

The Ledger

A Newsletter of the University Controller's Organization

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I-9 Form Revised

Following is information related to the new I-9 Form, which you should begin using immediately for new hires (and rehires requiring an I-9). Please forgive cross postings and share this information as appropriate.

A new version of the form I-9 is now available - <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

- **Departments completing paper I-9s should begin using the new version immediately.**
- Departments completing the I-9 electronically, Equifax, the Online I-9 provider, will make the new version available on Friday, May 3, 2013.

Please note: The entire I-9 Form is now nine pages, broken down as follows:

- Instructions have been expanded for better understanding - Pages 1-6
- Form I-9 has gone from one to two pages
 - Section 1 - Employee Section - Page 7
 - Section 2 - Employer Section - Page 8
- Lists of Acceptable Documents - Page 9

Below are some major changes and areas of emphasis regarding the new I-9 Form:

Section 1

- Address:
 - Must be a physical address, no P.O. Box
 - Canada and Mexico are the only acceptable international addresses
- E-mail and phone number are optional
- Alien Authorized to Work status now requires the country that issued the passport, if applicable

Section 2

- As a result of Section 2, (**Employer Review and Verification**), being a separate page from Section 1, (**Employee Information and Attestation**), the employee name **MUST be written in Section 2**. Space is provided at the top of the page.
- Space has been expanded to better illustrate the required information for the lists of employment authorization and identity documents.

Virginia Tech is an E-verify employer

Although E-Verify uses information from the I-9, there are some important E-Verify requirements.

- E-Verify requires a Social Security number (SSN) - If employee has not yet been issued a SSN, indicate "Not Available" under the US SSN Box and remind the employee of the requirement.
- E-Verify **requires a photo on identity documents** ([List B](#)) - departments are required to submit a copy of the photo documents to Payroll, along with the form I-9.
- **Departments using the electronic I-9 system**
 - Section 2 - At the beginning of each new semester (spring and fall), for non-resident alien student employees, with a social security number, the location selected should be **Non-E-verify**. This is because SEVIS registration for students is not complete until mid-September in the fall and mid-February in the spring. Payroll will submit the forms to E-verify when notified that SEVIS registration is complete.
 - If the employee has not been issued a Social Security Number, indicate "Applied For" in Section 1.

For immediate questions, please contact Jackie Hester (hesterj@vt.edu) or Vickie Akers (akersvh@vt.edu). The regular I-9 training is held on Tuesday of the third full week of the month. An additional session will be held on Wednesday, May 15, 9 AM – 11 AM, at our new location - North End Center, 300 Turner Street, NW, Room 3100 (conference room beside the elevators). Please contact Clara Sowers (casowers@vt.edu) to sign up.

Recording University Equipment

Have you ever wondered *why* barcodes are placed only on certain items? Have you ever wondered *who* puts them there? Rachel Lester (see photo) of the Fixed Assets and Inventory Services department of the Controller's Office is responsible for placing barcodes on Virginia Tech equipment. In general, the Fixed Assets unit of the Controller's Office is required to record into the university's asset system (Banner Fixed Assets) and track, using barcodes, the following equipment types:

- All computers, regardless of cost (including tablets)
- All equipment \$2,000 and above
- All ETF/SCHEV funded equipment



Rachel needs your help especially at this time of the year to ensure the high volume of equipment purchased throughout Virginia Tech is properly managed! University policy requires all new equipment to be tagged (if possible) and recorded in Banner within 60 days of receipt. Please email her when equipment has arrived which meets the criteria above, her email is ryoung@vt.edu.