

The University of North Texas at Dallas Policy Manual	Chapter 05
5.047 New Employee Requirements	Human Resources

Policy Statement. The University of North Texas at Dallas (UNTD) is committed to ensuring that employees complete all new hire requirements as a condition of employment and in compliance with required federal and state laws, Regents Rules, System regulations and other institutional policies.

Application of Policy. All Employees

Definitions.

1. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary status as staff, or a student worker who is currently enrolled at UNTD.
2. **E-Verify.** “E-Verify” means an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.
3. **Employing Department.** “Employing Department” means the UNTD department responsible for the decision to offer employment or to promote, transfer, or reclassify an employee.
4. **I-9 Input Coordinator.** “I-9 Input Coordinator” means the designated person(s) authorized by Human Resources to complete the verification of the employee’s acceptable I-9 documents and Section 2 of the I-9 Form in representation of the University.
5. **Form I-9.** “Form I-9” means the Employment Eligibility Verification form required by United States Citizenship and Immigration Services used to verify the identity and legal authorization to work of all paid employees in the United States.
6. **Temporary Identification Number.** “Temporary Identification Number” means a number provided by the Texas Comptroller of Public Accounts to be used for ninety days or less until receipt of the employee’s Social Security number from the Social Security Administration.

Procedures and Responsibilities.

I. **Employee Affidavit Requirements.**

All employees are required to complete the electronic onboarding process, which includes the Employee Affidavit and all other required documents. This affidavit acknowledges that the employee reviewed policies and notices in accordance with regulatory requirements. The employing department is responsible for ensuring that electronic onboarding is completed on or before the first day of employment.

Responsible Party: Employee, Employing Department

II. **Social Security Number.**

All employees must have a Social Security number on or before the first day of employment. Employees without a Social Security number will be assigned a Temporary Identification Number from the Texas Comptroller's office, which is replaced by a Social Security number upon receipt.

Any employee who does not have a Social Security number must file an application with the Social Security Administration and provide verification that the application has been submitted to Human Resources. An original Social Security card must be sent to Human Resources within 90 days of first day of employment or termination of employment will result.

Responsible Party: Employees, Human Resources

III. **Identification and Work Eligibility Requirements.**

All employees must complete a Form I-9 and provide documents for inspection that establish their identity and work eligibility at the time of employment as required by federal law. The employee is responsible for completing Section I of the Form I-9 on or before the first day of work for pay. The employing department is responsible for ensuring that the new employee provides proper documentation so the I-9 Input Coordinator can complete section 2 of the Form I-9 within three (3) business days of the employee's date of hire. Updating or re-verification of the work authorization status for non-citizens may be required and is the responsibility of the employee. Failure to comply with Form I-9 requirements will result in termination of employment.

Responsible Party: Employees, Employing Department, I-9 Input Coordinator

IV. E-Verify

All employees must be E-Verified within the first three days of work for pay. E-Verification requires a valid Social Security number. If the employee does not have a valid Social Security number, the employee must present an original Social Security card within ninety (90) days of the first day of employment to Human Resources, per E-Verify requirements. Failure to comply with E-Verify requirements or receipt of a Final Non-Confirmation from E-Verify will result in termination of employment.

Responsible Party: Employee, Human Resources

References and Cross-references.

Texas Government Code, Chapter 403, Subchapter L

Texas Government Code, 556.009

Texas Government Code, Chapter 651.005

Texas Government Code, Chapter 822

Texas Government Code, Chapter 830

Immigration Reform and Control Act of 1986

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