



Employee Eligibility - Personnel Tool

1. Employment Eligibility Per ((8 CFR 274a.2(b)(2)(i)(A))) If the employee was employed for fewer than two years, did the provider retain the I-9 form for three years after the employee hire date? (N/A if current employee)

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 within three years of the date a previous I-9 form was completed, did the provider re-verify authorization for employment by completing Supplement B (formerly Section 3) of the initial I-9 form or by completing 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 an E-verify 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) If the employee used a list B document, did the provider obtain a photocopy of the identity document? This is required because they must ensure list B documents have photographs.

8. 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?

9. 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?

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> (All employees hired after 11/1/23 must use the 8/1/23 edition)

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 (8 CFR 274a.2(b)(2)(i)(A)) If the employee was employed for two or more years, did the provider retain the I-9 form for one year after employee termination date? (N/A if current employee)

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



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14. 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.

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