

A Form I-9 must be completed for every individual hired with pay in the United States– it's the law! Columbia University utilizes a paperless, electronic I-9 management service (through Equifax) to streamline the process.

### The Process – New Hires



- **On or before the first day of employment:** Once an offer has been accepted, but *no later than* the first day of work, all new faculty and staff must complete Section 1 of the Form I-9. Instructions and the link to log in to the electronic I-9 system are at: <http://hr.columbia.edu/formI9>.
- **No later than the 3<sup>rd</sup> business day of employment:** The new hire must complete Section 2 *in person* at one of the University's I-9 Centers - [CUHR I-9 Process website](#).
  - Original, unexpired documents must be presented in person to complete the I-9.
  - Faculty and teaching assistants who have an appointment date earlier than the first day of class must complete section two no later than their first day of class for the term.
- **Remote hires:** If the new hire lives and works remotely, please contact the [HR Service Center](#) for instructions on completing a remote I-9 electronically.

### The Process - Rehires



- **Returning within 3 years of completing the original I-9:** Faculty and staff returning to the University within three years of completing their original I-9 will have Section 3 of the I-9 completed by the HRPC when the rehire TBH or paperwork is submitted.
- **Returning more than 3 years after completing the original I-9:** Faculty and staff returning to the University after any break in service must complete a new Form I-9 if the original I-9 was completed more than 3 years ago.
- **Expired documentation for non-resident aliens:** If the work authorization on the original I-9 has expired, then the rehire must go to one of the I-9 centers on campus to complete section 3 with the new original unexpired documentation (for example, a new EAD card).
- **Reappointments:** Part-time faculty and student officers who are reappointed every year and who have a break in service of *less than 1* year are considered seasonal employees and do not need to complete a new Form I-9 or complete section 3 for reverifications.

### Things to Remember



- **Employment:** an I-9 cannot be completed until a new hire/rehire has been offered and accepted a job and a start date has been agreed upon.
- **Start date:** The start date entered on the I-9 must match the start date submitted via the TBH/PAF/Nomination Form, and, therefore, must be the same as what is in PAC. Please ensure that your employee knows his or her start date before going to the I-9 Center.
- **Timing:** Section 1 of the I-9 form must be completed by the employee *no later than* the first day of employment. Section 2 must be completed within **3 business days** of the hire date (in the case of faculty or teaching assistants this means by their first day of class for the term).
  - If Section 2 of the I-9 is not completed within the first 3 business days of employment, the individual is not allowed to work until the I-9 is completed.
- **Social Security Number:** Non-resident aliens who will hold paid positions should apply for a SSN prior to completing an I-9.

### Still Have Questions



- [I-9 Overview and Process for New Hires](#)
- [Getting Started as a Student Casual Employee](#)
- [I-9 Frequently Asked Questions](#)
- [I-9 Process and Policy for Managers](#)
- Contact the [HR Service Center](#) - you can log an incident or request a service by using a [self-service web form](#) or you can contact the HR Service Center by phone at (212) 851-2888, Monday-Friday, 9:00 am – 5:00 pm.