The purpose of the “HR Confession Session” is to give you a deeper dive into Human Resources related topics to assist you in your day to day responsibilities at your location.
Fostering a climate in which every staff member views him/herself as a valued member of the community.

**Brief Introductions**

1. Name, Location, Position
2. Length of Service
3. Number of Staff you support
4. What’s your thoughts on your I9 process?
Fostering a climate in which every staff member views him/herself as a valued member of the community.

- Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the US.
- All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment. This includes citizens and noncitizens.
- On the form, an employee must attest to his or her employment authorization.

Section 1 of the I-9 must be completed on the first day of hire. The federal government says the employee cannot work past the 3rd day of hire if the I-9 is not complete.

- Allowing an employee to work beyond the 3rd day may result in fines ranging from $230 to $20,130.
Where does an I-9 come from?

• The I-9 form came about with The Immigration Reform and Control Act of 1986 (IRCA)
• Regulated by the Department of Homeland Security
  • ICE = Immigration and Customs Enforcement
• If ICE comes to your location for an audit you must be able to present them the I-9s for inspection within 3 business days of the date when the forms were requested.
• **Call the Archdiocese of New Orleans General Counsel and Human Resources immediately**
Fostering a climate in which every staff member views him/herself as a valued member of the community.

- Fines are assessed per I-9 form with one or more technical/procedural violation
- “Good Faith Effort” will reduce the fine

<table>
<thead>
<tr>
<th>Substantive / Uncorrected Technical Violation Fine Schedule</th>
<th>Knowing Hire / Continuing to Employ Fine Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Substantive Verification Violations</strong></td>
<td><strong>Knowing Hire and Continuing to Employ Violations</strong></td>
</tr>
<tr>
<td>Standard Fine Amount</td>
<td>Standard Fine Amount</td>
</tr>
<tr>
<td>1st Offense $230 - $2,292</td>
<td>First Tier $573 - $4,586</td>
</tr>
<tr>
<td>2nd Offense $230 - $2,292</td>
<td>Second Tier $4,586 - $11,463</td>
</tr>
<tr>
<td>3rd Offense + $230 - $2,292</td>
<td>Third Tier $6,878 - $22,972</td>
</tr>
<tr>
<td>0% – 9%</td>
<td>0% – 9%</td>
</tr>
<tr>
<td>$230</td>
<td>$573</td>
</tr>
<tr>
<td>10% – 19%</td>
<td>10% – 19%</td>
</tr>
<tr>
<td>$573</td>
<td>$1,192</td>
</tr>
<tr>
<td>20% – 29%</td>
<td>20% – 29%</td>
</tr>
<tr>
<td>$917</td>
<td>$1,834</td>
</tr>
<tr>
<td>30% – 39%</td>
<td>30% – 39%</td>
</tr>
<tr>
<td>$1,261</td>
<td>$2,522</td>
</tr>
<tr>
<td>40% – 49%</td>
<td>40% – 49%</td>
</tr>
<tr>
<td>$1,604</td>
<td>$3,210</td>
</tr>
<tr>
<td>50% or more</td>
<td>50% or more</td>
</tr>
<tr>
<td>$1,948</td>
<td>$3,898</td>
</tr>
</tbody>
</table>

Fostering a climate in which every staff member views him/herself as a valued member of the community.
E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.

- E-Verify is a voluntary program. However, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting.
- Employers may also be required to participate in E-Verify if their states have legislation mandating the use of E-Verify, such as a condition of business licensing.
- Finally, in some instances employers may be required to participate in E-Verify as a result of a legal ruling.

If you do it for one, you have to do it for all!!!!
Fostering a climate in which every staff member views him/herself as a valued member of the community.

### Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

<table>
<thead>
<tr>
<th>START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</td>
</tr>
</tbody>
</table>

#### Section 1. Employee Information and Attestation
(Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St.</td>
<td></td>
<td>New Orleans</td>
<td>LA</td>
<td>70123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-22-1969</td>
<td>555-314-8885</td>
<td><a href="mailto:jsmith@gmail.com">jsmith@gmail.com</a></td>
<td>(504) 555-5555</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
How to complete an I-9?

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): __________

Some aliens may write "N/A" in the expiration date field. (See instructions)

An alien authorized to work must provide only one of the following document numbers to complete Form I-9:

Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: __________

2. Form I-94 Admission Number: __________

3. Foreign Passport Number: __________

Country of Issuance: __________

Signature of Employee: __________

Today’s Date (mm/dd/yyyy): __________

Preparer and/or Translator Certification (check one):
How to complete an I-9?

Employee Completes

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator.
☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

Last Name (Family Name)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

ZIP Code

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Do not use white out or correction tape anywhere on the form. Any corrections to be made should be done by drawing a line through it, corrected, initialed and dated.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Fostering a climate in which every staff member views him/herself as a valued member of the community.

How to complete an I-9?

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **10-17-2018**

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today's Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melinda</td>
<td><strong>10-17-2018</strong></td>
<td>Human Resources Generalist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name of Employer or Authorized Representative</th>
<th>First Name of Employer or Authorized Representative</th>
<th>Employer's Business or Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoy</td>
<td>Melinda</td>
<td>St. John Church</td>
</tr>
</tbody>
</table>

Employer's Business or Organization Address (Street Number and Name): 123 South Main St.

