Resources office assists with new employees who are not on campus and still need to complete an I-9. This occurs when a Student Worker is hired in the department, but is unable to come to the College of Sciences Human Resources office to complete Section 2 of the I-9. For remote I-9's, please follow the process outlined below.

1. Faculty must notify the HR Partner within the department that the student is working remotely, or off campus prior to the student being hired, and the HR Partner must verify the remote location.
2. The departmental HR Partner must communicate as soon as possible with the COS HR Coordinator that the Student Worker is working remotely or off campus.
3. The HR Coordinator in COSHR will contact the Student Worker to coordinate a location where they can complete the remote I9 in person.

Implications of Out of Compliance I-9 Verifications

The Department of Homeland Security has installed monetary I-9 fines for I-9 paperwork errors including errors including out of compliance I-9's. It is important to understand that one error on an I-9 form could potentially cost the department/college anywhere from **\$224-2,236**, just for that **one** error. All College of Sciences department/center supervisors who incur I-9 fines due to out of compliance I-9 forms will be held responsible for the fines. The cost of the will be deducted from the departmental project accounts.

COS HR will separate any employee who does not complete their I-9 verification within one week of the hire date.

References: [COS Human Resources: For New Employees: I-9 Verifications](#) & [I-9 Guardian Electronic System](#)