Making an Offer of Employment?

1. Federal Regulations require employers to complete an Employment Eligibility Verification Form I-9 for each new employee. **The worker MUST complete Section 1 of the I-9 form ON or BEFORE the 1st Day of work!**

2. Effective September 1, 2015 the State of Texas regulations require the employer to register each new employee in **E-verify**. (*E-Verify is an Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.)*

3. E-verify regulations require employers to register the new employee in the system no later than on the employee’s 3rd day of employment.

**BEST PRACTICES** - To comply with these laws and to avoid the fines, penalties, bad publicity and other sanctions associated with I-9 & E-Verify Violations...

- Your new hire must complete an I-9 **on or before** his/her first day of employment. Do **NOT** allow the employee to start work without first completing an I-9. Send the new employee to the I-9 Liaison in your department before s/he starts to work.

- The Employer (the department’s I-9 Liaison) must complete Section 2 of the I-9 form as soon as possible but not later than Day 3.

**It’s the law! Fines for I-9 Violations Range from $110 to $1100 per Violation, per I-9.**