

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

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Date: June 1987  
Updated 2009

**Subject: Employment Eligibility Verification**

The Immigration Reform and control Act of 1986 requires the college to verify all employment eligibility for all hires after November 6, 1986. The act provides that it is “unlawful to hire, recruit or refer for employment in the United States:

1. an alien knowing that the person is an unauthorized alien or
2. any individual (including U.S. citizen) without complying with the verification and record keeping requirements.”

The college has developed the following employment eligibility verification system:

**Professionals and Faculty**

Professionals and Faculty (except for part-time Faculty) receive a contract letter from their respective VP (or President where appropriate) along with a memo from Human Resource Management (HRM) instructing them to bring their I-9 form and return it in person to HRM along with the documents described in Section 2 of the form so their identity and employment eligibility may be verified. Employees are informed that failure to comply with this procedure will prevent them from being registered on the Buffalo State College payroll and will delay Computing and Technology Services from supplying them with network and e-mail accounts and access to the student record system.

**Part-time Faculty**

Part-time Faculty receive a contract letter from their respective Dean's Office instructing them to bring their I-9 form and return it in person to their Department or Dean's Office along with the documents described in Section 2 of the form so their identity and employment eligibility may be verified.

**Graduate Assistants**

Graduate Assistants reporting under a Dean receive a contract letter from their respective Dean instructing them to bring their I-9 form and return it in person to their Department or Dean's Office along with the documents described in Section 2 of the form so their identity and employment eligibility may be verified. Graduate Assistants not reporting under a Dean receive a contract letter from their respective VP instructing them to bring their I-9 form and return it in person to HRM along with the documents described in Section 2 of the form so their identity and employment eligibility may be verified.

**Classified Staff**

A Classified Staff member (permanent and temporary) is instructed to report to HRM on the first day of work to complete the I-9 form and bring the documents described in Section 2 of the form so that his/her identity and employment eligibility may be verified.

The date that the I-9 is completed is entered into the SUNY HR Portal for all of the above employees.

**Students**

Each department is responsible for completing the I-9 form for any student employed by that department to comply with the above federal legislation. The supervisor and/or

designee should complete Section 2 (Employer Review and Verification: Certification), being sure to attach a copy of the documents presented for verification; sign and forward to Payroll with the Temporary Service Appointment Authorization form.

No student can be employed without this employment eligibility and identity identification form, and the Payroll Department will not process the paper work until they have received the I-9 form. Payroll will then be responsible for housing the I-9 form for those on the student assistant payroll and should be called regarding those forms on file. Any Student Employment Appointment Authorization without the I-9 form attached will be sent back to the Dean/Director for completion.

Graduate Assistants will receive a letter from the VP or Dean instructing them to complete the I-9 form in Human Resource Management.

Work-study students will be handled in Financial Aid. A student hired by the day, such as to work at registration or play the piano, is considered an independent contractor; therefore, neither the College nor the Foundation have any legal requirements under this law.

For more information and form see: <http://hr.buffalostate.edu/>