

Federal and State Immigration Laws for new Faculty and Staff:

Federal Immigration Laws and the 2011 Indiana Immigration Bill requires that employees must complete the Form I-9 and ISU must E-verify all new employees, including One-Time-Only pays, by his or her first day of work for pay. Employees may complete Section 1 of Form I-9 at any time between acceptance of a job offer and the first day of work for pay.

If you hire a new employee for fewer than three business days (One-Time-Only pays), Sections 1 and 2 of Form I-9 must be fully completed by the employee's first day of work for pay.

If either section is not completed within its deadline, the employee cannot be allowed to work until it is completed.

Allowing new employees to work prior to official work authorization puts the University at risk of violating these laws and subject to substantial fines.

New I-9 forms are not required for current employees who are paid on a One-Time-Only form or current employees who also start a secondary job.

The form I-9 is located on the Human Resources website, Forms tab or using the following link:
http://www.indstate.edu/humres/docs/i-9_exp3-31-2016.pdf

E-Verify and I-9 information is located on the Human Resources website, Employment tab or using the following link: <http://www.indstate.edu/humres/employment/e-verify.html>.

Questions should be directed to Human Resources at extension 4114.