# **HRL Meeting**

# **8/2/18**

# **Employee Records Information**

* I9 Reciprocal Resource-see attached information
* I9 common errors
  + Begin/Start Date mismatch on new hire paperwork
  + Documents not attached to I9
  + Section 1 on I9 not completed by start date
  + Section 2 on I9 not completed by 3 days after start date
* Do not close an I9 if you are unsure of the correct closure code. Instead, call Records for assistance at 4-1615 or 4-1607.
* Do not click “Receipt” when completing section 3 for a reverification. Instead, call Records for assistance at 4-1615 or 4-1607.
* Do not fill out the name blocks unless the person is changing their legal name.
* If a person has an “Active” Employee record (PEAEMPL), a new I9 does not have to be completed. The proper EPAF must be submitted to add a Job to the person.
  + If this person is a student, the department must verify that the student is registered for classes. Records does not check for registration when a department submits the EPAF. This is the responsibility of the department. There are two ways to accomplish this
    - Work with your IT DBA to contact Rick Causey to get request access to (SFAREGQ)
    - Have the students bring/send a print out of their class schedule.
  + If the person is not registered as a student, the person cannot work a student job. The person must be hired as TES.
  + The student does not have to be registered in the summer but the student must be register in the prior spring semester and following fall semester to be able to work as a student during the summer
* If a person is new employee or has a “Terminated” employee record (PEAEMPL), new hire paperwork and a new I9 must be completed for the person.
  + Records will check to see if a student is registered for classes when new hire paperwork is submitted.