

EMPLOYMENT AUTHORIZATION REQUEST

The Immigration Reform and Control Act of 1986 (IRCA) legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees. IRCA makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. In response to this law, the Immigration and Naturalization Service (INS), now an integrated component of the Department of Homeland Security (DHS), created Form I-9 and mandated its accurate and timely completion by all U.S. employers and their employees.

In compliance with IRCA, hiring managers must ensure that all new employees complete an Employment Eligibility Verification form (I-9 form) on or before the first day of employment and provide documents, from the List of Acceptable Documents, that prove identity and authorization to work in the United States. The I-9 process, including ESO sign-off, must be completed within three (3) business days of the date employment begins.

In addition to completion of the I-9, new employees must present a government-issued social security card in order to be placed on the payroll. All employment documents must reflect the name as shown on the social security card.

Employment at the University of Houston-Downtown is contingent upon satisfying the I-9 sign-up and payroll requirements.

Section I: Employee Information

Last Name	First Name	Middle Name
Job Title	Department	Supervisor
Employee I.D. No. FTE	Employment Start Date	Employment End Date (If applicable)

Section II: Payroll / Benefits Information (Check one in each row.)

1. Benefits-Eligible Non-Benefits Eligible Return to Work Retiree

2. Faculty Exempt Staff Non-Exempt Staff Student Employee

Faculty type: 9 Pay 9 9 Pay 12 12 Month Appointment Spring (4 Payments) Fall (5 Payments)

Biweekly Time Reporting: Work Location: Building: _____ Room: _____

Work Schedule (only if other than Monday - Friday 8:00AM to 5:00PM): _____

Time Collection Device(Check one): Web Clock Biometric Time Collection Device

Supervisor / Manager (Please print)	Chair / Manager Signature	
Department	Date	Phone No. / Extension #

After sign-up, a copy of this form will be returned to the hiring department via e-mail.

For Employment Services and Operations Use Only

- Has presented acceptable proof of identity and authorization to work in the United States.
- Has not met requirements as specified by the Immigration Reform and Control Act of 1986.
- EMPLOYMENT MUST BE TERMINATED IMMEDIATELY. Please refer this employee to ESO, located at S910.

ESO Certification	Date
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