

I-9 COMPLIANCE

MYTHS VS. FACTS

Keeping up with the ins and outs of the I-9 process and ensuring compliance can be complex. The smallest details matter and knowing what's fact versus fiction can be critical to your organization's I-9 success.



The Three-Day Rule gives employers up to three business days before they are required to have employees complete the I-9 form.



The Three-Day Rule only applies to Section 2 of the I-9 form. By law, employees must complete Section 1 of the I-9 form by the end of their first day of work.

The I-9 form is a standard document that doesn't expire or change.

The I-9 form does expire and new versions are released by the USCIS. Employers can find the revision date and the expiration date printed on the bottom right-hand corner of the form.

Employers must keep I-9 records for all current and former employees.

Employers can actually destroy a former employee's I-9 form one year from the date of termination or three years from the date of hire, depending on which date is later.

E-Verify is an electronic replacement for the I-9 form.

E-Verify does not replace the required completion of an I-9 form. E-Verify allows employers to verify the employment eligibility of new employees by comparing the information from an employee's I-9 form with records available to the SSA or DHS.