

Chico State Enterprises Announcements

Thursday, July 6, 2023

Processing Form I-9 for New Hires

Please see the October 17, 2023, CSE Announcement that supersedes this communication:
[Update to July 6, 2023 Announcement: Processing Form I-9 for New Hires.](#)

With the federal government lifting the remaining COVID restrictions, the ability to perform remote/virtual I-9 identification document inspections for the new hires also ends. The expiring flexibility dates back to March 2020, and was extended throughout the COVID-19 pandemic, with the final extension being announced in October of last year. The U. S. Immigration and Customs Enforcement (ICE) announced on May 4th that employers will have 30 days to reach compliance with Form I-9 requirements after the COVID-19 flexibilities sunset on July 31, 2023.

In order to comply with the reinstated federal requirement of “in-person” review of employee’s identification(s), and to streamline the new hire onboarding process, CSE HR is designating representatives to complete Section 2 of Form I-9 and conduct an in-person physical document inspection on CSE HR’s behalf. **The “in-person” review of the new hire documentation must take place on or before the employee’s first day of work.** The authorized representative can be any person designated, hired or contracted to complete, update, or make corrections to Section 2 (or 3) on the employer’s behalf. The authorized representative can be any member of campus or auxiliary personnel. Other authorized representatives can be appointed due to the absence of any of the above listed and/or due to employee’s remote/hybrid location. Employees cannot act as authorized representatives for their own Form I-9.

This new process has already begun with new hires receiving I-9 forms in their “Welcome” new hire emails. Also included are instructions to complete Section 1 of Form I-9 and bring with them the document and identification(s) for review on their first day of work. Once Section 2 has been completed by the authorized representative, the Form I-9 can be uploaded to the [CSE HR Secure BOX folder](#).

Resources:

- [Form I-9](#)
- [Form I-9 Tips](#)
- [Quick Guide for Completing Section 2](#)

Below are two brief videos that are very helpful:

VIDEO: [Form I-9 Section One – Employee Information and Attestation](#)

VIDEO: [Form I-9 Section Two – Employer Information and Complete Section 2](#)

Please contact CSE Human Resources ([CSE Directory](#)) for assistance or questions.

Manage Email Preferences

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.
- If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.
- CSE Announcements can also be accessed via the [CSE News and Information page](#).