



UCCS Employment Eligibility Procedures

Federal Form I-9, Affirmation of Legal Work Status Form, UCCS Social Security Card Policy

Form I-9

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), U.S. employers are required to verify the employment eligibility and identity of every employee hired after November 6, 1986. Employment eligibility must be documented using the federal [Employment Eligibility Verification Form \(I-9\)](#). Upon acceptance of an offer of employment or within three business days after the beginning of employment, every employee must appear in person at the Department of Human Resources and present a suitable set of identification papers as given on the "List of Acceptable Documents" on the reverse (page 2) of the Form I-9.

The employee can present either:

1. Any document or set of documents from List A; or
2. A document from List B (identity) AND a document from List C (eligibility).

Documents are examined for authenticity and an authorized university representative must sign the I-9 form. You must present **original** documents. **Faxes, photocopies and laminated Social Security Cards are not acceptable for verification of employment eligibility.**

A separate process is in place for employees who will work from an offsite location and are not able to come to the university to submit documents for examination. Forms and instructions for this process can be found [here](#).

Campus appointing authorities may not allow employees to work before ensuring that required I-9 documentation will be received within three working days of the beginning of employment.

If employment eligibility is not verified by the third day of employment, employees shall be taken off the work schedule immediately and remain so until documentation is received. The Department of Human Resources, in partnership with Payroll and Benefit Services, reserves the right to temporarily suspend direct deposit of paychecks in an effort to facilitate the completion of I-9 documentation. Continued failure of the employee to submit the required I-9 documentation will result in termination of employment.

Affirmation of Legal Work Status Form

In accordance with Colorado Revised Statute § 8-2-122, Colorado employers are required to verify the employment eligibility and identity of every employee hired on or after January 1, 2007. The University documents the employment eligibility of newly hired employees on the [Affirmation of Legal Work Status Form](#).

UCCS Social Security Card Policy

In accordance with the University of Colorado Fiscal Policy “Social Security Card Verification”, UCCS has established Campus Policy #300-005 to ensure that it is in compliance with Social Security Administration (SSA) and Internal Revenue Service (IRS) rules that require an exact match of information on file with the SSA and wage statements generated by the University and provided to the IRS.

The Campus Policy is implemented by examining the new employee’s **original** Social Security Card. **Faxes, photocopies and laminated Social Security Cards are not acceptable for verification of employment eligibility.**

If you do not have a Social Security number or you have lost your Social Security Card, you must apply for one from the Social Security Administration on Form SS-5.