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Completing E-Verify & I-9 [1]



You've gone through the hiring process. Now, it's time to fill out the paperwork.

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

At the University of Colorado, I-9 and E-Verify information is completed electronically through HireRight's Single Sign-On (SSO) function. Electronic copying of verification information can be done through OnBase.

HireRight's I-9 Solution satisfies U.S. Citizenship and Immigration Services requirements related to the electronic creation, signature, retention and security of the Form I-9. This paperless process enables you to create, view, download, store and print the Form I-9, as well as run management reports on-demand. Built-in tools such as automated error checking help you complete forms accurately and promote compliance.

If you have questions about E-Verify and I-9 processes, please consult the handbook produced by U.S. Citizenship and Immigration Services: M-274 – Handbook for Employers, Guidance for Completing Form I-9 [2].

Resources and Guides:

Step-by-step: Using HireRight for Form I-9 and E-Verify [3]*

Web Resource: HireRight: Customer Service [4]

Web Resource: List of Acceptable Documents [5]**

Training video: Learn how to fill out an I-9 Form [6]***

Web Resource: I-9 Guidance for CU Boulder [7]

*For the most up-to-date guides and documentation, please refer to the Help & Training section within HireRight.

**The List of Acceptable Documents must be downloaded before it can be viewed. Acceptable documents are found on page four of the download.

***Users must log in to the employee portal to view this video in SkillSoft.

Why is employment eligibility verification required?

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the University of Colorado must verify employment eligibility of each employee within the **first three days of employment**.

As required by federal law, the university is required to complete and retain a Form I-9 Employment Eligibility Verification document for all regular and temporary employees hired

after November 6, 1986.

Completion of Form I-9 is a shared responsibility of the employee and the university.

- Section #1 must be completed by **the employee**
- Section #2 must be completed by an I-9 partner, or authorized university representative, **on or before the third day of employment.**
- Form I-9 can be completed as soon as, but not before, a job offer has been extended and accepted.
- Required documents for E-Verify photo matching can be uploaded directly into HireRight.

In order to complete Form I-9, employees are required to present documentation confirming identity and eligibility to work in the United States. The List of Acceptable Documents is the last page of Form I-9. Employees who are unable to meet federal I-9 requirements cannot lawfully be employed.

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HCM: Document Library

Source URL:https://www.cu.edu/hcm-community/recruit-hire/completing-e-verify-i-9

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