

IMPORTANT FORM I-9 INFORMATION FOR ADJUNCT INSTRUCTORS

Potential Re-verification Issues for Adjunct Instructors

Adjunct Instructors remain active employees in the payroll system unless they have not taught for more than one year. A new Form I-9 and/or the re-verification section of the employee's current I-9 does NOT need to be completed if the Adjunct Instructor has taught a class in the last year. If you are unsure if the Adjunct Instructor is still an active employee, please contact Human Resources to verify. If the Adjunct Instructor has not taught for more than one year and is no longer an active employee, please complete a new Form I-9.

Completion of Section 2 of the I-9

While we would like all employees to present the documents required to complete the Form I-9 on the first day of employment, by law they have three (3) days to present the documentation. Employees cannot be prohibited from working during this time period. If the employee fails to present documentation by the end of the 3rd day, the employee MUST NOT WORK and will be removed from payroll.

To comply with this procedure, Human Resources will not put an assignment on payroll until the Form I-9 is completed. If the Form I-9 is never completed, the dean's office must notify Human Resources to generate a check for three (3) days of employment and to remove the person from payroll.