

University of South Alabama  
Mandatory I-9 Policy for Employees

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government Form I-9. Certain specific documents proving eligibility for employment must be provided. See attached forms and guidelines.

I-9 forms for all new faculty, staff, administrative, and student employees are to be completed at central locations as follows:

Faculty ± Campus Human Resources  
TRP Building III, Suite 2200  
Office Hours: Monday - Friday 8:00 - 5:00

Administrative & Staff ± Human Resources Offices

Students\* ± Campus Payroll Office  
TRP Building III, Suite 1300  
Office Hours: Monday - Friday 8:00 - 5:00

HR Locations:

Campus  
USA Technology and Research Park  
Building III, Suite 2200  
Office Hours: Monday - Friday 8:00 - 5:00  
(251) 460-6133

University Hospital (University Dr.)  
Office Hours: Monday - Friday 7:30 - 4:30  
(251) 471-7325

USA Health System (Cox Street)  
Hours: Monday - Friday 7:30 - 4:30  
(251) 415-1604

\* Student nurses/workers assigned to the hospital campuses should go to their respective HR office.

In accordance with the federal act, all newly hired faculty, administrators, staff and students are not allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II. Sections I and II may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. New employees with a one day break in service must complete a new I-9. To facilitate completion, new employees are encouraged to provide acceptable documents before or on the first day of employment. New employees may view document options on our website <https://www.southalabama.edu/departments/financialaffairs/payroll/forms.html>

New employees who fail to provide the required documentation are not allowed to continue employment with the University of South Alabama. Non-compliance by hiring managers is a violation of the federal act and subject to federal fines and disciplinary action.

#### Procedure for Student Employees:

The Payroll department will handle the I-9 process for student employees as follows.

1. The hiring manager or designee is to advise the new student employee to report to the Payroll office before or on the first day of work prior to reporting to his/her work location. Student nurses/workers located at the hospitals may go to their respective Human Resources office.
2. Upon completion of Section I (or Sections I and II) the new student employee will be given an I-9 completion receipt (see attached) to take to the hiring department. The student employee is not allowed to begin work until they provide the hiring department with this receipt.
3. Those who do not provide acceptable documentation as required for Section II of the I-9 form on the first day of employment, are required to return to the Payroll office in person by the third business day with acceptable documentation.
4. The Payroll office will notify hiring managers/designees of any new employees who fail to comply with the requirements.

University of South Alabama  
Temporary I-9 Receipt

This form should be retained by the hiring department

University of South Alabama  
I-9 Receipt

This form should be retained by the hiring department

All new employees are required by the provisions of the Immigration Control and Reform Act of 1982, to complete