

Memorandum

To: Personnel Specialists

From: Frieda Beat
Payroll & Employee Data

Date: April 3, 2009

Subject: Revised Employment Eligibility Verification (Form I-9)

The revised Form I-9, Employment Eligibility Verification (Rev. 02/02/09) goes into effect April 3, 2009. Employers must use the revised Form I-9 for new hires and reverification of employment authorization and no other versions will be accepted. The revision date is printed on the lower right-hand corner of the form.

The revision requires employers to no longer accept expired documents. Therefore all reference to “unexpired” and “expired” have been removed from documents listed on the Form I-9. A document containing no expiration date, such as the Social Security card, is considered unexpired.

Other changes to the form include (a) revisions to the employee attestation section and (b) the addition of the new U.S. Passport Card to List A.

The revised form is available on the HR Forms page at <http://www.k-state.edu/hr/forms/I-9.pdf> and must be used for all new hires effective April 3, 2009. The [*Handbook for Employers-Instructions for Completing Form I-9*](#) has also been updated to reflect the requirements of the revised Form I-9.

Employees must still complete Section 1 of the Form I-9 within one day of hire. Employers are still responsible for ensuring that Section 1 is timely and properly completed as well as completing Section 2 of the Form I -9.

Questions may be referred to Frieda Beat, 532-1884 or your Human Resources, Payroll & Employee Data liaison.