

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 are provided. See attached

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

allowed to begin work on the first day of employment. Any employee with a one day
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>

**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 Form I-9, Employment Eligibility Verification. Form I-9 may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. Section I of Form I-9 MUST be completed before or on the first day of work prior to reporting to his/her work location. Section II must be completed and certified no later than the third business day of work. In accordance with federal law, failure to comply with these requirements will result in the immediate termination of the new employee.

Employee Name: _____

Employee J Number: J00_____