

Chapter 5 Hiring Process

5.01 Applicant Notification

Table of Contents

- 5.01 Applicant Notification**
- 5.02 Notification to Classified Personnel Office**
- 5.03 Moving Expenses**
- 5.04 I-9 Verification of Identity and Employment Authorization**

Chapter 5 Hiring Process

5.01 Applicant Notification

- **Permanent, Project and Limited Term Employment Hires**

All permanent, project and limited term employment (LTE) hires must be given an appointment letter. The appointment letter establishes the terms and conditions of employment including, but not limited to, the classification title, pay schedule and range, type of appointment, starting date, salary, appointment percent, bargaining unit, probationary information (permanent hire), FLSA provisions for overtime, and length of the appointment (project and LTE hires).

In addition, all letters should include:

- Information on I-9 Employment Eligibility and Verification
- Information about moving expenses, if appropriate
- Reference to staff benefits
- Provisions for Project Employment addendum (for project hires only)

See Appendix 5-A - G for sample appointment letters.

- **Letter of Rejection**

Applicants interviewed and not selected for hire to permanent, project and LTE positions must receive notification of rejection.

See [Appendix 5-H](#) for sample letter of rejection.

Chapter 5 Hiring Process

5.02 Notification to Classified Human Resources

- **Permanent and Project Hires**
 - Inform Certification Unit of hire including certification number, classification title, name of hire and starting date. Send copy of appointment letter and signed Position Description to Certification Unit.
 - Complete Written Hiring Reason Form (**Appendix 5-I**) for new and promotional appointments to permanent positions and all appointments to project positions. Send to Certification Unit.
 - Complete Report of Action for all positions that received a certified list of applicants. Send to Certification Unit.
 - I-9 Employment Eligibility Form must be completed and submitted to the divisional human resources office. (Refer to **Chapter 5.04.**)
- **Limited Term Employment Hires**
 - LTE Request Form should be reviewed and signed by the employee on the first day of work and kept within the Divisional personnel file.
 - I-9 Employment Eligibility Form must be completed and submitted to the divisional human resources office. (Refer to **Chapter 5.04.**)

Chapter 5 Hiring Process

5.03 Moving Expenses

Currently being revised.

Chapter 5 Hiring Process

5.04 I-9 Verification of Identity and Employment Authorization

- **Law and Policy**

The federal Immigration Reform and Control Act of 1986 requires employers to verify **ALL** new employees' identity and eligibility to work on the federal I-9 form (see [Appendix 5-J](#) or the website <http://www.uscis.gov/portal/site/uscis>). Section 1 of the form I-9 must be completed on or before the date of hire, and the required documents must be presented by the third day of employment. The Immigration Reform and Control Act of 1986 prohibits the University from continuing to employ an individual who has not provided the required documents within three days or who is not authorized to work. Failure to comply with the I-9 requirements is punishable by fine or, in extreme cases, as a criminal violation. It is University policy to comply fully with the federal law regarding I-9s.

- **Procedures**

I-9 information should be included with all letters of appointment. For titles that do not require a letter of offer, the electronic I-9 form will be initiated by the employer on or before the employee's first day of employment. To log in to the Compli-9 Electronic I-9 go to <https://members.compli-9.com/login.aspx>.

Departments must ensure that Section 1 of the form I-9 is completed on or before the date of hire, that acceptable documents are presented and Section 2 is completed by the third day of employment. If the length of employment is fewer than three days, the I-9 must be completed on the first day of employment. The attachment to the I-9 form describes the documents that the employee may present to verify identity and work eligibility. Departments cannot tell an employee which document(s) to provide; that is completely up to the employee.

In lieu of original documents, employees may present a receipt from a government agency for a lost, destroyed or stolen document, which indicates that the documentation has been requested (e.g., a receipt indicating that the employee has requested a copy of his birth certificate or social security card replacement). With the receipt, the employee may be given 90 days from the first day of employment to present the original documentation. If the original document is not presented to the employer within 90 days from the first day of employment, the employment must be terminated.

If an employee does not produce the required original documentation or receipt within the three days, the employee must be taken off of the payroll immediately, and departments should consult with the Dean's/Director's office to determine how to proceed.

If the work authorization has an expiration date, the employee must be re-verified on or before the expiration date. The employee should be notified of the need to re-verify employment authorization at least 120 days in advance of the expiration date.

A complete UW-Madison I-9 Reference Manual is available on the International Faculty and Staff Services website. For further clarification, contact the International Faculty and Staff Services Office at 265-2257.