City or Town: New Orleans

State: LA

ZIP Code: 70113

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
</tr>
</tbody>
</table>

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title | Document Number | Expiration Date (if any) (mm/dd/yyyy)

Fostering a climate in which every staff member views him/herself as a valued member of the community.
The Social Security Administration will NEVER issue:

- SSNs starting with the number 9.
- SSNs beginning with 666 or 000 in positions 1–3.
- SSNs with the number 00 in positions 4–5.
- SSNs with the number 0000 in positions 6–9.
<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
</tr>
</tbody>
</table>
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: | a. Foreign passport; and  
| b. Form I-84 or Form I-94A that has the following: | (1) The same name as the passport and  
| (2) An endorsement of the alien |

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
</table>
| 1. A Social Security Account Number card, unless the card includes one of the following restrictions: | (1) NOT VALID FOR EMPLOYMENT  
| (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  
| (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 4. Native American tribal document |
| 5. U.S. Citizen ID Card (Form I-197) |

Providing Documents

- Always allow an employee to present the documents of their choice from this list.
- Never require an employee to bring in specific documents.
- When making copies for your records, copy the front and back of the documents.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Fostering a climate in which every staff member views him/herself as a valued member of the community.

List A Documents

- U.S. Passport or U.S.
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document Card (Form I-766)
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
- Foreign passport containing a Form I-551 stamp or Form I-551 printed notation
If an employee presents a foreign passport it must contain a stamp I-551 or I-94 with the time frame of work authorization dates.

It is your responsibility to make sure the employee does not work beyond the authorization date.
If an employee is only authorized to work for a set time frame. Enter the date the authorization ends.

If they bring you an updated passport you will enter the updated information on the same form below the previous info.
List B Documents

- Driver's license or identification card issued by a state or outlying territory of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- School ID card with a photograph.
- Voter registration card.
- U.S. military card or draft record.
- Military dependent’s ID card.
- U.S. Coast Guard Merchant Mariner Document (MMD) card.
- Native American tribal document.
- Driver’s license issued by a Canadian government authority.
List C Documents

- U.S. Social Security Card. A card that includes any of the following restrictive wording is **not an acceptable** List C document:
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Consular Report of Birth Abroad (Form FS-240)
- Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
Receipts

Sometimes, employees will present a "receipt" in place of a List A, B, or C document. An acceptable receipt is valid for a short period of time so you can complete Section 2 or 3 of the I-9.

- This receipt is valid for 90 days from the date of hire (meaning, first day of work for pay).
- Within 90 days, the employee must show you the replacement document for which the receipt was given.

When your employee provides an acceptable receipt for initial verification, you should:

- Record the document title in Section 2 under List A, B or C, as applicable.
- Enter the word “receipt,” the document title and number and the last day that the receipt is valid.
- After the receipt expires, you should cross out the word “receipt” and any accompanying document number, record the number and other required document information from the actual document presented.
- Initial and date the change.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Fostering a climate in which every staff member views him/herself as a valued member of the community.
What if.....?

- Employee provides a document that does not reasonably appear to be genuine or relate to the employee or is not on the Lists of Acceptable Documents.
  - Google it. Example: Search “Texas drivers licenses images”
  - Reject the document and ask your employee to provide other document(s) that satisfy Form I-9 requirements. You are not expected to be a document expert.
- Employee presents a document from the List of Acceptable Documents in which his or her name is different or slightly different.
  - Ask your employee the reason for the difference.
    - If it’s a marriage/divorce it’s reasonable the name would be different.
    - If it’s they wrote a nickname in section one have the draw a line through it, write their legal name, initial and date it.
- Employee provides a document that does not reasonably appear to be genuine and/or is not on the list.
  - The employee must be terminated.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Audit

• Run report of all your active employees in your payroll system
• Go through each I-9 making sure you all required fields are complete
• Any missing information should be added, initialed and dated.
  • If it’s incorrect info then draw a line through the incorrect data, write the correct about it, initial and date.
• After you have done an audit of your files, create a memo on location letterhead stating the date and who completed the audit.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Storing I-9s

Storing the Original Paper Form I-9
Employers who choose to keep paper copies of the documents their employees present may store them with the employee’s Form I-9 or with the employees’ records.

However, USCIS recommends that employers keep Form I-9 separate from personnel records to facilitate an inspection request.
I-9s must be kept on file as long as an employee is working at your location.

- This includes Full Time, Part Time, Seasonal, Substitute Teachers.

Once terminated the I-9 must be kept for:
- Three years from hire date
- One year from termination date

**Whichever is the later**

*Fostering a climate in which every staff member views him/herself as a valued member of the community.*
Fostering a climate in which every staff member views him/herself as a valued member of the community.

File in chronological order of when they can be shredded.

**Check with your record retention policy before destroying any documents.

Fostering a climate in which every staff member views him/herself as a valued member of the community.
If you rehire an employee and still have their I-9 on file you may use the same one.

Section 3 is where you would add that information.
Fostering a climate in which every staff member views him/herself as a valued member of the community.

https://www.uscis.gov/i-9-central/handbook-employers-m-274
Fostering a climate in which every staff member views him/herself as a valued member of the community.
Offices of Human Resources

Pam Power
Phone: 504-310-8793 | ppower@arch-no.org

Myndi Savoy
Phone: 504-310-8795 | msavoy@arch-no.org

Karen Heil, SPHR, SHRM – SCP
Phone: 504-310-8792 | kheil@arch-no.org

• www.nolacatholic.org/hr

Fostering a climate in which every staff member views him/herself as a valued member of the community.
• www.nolacatholic.org/hr

Fostering a climate in which every staff member views him/herself as a valued member of the community.