SUPERVISOR GUIDE: HOW TO COMPLETE AN I-9 FORM

This is a short guide on how to complete the Supervisor portion of the I-9 packet (page 2). This is the only piece of paperwork that needs to be filled out by the hiring supervisor.

1. If a student has previously completed a Form I-9 at Butler University as a student employee, they do NOT need to complete a new one.

2. Student employees MUST complete their I-9 Form prior to or on their first day of employment.

3. ALL international students (indicated as “an alien authorized to work” on the I-9) must complete their Form I-9 with the International Student Services Office located in the Efroymson Diversity Center.

4. Supervisors/employers must complete Section 2 of the form by viewing student identification. The student must be present when identifications are reviewed. A list of acceptable IDs are available through the Form I-9 Portal.

   Identifications must be original and unexpired; faxed, scanned, or picture copies of identifications are NOT accepted (this is a requirement of the USCIS). Employers must complete Section 2 and Certification no later than two business days after the student’s employment date.

5. You may check to see if a student has completed a Form I-9 by viewing the eHire page on your My.Butler (image below).

6. You will not be able to enter hiring information for a student employee until the electronic has been properly completed.

   - **New Hires** – IF there is a “Y” in the above page, the student WILL NEED to submit I-9, WH-4, W-4, and HR Resources Guide to ICS (AU 315) by the first day of employment (HR must have it processed by the third business day of employment)

   - **Existing Hires** – IF there is a “N” above, this means the student WILL NOT need to submit tax paperwork, the supervisor will only need to complete the eHire form
Completing the I-9:

1. Fill in the student’s last name, first name, and middle initial.
2. Two forms of employment verification documents are needed to confirm the student’s work eligibility
   a. Passports may take the place of those two forms and listed under List A.

3. List the two items under the correct column (List A OR List B and C) and enter corresponding information.
4. The “first day of employment” must match the date entered on the eHire form.
5. Fill out the rest of the form with your information and address of university.

6. You have completed your portion of the I-9! Once the eHire has been entered and processed, the student hiring process will be complete.

For any questions:

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