

# FORM I-9 PROCESS FLOWCHART

Current Forms at [www.uscis.gov/I-9Central](http://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)

**Employment Offer & Acceptance**

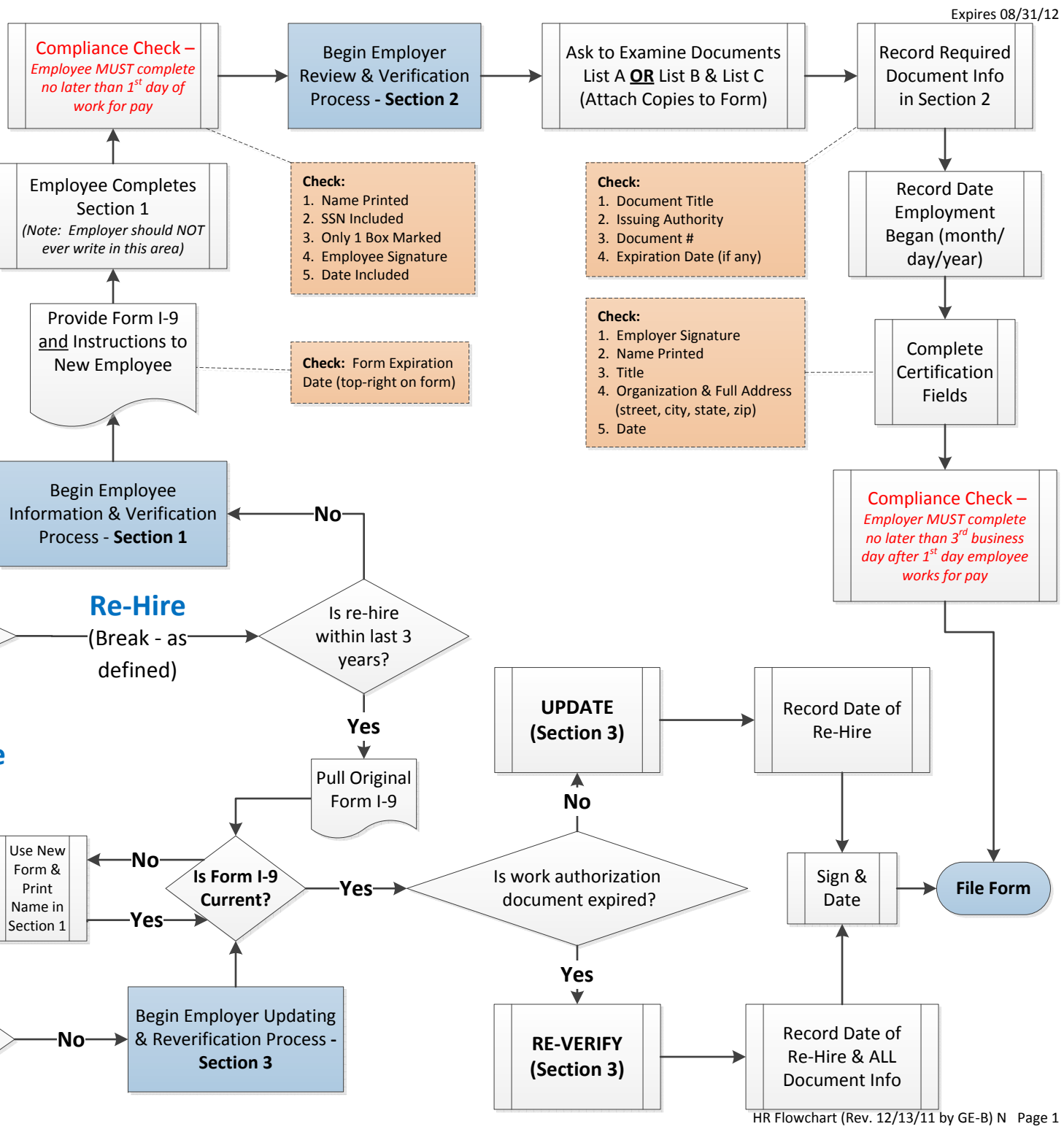
**Banner Check (SZASTEM/ NBAJOBS)**

**New Hire**

**Re-Hire**  
(Break - as defined)

**Current Employee**  
(No Break - as defined)

**No Action Needed**



Expires 08/31/12

- Check:**
1. Name Printed
  2. SSN Included
  3. Only 1 Box Marked
  4. Employee Signature
  5. Date Included

- Check:**
1. Document Title
  2. Issuing Authority
  3. Document #
  4. Expiration Date (if any)

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

- Check:**
1. Employer Signature
  2. Name Printed
  3. Title
  4. Organization & Full Address (street, city, state, zip)
  5. Date