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## 3501 QS.01

### Completing the I-9 Form

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The I-9 Employment Eligibility Verification form is an Immigration and Naturalization Services (INS) form which documents evidence of an individual's legal eligibility to work in the United States.

All new Yale employees must have a completed I-9 on file by the end of the third day of work. The employee's paycheck will be held at Payroll if the I-9 has not been completed, recorded and submitted.

1. Get the **Employment Eligibility Verification - I-9 form** from the [Quick Forms](#) web site:
2. **Complete the I-9:**
  - The employee completes and signs the **employee section**.
  - The employee must **present appropriate documents** for inspection by the supervisor.
  - The supervisor certifies eligibility for employment by completing the **employer section**.
3. **Record I-9 information** on appropriate data collection form; **enter data** or **forward** to designated transaction support center for entry.
  - Some transaction support centers may require that the completed I-9 be attached to the data form. Check procedure with your center.
4. After data entry, **forward the I-9** to Employee Records, 155 Whitney Avenue, for record retention.

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## Missing and Expiring I-9 Forms

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To monitor the status of missing and expiring I-9 forms in departments, HRIS recommends scheduling the Missing and Expiring I-9 report to run on a monthly basis in the [Data Warehouse Portal](#) using either the Payroll Preview event or the Pre-Close event to schedule these reports.

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Questions? Contact [hrclientsupport@yale.edu](mailto:hrclientsupport@yale.edu)

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