New I-9 and E-Verify Processing Procedures to Begin on May 7, 2013
In order to streamline I-9/E-Verify and improve compliance with federal and state guidelines, HR & Payroll will centralize the processing of I-9’s and E-Verify, except for very limited designated areas. These exception designated areas have been notified and training scheduled.

What the Department Needs to do:
1. Any I-9 or E-Verify in process within your department should be completed and forwarded to HR & Payroll as soon as possible.
2. Complete the Form I-9 Management Process Check List, located on the HR & Payroll website on the HR Liaison Tools Tab.
3. Instruct the employee to complete Section 1 of the I-9 and follow up with a visit to HR & Payroll within the federally mandated timelines.
4. Send all past copies of I9, E-Verify, and supporting documents to HR & Payroll in a confidential envelope to the attention of Helga Yunker 3C3. Include a note that these are old documents for processing.
5. Going forward, departments must not maintain copies of I-9 and E-Verify documents; for recordkeeping purposes, you can maintain copies of the Management Process Check List in your unit/department.
6. Paper I-9’s/E-Verify will not be accepted after May 7, 2013.

What the Employee Needs to do:
1. Log into http://www.newi9.com/ on or before the FIRST day of work for pay.
2. Enter the George Mason University Employer Code 15114 when prompted.
4. Print the receipt page confirming completion of I-9 Management.
5. After completing steps 1-4, visit the HR & Payroll within 3 days of the FIRST day of work for pay to complete Section 2 of the I-9. Please bring your receipt page confirming completion of I-9 management (step #3 above) as well as your original, unexpired documentation to verify your eligibility to work in the U.S. A list of acceptable documents is on your confirmation receipt.

If you should have any questions, please contact the HR & Payroll Customer Service Center at 3-2600.