
Historical I-9/ E-Verify Checklist

Starting March 5, 2017, the University of Maryland, College Park will I-9 & E-Verify all **new** employees. Employees that are active prior to March 5, 2017 will **not** need to be entered in the electronic system unless they transfer to a new unit or separate from the university and return at a later date. If an existing employee (prior to March 5, 2017) transfers units without a break in employment, their paper I-9 will need to be entered into the electronic system, but **they will not need to be E-Verified**. If an employee leaves the university and returns, **they will need to complete a new electronic I-9 & be E-Verified in the I-9 Complete System at the time of rehire.**

What is an Electronic Historical I-9?

Historical I-9 = Entered/Completed Paper I-9

A Historical I-9 is a paper I-9 form that was completed prior to the implementation of the online system thereby, the information from the paper I-9 is entered into the electronic system with the same information. By entering the information from the paper form into the system it is now considered a Historical I-9. Employees with a historical I-9 will not be E-verified because they are not considered new employees to the university.

Current Employees: Employees who are working at the university prior to March 5, 2017, who already have a paper I-9 on file **will not** need to be entered into the system unless they transfer from unit to unit or have a break in employment and return to the university.

Departments will continue to keep their paper form on file.

New Hire Employees: All new hires to the university will need to be entered into the electronic online system starting March 5, 2017. Departments **will not** use any paper form for these employees.

Rehires: If an employee has a break in employment and returns to the university, the hiring department will create a new I-9 for them in the electronic system, the department completes the E-Verification process if they do not already have one.

Historical I-9/E-Verify Checklist

- Login into the I-9 Complete System
- Click Save/Create I-9
- Click Create Historical Form I-9
- Enter Original Start Date

The screenshot shows a web application interface with a list of options on the left. The option 'Create Historical Form I-9' is selected and circled in red. To the right of this option is a form with a text input field for a date in (mm/dd/yyyy) format, a 'No Section 2 Signature Date' checkbox, and a 'Continue' button. A red instruction box is also visible, stating: 'Enter the Section 2 Signature Date indicated on the form to begin the Create Historical process.'

- Section 1 (Enter all of the Information written on the Paper I-9)
- Section 2 (Enter all of the Information written on the Paper I-9)
- Section 3 (If completed, enter all of the Information written the Paper I-9)

***** Do not complete E-Verify when creating a Historical I-9 for existing employees *****