

North Dakota State University

Policy Manual

SECTION 109

EMPLOYMENT ELIGIBILITY VERIFICATION

SOURCE: NDSU President

1. Legislation passed by the Congress requires that the University verify the employment eligibility of all new employees, including U.S. citizens and permanent residents as well as non-immigrants. In order to avoid the substantial financial penalties assessed for violations of this law, it shall be the policy of North Dakota State University to comply in all substantial respects with the Immigration Reform and Control Act of 1986. The major requirement of the law is the completion of an Immigration and Naturalization Service Form I-9 for each new employee within three days of the beginning of their employment; the University must verify the identity of the employee and his or her eligibility to work by examining original documents such as a picture identification and a social security card.
2. Verification and completion of the I-9 shall be handled in the Office of Human Resources/Payroll.
3. The completed I-9 form shall be maintained in the employee's file in the Human Resource/Payroll Office. **NO HIRING FORMS MAY BE PROCESSED, AND NO PAYROLL CHECKS MAY BE ISSUED TO NEW EMPLOYEES UNTIL THIS VERIFICATION HAS BEEN COMPLETED.**

HISTORY:

New	March 18, 1989
Amended	May 1996
Amended	November 2005