

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 060</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Immigration Reform and Verifying Employment Eligibility	
<b>Revised Date:</b>	December 11, 1998	

## **Immigration Reform and Verifying Employment Eligibility**

### **I. PURPOSE**

To establish procedures for complying with the verification requirements of the Immigration Reform and Control Act (IRCA) by verifying employment eligibility.

### **II. SCOPE**

This policy applies to all employees hired on or after November 7, 1986.

### **III. POLICY**

It is University Enterprises, Inc. (UEI) policy to comply with the requirements of IRCA.

### **IV. PROCEDURE AND RESPONSIBILITIES**

- A. All newly hired employees should complete an I-9 form within three business days of their day of hire.
- B. Documents establishing employee's identity and eligibility to work will be checked by Human Resources. In the case of individuals paid through the use of Special Pay forms, Sponsored Programs Administration should check identity and eligibility documents.
- C. Supervisors or employees may contact Human Resources for a list of the documents accepted as proof of identity or employment eligibility.
- D. The completed forms will be filed and retained as required by law in the Human Resources office.

### **V. RELATED POLICIES**

- Policy No. 025      Recruitment and Selection  
Policy No. 055      New Employee Orientation