

## Certification/Retention of I-9 Forms

Effective August 1, 2008

- The Departments listed below are responsible for certifying I-9 forms and the retention/record maintenance of the forms for the following NON-INTERNATIONAL employee types:

<u>Employee Type</u>	<u>Certification</u>	<u>Retention/Record Maintenance</u>
▪ Faculty Administrators	Academic Affairs	Human Resources
▪ Full-time Teaching and Research Faculty	Academic Affairs	Human Resources
▪ Adjunct Faculty	Academic Affairs or authorized departments	Academic Affairs
▪ Academic Services Support Staff	Academic Affairs or authorized departments	Academic Affairs
▪ Non-Academic Affairs Academic Services Support Staff	Human Resources	Human Resources
▪ Classified and Hourly Staff	Human Resources	Human Resources
▪ Student Workers	Student Employment or authorized departments	Student Employment
▪ Graduate Assistants	Graduate Studies/Student Employment or authorized Departments	Student Employment
▪ Summer Camp Student Employees	Athletics	Student Employment
▪ Summer Camp Non-Academic Affairs Academic Services Support Staff	Athletics	Human Resources

- International Student and Scholar Services is responsible for certifying I-9 forms for **ALL** international faculty, staff and student employees. ISSS retains the original I-9s and sends copies to the departments listed above for their assigned employee types for secondary retention/record maintenance.