

The University of Wisconsin System

Administrative Policy # 1259 (formelry HR11)



Title: I-9 Verification

Original Issuance Date: July 1, 2015

Last Revision Date: ~~April 2, 2018~~ July xx, 2025

1. Policy Purpose

The purpose of this policy is to promote compliance with the federal laws and regulations that govern the employment eligibility verification process for all employees.

2. Responsible UW System Officer

Associate Vice President and Chief Human Resources Officer

3. Scope and Institutional Responsibilities

This policy applies to all UW System institutions and the UW System Administration, except for UW-Madison.

~~42.~~ Policy Background

The U.S. Department of Homeland Security through U.S. Citizenship and Immigration Services (USCIS) requires state employers to document verification of the identity and employment authorization of each new employee (both citizen and non-citizen) to work in the United States.

The authority for collecting this information is the Immigration Reform and Control Act of 1986 (IRCA), which is administered by USCIS and requires all employers to verify the identity and employment eligibility of employees who are hired on or after November 7, 1986.

53. Definitions

Please see SYS 1225, General Terms and Definitions, for a list of general terms and definitions.

64. Policy Statement

It is the policy of the UW System to verify the eligibility of individuals for employment and to preclude the unlawful hiring of aliens who are not authorized to work in the United States. USCIS Form I-9 is the document used to verify an individual's identity and employment eligibility. Both the employee and the UW representative complete Form I-9. The employee has responsibility for completing section 1 no later than the first day of employment, and the UW representative completes section 2 within three business days of the date employment begins. The Form I-9 provides step-by-step instructions to complete the document.

Employers will use this information as a record of the basis for determining eligibility of an employee to work in the United States. The Form I-9 will be kept by the employer and made available for inspection by officials of the U.S. Citizenship and Immigration Service, the Department of Labor, and other authorized agencies related to unfair employment practices.

75. Related Documents

None listed.

SYS 1259, I-9 Verification

86. Policy History

Revision 2: July xx, 2025

Revision 1ed: April 2, 04/02/2018

First approved: July 1, 2015

9. Scheduled Review

July 2030
