

Certification/Retention of I-9 Forms

Effective March 1, 2016

- The Departments listed below are responsible for certifying I-9 forms and the retention/record maintenance of the forms for the following NON-INTERNATIONAL employee types:

<u>Employee Type</u>	<u>Certification</u>	<u>Retention/Record Maintenance</u>
▪ Faculty Administrators	Human Resources	Human Resources
▪ Full-time Teaching and Research Faculty	Academic Affairs	Human Resources
▪ Adjunct Faculty	Academic Affairs or departmental designee	Academic Affairs
▪ Academic Affairs Temporary Employment Staff	Academic Affairs or departmental designee	Academic Affairs
▪ Non-Instructional Part Time Faculty	Human Resources	Human Resources
▪ Classified and Hourly Staff	Human Resources	Human Resources
▪ Student Workers and Graduate Assistants	Student Employment or departmental designee	Student Employment

- Visa & Immigration Advising Services is responsible for certifying I-9 forms for **ALL** international faculty, staff and student employees. VISA retains the original I-9s and sends copies to the departments listed above for their assigned employee types for secondary retention/record maintenance.