

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 at: <https://hr.nmsu.edu/form-i-9-e-verify/>
- **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
- * See I-9 Quick Guide During COVID-19



Temporary USCIS Policies During Covid-19

On March 20, the Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced flexibility in complying with requirements related to Form I-9, Employment Eligibility Verification, due to COVID-19.



- **Remote Inspection of Documents:** If employers are performing inspections remotely (e.g., over video link, fax or email, etc.) they must obtain, inspect, and retain copies of the Section 2 documents within three business day of hire. In addition to completing Section 2. Enter "COVID-19" in the comments section while completing Section 2. **A physical inspection must take place, after normal operations resume.**
- **Copying Documents:** Copies of the documents used in the I-9 process must be uploaded in the electronic I-9 system.
- **More Information:** <https://www.uscis.gov/i-9-central/temporary-policies-related-covid-19>
- **Additional instructions** will be for viewing the original documents in person when we return to campus.

Because many areas are under stay-at-home orders due to COVID-19 and some online renewal services have restrictions, employees may experience challenges renewing a state driver's license, a state ID card, or other Form I-9, Employment Eligibility Verification, List B identity document. Considering these circumstances, DHS is issuing a temporary policy regarding expired List B identity documents used to complete Form I-9, Employment Eligibility Verification.

Beginning on May 1, identity documents found in List B set to expire on or after March 1, 2020, and not otherwise extended by the issuing authority, may be treated the same as if the employee presented a valid receipt for an acceptable document for Form I-9 purposes.



- **List B Expired Document:** Beginning on May 1, identity documents found in List B set to expire on or after March 1, 2020, and not otherwise extended by the issuing authority, may be treated the same as if the employee presented a valid receipt for an acceptable document for Form I-9 purposes.
 - **Not Extended by Issuing Authority:**
 - Record the document information in Section 2 under List B, as applicable
 - Within 90 days after DHS's termination of this temporary policy, the employee will be required to present a valid unexpired document to replace the expired document presented when they were initially hired.
 - **Extended by Issuing Authority**
 - Enter the document's expiration date in Section 2; and,
 - Enter "COVID-19 EXT" in the Additional Information Field.
 - Employers may also attach a copy of the state motor vehicle department's webpage or other notice indicating that their documents have been extended.
- **More Information:** <https://www.uscis.gov/i-9-central/temporary-policies-related-covid-19>
- **Additional instructions** will be for viewing the original documents in person when we return to campus.