**FORM I-9 PROCESS FLOWCHART**

- **Current Forms at**: www.uscis.gov/I-9Central

**Definitions:**

- **New Hire** = Individual who has never worked as an employee of Michigan Tech in any capacity
- **Re-Hire** = Former employee with BREAK in employment as defined below:
  - Staff = 1 Day
  - Student = 1 Year + 1 Day
- **Current** = Employee continuously employed with NO BREAK as defined below:
  - Staff = Continuous
  - Student = Less than 1 Year (from job end)

**New Hire**

- Information & Verification Process - **Section 1**
- Employee Completes Section 1 (Note: Employer should NOT ever write in this area)
- Provide Form I-9 and Instructions to New Employee
- Begin Employer Review & Verification Process - **Section 2**

**Re-Hire**

- Is re-hire within last 3 years?
- Yes
- UPDATE (Section 3)
- No
- Pull Original Form I-9
- Is Form I-9 Current?
- Yes
- RE-VERIFY (Section 3)
- No
- Use New Form & Print Name in Section 1
- Check: Form Expiration Date (top-right on form)
- Check: Name Printed
- Check: SSN Included
- Check: Only 1 Box Marked
- Check: Employee Signature
- Check: Date Included

**Current Employee**

- (No Break – as defined)
- Pull Original Form I-9
- Is employee a citizen of U.S., permanent resident, or a non-citizen national?
- Yes
- No Action Needed
- No
- Is Form I-9 Current?
- Yes
- Begin Employer Updating & Reverification Process - **Section 3**
- No
- Begin Employer Review & Verification Process - **Section 2**

**Compliance Check**

- Employer MUST complete no later than 1st day of work for pay
- Employee MUST complete no later than 1st day of work for pay
- Ask to Examine Documents List A OR List B & List C (Attach Copies to Form)
- Record Required Document Info in Section 2
- Record Date Employment Began (month/day/year)

**Complete Certification Fields**

- Compliance Check – Employer MUST complete no later than 3rd business day after 1st day employee works for pay

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**Banner Check (SZASTEM/NBAJOBS)**

- Check:
  - Name Printed
  - SSN Included
  - Only 1 Box Marked
  - Employee Signature
  - Date Included

- Check:
  - Document Title
  - Issuing Authority
  - Document #
  - Expiration Date (if any)

- Check:
  - Employer Signature
  - Name Printed
  - Title
  - Organization & Full Address (street, city, state, zip)
  - Date

- Check:
  - Form Expiration Date (top-right on form)

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**HR Flowchart (Rev. 12/13/11 by GE-B) N Page 1**