MEMORANDUM

CHANGE IN PROCEDURE: ACTION REQUIRED

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: October 1, 2018

RE: Student Hires and Form I-9/E-Verify

As the university continues to prepare for PeopleSoft HCM implementation, Payroll and Human Resources are working in conjunction to transition the Form I-9 and e-verification of student hires to Human Resources’ electronic Form I-9 in I9 Advantage. **Once PeopleSoft HCM is live, all student hires will complete the Form I-9 in I9 Advantage.**

The Division of Human Resources requires HR representatives who complete the Form I-9 to be trained as an authorized preparer and complete the E-Verify Tutorial and E-Verify Test before access is granted to I9 Advantage.

Authorized users in I9 Advantage, can begin utilizing the electronic Form I-9 and E-Verify for student hires, effective immediately.

Employees who complete student hire Form I-9s and E-Verify who are **not authorized users** in I9 Advantage, must provide the signed [Form I-9 Authorized Representative Agreement](#), [E-Verify General User Agreement](#), [Access/Removal Request to Human Resource Systems](#), and the E-Verify results to HR Operations and Services before access will be granted.

Reference guides for processing in I9 Advantage are located at the Help tab in I9 Advantage under [E-Verify Results Guide](#) and [I9 Advantage User Guide](#).
As a reminder, Form I-9 and employment eligibility verification requirements are a federal law from the Immigration Reform and Control Act of 1986. Form I-9, Section 1 may be completed as early as the date an offer of employment is accepted but **must be completed no later than his or her first day of employment.** Form I-9, Section 2 may be completed as early as the date an offer of employment is accepted but **must be completed within three (3) business days of the employee’s first day of employment.** If Section 2 is not completed by the end of the third business day, the employee will be **terminated.** As a reminder, an employee previously employed with USC must complete a new Form I-9 if he/she had a **break in service for one (1) year or more.**

Should you have any questions about I9 Advantage, please contact Kris Mayer at 777-3111. Questions about student hires should be directed to Payroll at 777-4227.