

Equifax I-9 HQ/I-9 Compliance Q&A

Q: CAN YOU ACCEPTED A LAMINATED OR UN-SIGNED SOCIAL SECURITY CARD FOR I-9 VERIFICATION PURPOSES?

A: Yes, you are able to accept a Social Security card that has not been signed or is laminated.

Q: CAN WE SUGGEST TO THE POTENTIAL EMPLOYEE WHAT INDIVIDUALS OFTEN BRING WHILE ALSO PROVIDING THE FULL LIST? STUDENTS OFTEN ASK WHAT OTHERS HAVE BROUGHT IN THE PAST.

A: Yes, you can provide examples of what other students have brought in the past as long as you provide the new hire with the full list of acceptable documents. Please note that you cannot tell a new hire what exact documents to provide (i.e. Driver's License & Social Security card).

Q: WHAT HAPPENS IF THE I-9 WAS SUBMITTED BUT THE START DATE HAS CHANGED?

A: If the start date changes after the I-9 is completed, you will need to log into I-9 HQ and update the hire date. To do this, search the new hire's name at the top of the screen. Navigate to the Form I-9 tab and select the three dots next to View Form I-9. Select Edit Section 2. Follow the instructions to update the hire date and re-sign the I-9.

Q: IS THERE ANY LENIENCY IF WE ARE OUT OF THE OFFICE AND CAN'T GET SECTION 2 COMPLETED WITHIN THREE BUSINESS DAYS (EXAMPLES: IF WE'RE OUT SICK OR ON VACATION)?

A: No. Federal regulations state that Section 2 of the I-9 must be completed within three days of the new hire beginning employment. If you are out of office and unable to complete Section 2 of the I-9 in the allotted timeframe, the new hire will need to either complete the I-9 with Human Resources (or another authorized representative) or delay their start date.

Q: WHAT DOCUMENTS ARE ACCEPTABLE FOR THE I-9?

A: Please see a list of all acceptable documents here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Q: CAN YOU DO BOTH SECTIONS ON THE SAME DAY?

A: Yes, that is acceptable. As long as Section 1 of the I-9 is completed on or before the first day of work and Section 2 is completed within 3 days of the hire date, the I-9 will remain compliant.

Q: DO YOU HAVE TO COMPLETE A NEW I-9 IF YOU HAVE A STATUS CHANGE TO PART-TIME TO FULL-TIME?

A: No, if there is no break in employment (or the break in employment is less than a year), a new I-9 does not need to be completed.

Q: IS REMOTE I9 VERIFICATION AVAILABLE FOR STUDENTS WHO ARE WORKING OFF-SITE?

A: No, I-9s cannot be completed remotely. If your new hire is not local and is unable to make it to campus, please contact hr@rowan.edu or 856-256-4134 to arrange for a reciprocal I-9 to be completed.