



Employee Eligibility - Personnel Tool

1. Employment Eligibility Pers (8 CFR 274a.2(c)) If an employee is rehired more than three years after the date a previous I-9 form was completed, did the provider complete a new I-9 form?
 2. Employment Eligibility Pers (E-Verify MOU II.A.9.) Did the provider complete an I-9 Employment Eligibility form for each newly hired employee before creating a case in E-verify?
 3. Employment Eligibility Pers (E-Verify User Manual 1.5) Did the provider obtain a social security number of the employee on the I-9 Form?
 4. Employment Eligibility Pers (E-Verify MOU II, A.6.) Did the provider ensure that all I-9 form list B identity documents have a photo?
 5. Employment Eligibility Pers (8 CFR 274a.2(b)(1)(ii)) Did the provider create a case for newly hired employees no later than the 3rd business day after they have begun employment.
 6. Employment Eligibility Pers (E-Verify MOU II.A.7.) Is the E-Verify case verification number recorded on the employee I-9 form or is the case verification screenprint printed and attached to the I-9 form?
 7. Employment Eligibility Pers (8 CFR 274a.2(b)(1)(ii)) Is the individual classified among the following: employed less than three days, are minors, and individuals with handicaps who are placed for employment by a non-profit? *See Title 8 CFR Section 274a.2 for details. Mark N/A if employee is not among these types and exclude employees of these types from monitoring.
- *See Title 8 CFR Section 274a.2 for details.
8. Employment Eligibility Pers (8 CFR 274a.2(c)) If an employee is rehired within three years of the date a previous I-9 form was completed, did the provider re-verify authorization for employment by completing a new I-9 form, completing part of a new I-9 form and attaching the old I-9 form, or completing section 3 of the initial I-9 form and reflects the date of rehire or by completing sections 1 & 3 of a new I-9 form?
 9. Employment Eligibility Pers 1 (8 CFR 274a.2(b)(1)(vii)) If an employee's authorization for employment expired, did the provider re-verify authorization by completing section 3 of the initial form, or by completing sections 1 & 3 of a new I-9 form? N/A for initial authorizations
 10. Employment Eligibility Pers 2 (8 CFR 274a.2(b)(1)(vii)) If an employee's authorization for employment expired, did the provider complete the form no later than the date of expiration? N/A for initial authorizations
 11. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(ii)(B)) Did the provider fully complete section 2 of the form?
 12. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(i)(A)) Did the employee complete/sign the form on the date of hire or prior to the date of hire?
 13. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(1)(i)(A)) Did the employee fully complete section 1 of the form?
 14. Employment Eligibility Pers I-9 (I-9 form instructions on US CIS website) Was the correct form was used, considering the date of form initiation?



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*FYI: The form versions can be verified at <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/which-form-i-9-should-i-use>

15. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)) Was the employee hired after November 6, 1986? If no (the employee was hired before November 6, 1986), an I-9 form is not required.

* Note that the CFR requires it for all employees but indicates there will be no penalty for employees hired before November 7, 1986.

16. Employment Eligibility Pers I-9 Form (8 CFR 274a.2(b)(1)(ii)) Did the provider complete/sign the form within three business days of the date of hire?