

I-9 Form Processing

(Effective June 1, 2003)

New Employee

Employee completes and signs "Section 1. Employee Information and Verification" portion of the I-9 Form.

Employee presents document(s) to hiring department.

I-9 Form

Hiring Department

Hiring department completes and signs "Section 2. Employer Review and Verification" portion of the I-9 Form.

Note: Document(s) presented by the employee are not copied.

Hiring department routes I-9 Form for aliens authorized to work to International Faculty & Scholar Services.

Hiring department routes I-9 Form for US Citizens and Lawful Permanent Residents to Payroll Services.

Routed back to hiring department for completion and/or correction.

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International Faculty & Scholar Services

For aliens authorized to work, International Faculty & Scholar Services reviews the I-9 Form for completeness, reasonableness, and consistency with other data (i.e., EEC, WAC, data base).

International Faculty & Scholar Services initials and/or stamps I-9 Form and routes to Payroll Services.

I-9 Form

International Faculty & Scholar Services routes I-9 Form for aliens authorized to work to Payroll Services.

Routed back to International Faculty & Scholar Services for completion and/or correction.

Payroll Services

Payroll Services performs a review for completeness.

Payroll Services flips BPP flag and enters expiration date, if any, in BPP.

I-9 Form

Payroll Services files original form separately than other payroll documents.

I-9 Form Processing Update and Reverification (Effective June 1, 2003)

Payroll Services

Using date field entered in BPP, Payroll Services tracks I-9 Forms requiring update or reverification and routes monthly report to Hiring Department and International Faculty & Scholar Services.

I-9 Form
Tracking Report

International Faculty
& Scholar Services

I-9 Form
Tracking Report

International Faculty & Scholar Services reviews the monthly report and assists the employee and hiring department to ensure employment eligibility documentation is obtained.

Hiring Department

I-9 Form
Tracking Report

Hiring Department reviews monthly report and completes a new I-9 Form on or before the expiration date and routes updated/reverified/new I-9 Form to International Faculty and Scholar Services.

I-9 Forms for TAMU Employees Who Began Work Prior to June 1, 2003

Payroll Services

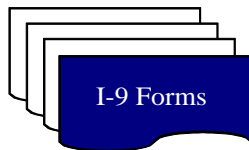
International Faculty & Scholar Services

Generate BPP report of all current employees as of May 31, 2003 in alphabetical order.

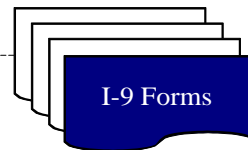
Employee Listing as of May 31, 2003.

Employee Listing as of May 31, 2003.

International Faculty & Scholar Services reviews all I-9 Forms:
1) Ensures an I-9 Form is on file for each employee (including updated or reverified forms).
2) Ensures all I-9 Forms are complete.



Transfer completed by June 30, 2003.



International Faculty & Scholar Services transfers I-9 Forms for all current employees as of May 31, 2003 to Payroll Services.

Payroll Services retains all I-9 Forms for current employees as of May 31, 2003 and all employees who begin work on or after June 1, 2003.

International Faculty & Scholar Services retains all other I-9 Forms for the required record retention period.