



# Employee Eligibility - Personnel Tool

1. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5) Did the provider obtain a social security number of the employee on the I-9 Form?
2. 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?
3. 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?
4. Employment Eligibility Pers (E-Verify User Manual M-775, 2.2) Did the provider complete an I-9 Employment Eligibility form for each newly hired employee before creating a case in E-verify?
5. Employment Eligibility Pers (E-Verify User Manual M-775, Appendix B) 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?
6. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5) Did the provider create a case for newly hired employees no later than the 3rd business day after they have begun employment.
7. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5; E-Verify User Manual M-775, 2.1) 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?
8. Employment Eligibility Pers I-9 (8 CFR 274a.2(a)(2)) 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.
9. 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?
10. 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>
11. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the employee fully complete section 1 of the form?
12. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the employee complete/sign the form on the date of hire or prior to the date of hire?



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13. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the provider fully complete section 2 of the form?

14. Employment Eligibility Pers I-9 Form (E-Verify User Manual M-775, 2.1) Did the provider complete/sign the form within three business days of the date of hire?