



Employee Eligibility - Personnel Tool

1. Employment Eligibility Pers (8 CFR 274a.2(c)) If an employee is rehired within three years of the date a previous I-9 form was completed, did the provider re-verify authorization for employment by completing a new I-9 form, completing part of a new I-9 form and attaching the old I-9 form, or completing section 3 of the initial I-9 form and reflects the date of rehire or by completing sections 1 & 3 of a new I-9 form?
 2. Employment Eligibility Pers (8 CFR 274a.2(c)) If an employee is rehired more than three years after the date a previous I-9 form was completed, did the provider complete a new I-9 form?
 3. Employment Eligibility Pers (E-Verify User Manual 1.5) Did the provider obtain a social security number of the employee on the I-9 Form?
 4. Employment Eligibility Pers (E-Verify MOU II, A.6.) Did the provider ensure that all I-9 form list B identity documents have a photo as evidenced by retaining a photocopy of the identity document?
 5. Employment Eligibility Pers (8 CFR 274a.2(b)(1)(ii)) Did the provider create a case for newly hired employees no later than the 3rd business day after they have begun employment.
 6. Employment Eligibility Pers (E-Verify MOU II.A.7.) Is the E-Verify case verification number recorded on the employee I-9 form or is the case verification screenprint printed and attached to the I-9 form?
 7. Employment Eligibility Pers (E-Verify MOU II.A.9.) Did the provider complete an I-9 Employment Eligibility form for each newly hired employee before creating a case in E-verify?
 8. Employment Eligibility Pers (8 CFR 274a.2(b)(1)(ii)) Is the individual classified among the following: employed less than three days, are minors, and individuals with handicaps who are placed for employment by a non-profit? *See Title 8 CFR Section 274a.2 for details. Mark N/A if employee is not among these types and exclude employees of these types from monitoring.
- *See Title 8 CFR Section 274a.2 for details.
9. Employment Eligibility Pers 1 (8 CFR 274a.2(b)(1)(vii)) If an employee's authorization for employment expired, did the provider re-verify authorization by completing section 3 of the initial form, or by completing sections 1 & 3 of a new I-9 form? N/A for initial authorizations
 10. Employment Eligibility Pers 2 (8 CFR 274a.2(b)(1)(vii)) If an employee's authorization for employment expired, did the provider complete the form no later than the date of expiration? N/A for initial authorizations
 11. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(i)(A)) Did the employee fully complete section 1 of the form?
 12. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(ii)(B)) Did the provider fully complete section 2 of the form?
 13. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(i)(A)) Did the employee complete/sign the form on the date of hire or prior to the date of hire?



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14. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)) Was the employee hired after November 6, 1986? If no (the employee was hired before November 6, 1986), an I-9 form is not required.

* Note that the CFR requires it for all employees but indicates there will be no penalty for employees hired before November 7, 1986.

15. Employment Eligibility Pers I-9 (I-9 form instructions on US CIS website) Was the correct form was used, considering the date of form initiation?

*FYI: The form versions can be verified at <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/which-form-i-9-should-i-use>

16. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(2)(i)(A)) Does the provider retain the I-9 form for one year after the employee termination date? Or for three years after the employee's hire date if the employee was hired for two years or less?

17. Employment Eligibility Pers I-9 Form (8 CFR 274a.2(b)(1)(ii)) Did the provider complete/sign the form within three business days of the date of hire?