



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?
 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 Supplement B (formerly Section 3) of the initial I-9 form or by completing a new I-9 form?
 3. Employment Eligibility Pers (8 CFR 274a.2(c)(1)) 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?
 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-755, 3.1) 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 fully complete section 1 of the form?
 10. 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?
 11. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the provider fully complete section 2 of the form?
 12. 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>
13. 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?
 14. 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?