

## **EMPLOYMENT ELIGIBILITY VERIFICATION POLICY**

*Effective July 2011*

### **POLICY STATEMENT**

It is the policy of the University of Illinois to comply with all applicable federal and state laws governing employment eligibility verification. This includes the Immigration Reform and Control Act of 1986 (IRCA), a federal law which governs completion of the Form I-9 (Employment Eligibility Verification) to establish identity and employment eligibility. The IRCA applies to all employees hired after November 6, 1986. The IRCA does not apply to employees hired prior to November 7, 1986 and who have remained continuously employed on the University of Illinois payroll since that date.

A Form I-9 must be completed in the mandated timeframe for every employee of the University of Illinois hired after November 6, 1986, regardless of nationality, and reverified as appropriate. This policy includes meeting the federal contractor E-Verify requirements as appropriate. See also the University's Business and Financial Policies and Procedures, Section 18.2, Foreign Nationals, at the subsection entitled "Payments to University Employees."

*Approved by Michael J. Hogan, President on July 6, 2011*