

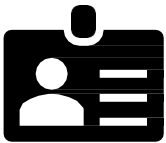
As required by federal law, the university must complete and retain a Form I-9 for each individual, citizens and non-citizens, hired for employment in the U.S. New Mexico State University utilizes an electronic I-9 management service to streamline the process.

The Process – New Hires



- **On or before the first day of employment:** Once an offer has been accepted, but **no later than** the first day of work, all new faculty and staff must complete Section 1 of the Form I-9. Form I-9 can be completed as soon as, but not before, a job offer has been extended and accepted. Instructions are available on our [I-9 Toolkit](#)
- **No later than the 3rd business day of employment:** The department must complete Section 2 **in person with the new employee***
 - Original, unexpired documents must be presented in person* to complete the I-9.
- **Remote hires:** Human Resource Services is available to assist departments that are hiring employees that are unable to reach a New Mexico State University campus. Please contact our office at teamHRS@nmsu.edu to provide the zip code and we can provide additional instructions including the closest I-9 reciprocal processing center.

The Process - Rehires



- **Returning:** Employees returning to the University after any break in service must complete a new Form I-9.
- **Reappointments:** Part-time faculty and student employees who are reappointed every year and who have a break in service of **less than 1** year are considered seasonal employees and do not need to complete a new Form I-9.
- **Expired documentation for non-resident aliens:** If the work authorization on the original paper I-9 has expired, then the employee must go to HRS to complete section 3 with the new original unexpired documentation. If the work authorization on the original electronic I-9 has expired, then the employee must go to the department to complete section 3 with the new original unexpired documentation.

Things to Remember



- **Start date:** The start date entered on the I-9 must match the actual start date as well as the start date listed in the hiring action. Please ensure that your employee knows his or her start date before going to complete an I-9.
- **Timing:** Section 1 of the I-9 form must be completed by the employee **no later than** the first day of employment. Section 2 must be completed within **3 business days** of the hire date. Ex: If the employee starts Monday, section 2 is due on Thursday.
 - If Section 2 of the I-9 is not completed within the first 3 business days of employment, the employee should be terminated until an I-9 is completed.
- **Social Security Number (SSN):** The employee will need to indicate if they have an SSN or if they have applied for one. I-9 management will track those that have applied for an SSN as it is required for E-Verify.
- **Copying Documents:** A copy of the front and back of the documents used for the I-9 must be retained and attached to the I-9 system. *
- [I-9 Overview and Process for New Hires](#)

More Information



- [I-9/E-Verify Frequently Asked Questions](#)
- - HR Service Center may be contacted at (575) 646-8000, Monday-Friday, 8:00 AM – 5:00 PM or you may email teamhrs@nmsu.edu