Rehire Checklist

Introduction

Employees rehired within three years of completing the previous I-9 will complete Section 3 of the I-9 in the Tracker I-9 Complete system. Employees rehired more than three years after completing the previous I-9 must complete a new I-9 in the Tracker I-9 Complete system.

The I-9 creator must complete a new I-9 in the Tracker I-9 Complete system if the previous I-9 was completed on paper.

Employees must be offered and accept employment before the I-9 process can be initiated

Section 3 of the I-9 MUST be completed on or before the employee's first day of work.

A new I-9 must be created if an E-Verify case was NOT completed with an "Employment Authorized" result on the previous I-9. Employees should verify the case details by viewing the previous completed E-Verify case.

Rehired employees MUST present an updated employment authorization document(s) if the document(s) provided in Section 2 are expired and require Reverification.

Employees must not work if the required Rehire actions are not completed.

I-9 Creator

- ☐ Search for the employee by first and last name in Tracker.
- ☐ Click the employee's name and the Employee Profile will appear.
- ☐ The previous I-9 record could contain a green "Purge", "None", or "Reverification Due" button in the Employee Profile. Click the "Review/Edit Selected I-9" button to view the Summary section.
- ☐ Select the Section 3 tab in the Summary section.
- ☐ Enter the Rehire Date and save.
- ☐ Only enter new employment documents if the employee's employment eligibility has expired.