I-9 Tips and Resources

1. **Local addresses are required to be used for the I-9**—this includes MA, NH, RI and Maine. If the hire does not have a permanent local address within these four states, the office address may be used as a substitute. This pertains only to the hiring of Weekly and Bi-Weekly staff. Please contact Faculty Affairs for any questions concerning Faculty or Academic Appointees.

2. As stated by the USCIS, “Employers must **complete and sign Section 2 of Form I-9 within three business days of the date of hire** of their employee (the hire date means the first day of work for pay). For example, if your employee began work for pay on Monday, you must complete Section 2 by Thursday of that week. If the job lasts less than three days, you must complete Section 2 no later than the first day of work for pay.”

3. Students:
   a. Do not need an I-9 to receive a stipend or to work on a non-paid appointment.
   b. If a student (or alumni) on a paid appointment has a temporary SSN in the system, and later receives an official SSN, they should first report to Student Services to have the social security number updated. As a note, temporary SSNs should not be shared with the employee as they are **for internal use only**. A copy of the official social security card is also required to be sent to Central Payroll. This should be sent via secure mail to the I-9 Mailbox: Electronic_I-9@harvard.edu and HR should be cc’d.

4. Section 2, Page 2 requires certain identification be listed under certain columns. **Incorrect completion of this section will result in the form being rejected and sent back to the creator for updating.**
   a. If unsure, before submitting and to prevent rejection, please refer to the following links and attachments to guide you through completing this portion of the I-9.
      i. [https://content.trainingportal.harvard.edu/peoplesoft_admin_tools/I_9/I_9.html](https://content.trainingportal.harvard.edu/peoplesoft_admin_tools/I_9/I_9.html) allows you to specify the status of the individual’s I-9 you’re verifying, and visuals of what kind of documentation they need. *This tool is extremely helpful and highly recommended.*

5. Expired identifications cannot be accepted.
   a. The only exceptions are: Expired Employment Authorization Documents (I-766) and Permanent Resident Cards (I-551) that appear to be expired on their face but have been extended by the USCIS (**documentation supporting the extension must be provided**).
6. Be sure to upload scanned copies of provided identification(s) with the I-9 submission in Wasabi. **Failure to include the scanned copies of identification will result in the being rejected and sent back to the creator.**

   a. Also be sure that the “Certification” section on Page 2 is filled out: this includes the hire date and the Employer or Authorized Representative’s information.

7. When submitting a Rehire or Concurrent action – please keep in mind that the I-9 for the returning/current employee, may **not** be on file. Please do not hesitate to reach out to your HR I-9 contact Rebecca Feeney at 2-0979, for confirmation of whether or not it is on file. Please be sure to have the employee’s social or HUID on hand, as this is required for look up. We will provide next steps after confirming the status of the I-9.

8. Please be sure to check that the SSN on the I-9 document matches the SSN listed on the Wasabi Hire Form.

9. The Preparer/Translator Certification Section must now be completed by all individuals, even if no preparer/translator used. Please make sure to check off one of the boxes accordingly.

10. Please be sure to fill out the “Last Name, First Name, Middle Initial, and Citizenship/Immigration Status” fields at the top of Section 2. For the “Citizenship/Immigration Status” field, please write the number corresponding with the citizenship/immigration status selected by the employee in section 1. For example, if the employee attested to being a U.S. citizen, the employer must write the number 1 in this new field.

11. If an individual only has one name, please instruct them to put their name in the “Last Name” field of Section 1 and to put “FNU” in the “First Name” field of Section 1. (FNU stands for First Name Unknown.) Please fill in their name the same way for Section 2 of the form. This is consistent with the Social Security Administration guidelines for accurate legal name documentation.

12. Always keep in mind that an I-9 contains HIGH RISK DATA. When scanning the I9, please be sure to upload and store it securely before transmitting in Wasabi. I.E uploading it to a folder on the Shared Drive.

13. As always departments are required to maintain the original I-9 securely in a locked cabinet after scanning and uploading the document into Wasabi. This is consistent with the retention guidelines per the USCIS website and Central Payroll stating that “I-9s must be retained for 3 years after the date an employee is hired or 1 year after the date an employee is terminated (whichever is later).”

14. If a Harvard Student is graduating and will transition to the regular payroll into a posted position, the STEM OPT (Not the extension) will require us to have an Employment Authorization Card (EAD) as documentation for the I-9.