

## **IFAS-HR Employment Eligibility Reverification Policy**

“Under federal law, employers are required to verify the identity and employment eligibility of all individuals they hire, and to document that information using the Employment Eligibility Verification Form I-9.” (Worksite Enforcement. (2018, Jan 9). Retrieved from <https://www.ice.gov/worksite>)

Worksite enforcement by ICE begins with a) compliance; via Form I-9 audits, civil fines, and referrals for debarment from federal contracts; and b) enforcement; through arrest of employers knowingly employing undocumented workers, and the arrest of unauthorized workers.

The above can be avoided by maintaining an accurate work authorization record throughout an employee’s length of service at the University of Florida, not just at the time of initial hire. It is the policy of IFAS-HR to be 100% in compliance with the federal standards to protect our departments, research, and employees from unnecessary worksite inspection audits.

IFAS Immigration Compliance will stay up to date with any new policies and procedures made by UFHR and Tax Services to re-verify work authorizations and update tax statuses. The following procedure will ensure federal compliance and, at the same time, alleviate a large portion of the process from the department workload.

### **Work Authorization Report**

IFAS Human Resources (IFAS-HR) will provide a quarterly work authorization report to each IFAS unit listing each foreign national. This report may be updated more often as needed. The department should maintain an accurate report of their foreign national employees and report to IFAS-HR any potential gaps in employment based on immigration issues.

The IFAS unit will contact the employee and/or supervisor of all upcoming work authorization expirations and encourage them to file for extensions at the earliest allowable deadline prior to expiration. The foreign national will bring in their new documents to be physically reviewed in person and photocopied by the unit’s authorized representative as soon as they are received.

### **Employment Authorization Reverification**

The IFAS unit will reverify all extensions or changes in work authorization **on or before** the current expiration date by following the [instructions for the Form I-9, Employment Eligibility Verification](#), specifically Section 3 of that form.

No employee will be allowed to work or volunteer in any capacity during a gap in work authorization. The US Department of Homeland Security does allow automatic extensions for some specific expired work authorizations. The unit will confirm with IFAS-HR if their employee qualifies for one of these allowances.