

## UIC Human Resources

### January 2008 HR eNews

#### ***New I-9 Form for 2008***

Please be advised that U.S. Citizenship and Immigration Services (USCIS) has issued an updated version of the Employment Eligibility Verification Form known as the Form I-9. Please begin using the new Form I-9 immediately. It can be accessed at <http://www.uscis.gov/files/form/i-9.pdf> or in the forms section of NESSIE at [https://nessie.uihr.uillinois.edu/cf/index.cfm?item\\_id=161](https://nessie.uihr.uillinois.edu/cf/index.cfm?item_id=161). USCIS has also issued a new I-9 Handbook for Employers, which can be found at <http://www.uscis.gov/files/nativedocuments/m-274.pdf>.

Changes to the form itself are primarily cosmetic. However, both the instructions and lists of documents have been redrafted and reorganized. Five documents have been removed and one document has been added to "List A" of Acceptable Documents. A full description of these changes is available on the U.S. Citizenship and Immigration Services web site at <http://www.uscis.gov/i-9>.

You may notice that the instructions for Section 1 of the Form I-9 now state that the employee is not required to provide his or her Social Security Number (SSN) in Section 1 of the Form I-9, unless he or she is employed by an employer who participates in the Federal E-Verify system. Due to provisions of Illinois State law, the University does not currently utilize E-Verify. As a result, new employees may abstain from providing their SSN in Section 1. However, if the employee is presenting their Social Security Card as a document to establish employment eligibility, then the SSN will need to be recorded in Section 2.

Please share this information with the members of your staff who are responsible for administering the new hire process. If you have policy questions about the use of the Form I-9, please contact University Human Resources at [uihr@uillinois.edu](mailto:uihr@uillinois.edu). Questions about the Form I-9 process should be directed to your campus HR office directly at 312-413-4848.

## ***FAQ about new I-9s***

The US Citizen and Immigration Services published a revised Form I-9 on November 8, 2007. Form I-9 establishes an individual's eligibility to work in the US and verifies their identity.

### **When is this form completed?**

All employers are required to complete Form I-9 NO LATER THAN 3 days after an employees first day of work. Failure to do so can result in fines and penalties.

### **What are the key changes?**

Key changes to the form include an updated list of documents that may be accepted by the employer to establish eligibility to work and verify identity.

### **When must I use the new form?**

The grace period to begin using the revised Form I-9 ends on DECEMBER 26<sup>th</sup>, 2007. This means that all employers are required to use the new form without exception. Failure to do so can result in fines and penalties.

### **How can I obtain the new form?**

Form I-9 may be downloaded from the UIC Human Resources website in the HR Forms section. The form includes instructions on how it should be completed including a full list of the accepted documents.

### **What action is required of me?**

If you are hiring for a hospital unit, Form I-9 is completed with the new employee during their appointment with MC Human Resources. No action is required on your part.

If you are hiring for a college unit, Form I-9 must be completed no later than 3 days after the employee's first day of work. This form should be included in the new hire paperwork that is sent to Human Resources. It becomes a part of the employee's permanent file.

### **Who do I contact with questions?**

If you have any questions about Form I-9, contact Pat Barrera at the Medical Center or Joyce Winn for Campus units. International employees must complete their Form I-9 and obtain clearance to work through the Office of International Services (OIS). Specific questions regarding employment of international employees should be directed to the OIS office.

### **What about electronic signatures?**

Regarding questions about Federal regulations that allow electronic signature and retention of the Form I-9: University Human Resources (UHR) reviewed the Electronic I-9 regulations when they were issued, and has been working with a group of representatives from the three campus HR offices to determine the best solution for implementing a University-wide electronic I-9 process. An electronic I-9 solution has been considered as part of the new Banner Front End project. However, in order to consistently keep pace with Federal compliance requirements, the HR workgroup and Front End team recommended contracting with a vendor for electronic I-9 processing, and maintaining storage of the electronic forms in Banner's BXS system. The HR workgroup is currently reviewing vendor products for I-9 processing.

Due to the complexity of the Federal Electronic I-9 compliance requirements, it is our recommendation that departments continue to maintain paper I-9 forms until the University-wide solution is in place.

Regarding the question about the provision to allow employees to abstain from providing SSN on the Form I-9: This is a more complicated issue, and we are currently conducting research to determine how we should proceed.

HRIS / Shared Services consist of two distinct areas; Academic Records and Employment Information Center. The department objectives include:

- Support HR technology and Records (Academic Professionals and Civil Service) at the campus level (We do not maintain Faculty Records)
- Implement Applicant Tracking System and Banner HR Front End for UIC
- Support/provide data and reporting as requested by university, campus, and external groups
- Support HR Compliance programs of the UIC Medical Center

### **HRIS Staff Personnel**

#### ***Jack McEnery, Director***

Jack joined UIC in March 2007. He previously worked with Convergys, an HR technology and outsourcing company. Jack holds a PhD in industrial psychology from Wayne State University, Detroit, MI.

“I selected UIC because it is part of the UI, a world class university. I have a strong personal belief and commitment to higher education as I have taught part-time for many years in several Universities. Its location near downtown Chicago was also a major plus.”

#### *Staff Management*

***Marilyn Lablaiks***, Assistant Director Employee/Labor Relations and Compliance (joint reporting relationship to Tom Riley, Director Employee and Labor Relations)

***Ken Scott***, Manager HRIS

***Joyce Winn***, Associate Director Records

HRIS personnel are working on the Applicant Tracking System which will be the system for job applicants, posting of openings, and key onboarding activities. They continue to support the HR Banner Front End system which requires a lot of Central HR testing and feedback.

## ***New Policies in Effect***

This is to make you aware that four new or modified policies are now posted on the UIC Human Resources website: <http://www.uic.edu/depts/hr/uic/hr/relations/policies&procedures.html>

These four policies are effective January 14, 2008. The four policies include:

- 1) Sanction Checks at Point of Offer
- 2) Annual Sanction Review for Employees
- 3) Establishing Academic Professional Positions
- 4) Lifelong Learning and Educational Access Program (LLEAP)

A brief summary of each policy follows:

### **Sanction Checks at Point of Offer (Policy #323)**

All covered applicants will have a sanction check initiated at the point of offer and completed prior to beginning employment at UIC. Under unusual circumstances, subject to approval by the appropriate Vice Chancellor, the applicant may be hired conditionally in a covered position pending the results of the sanction check. Costs associated with sanction checks will be paid by employing units.

### **Annual Sanction Review for Employees (Policy #324)**

UIC will perform an annual sanctions check on all covered employees. No person will be retained in a position requiring an annual sanction review if that person is a match on any government exclusion listing. An employee has the right to obtain a copy of the report and may challenge the accuracy and completeness of the report with the reporting agency.

### **Establishing Academic Professional Positions (Policy #404-01)**

The University of Illinois at Chicago will establish Academic Professional positions based on exemption criteria set by the State Universities Civil Service System (SUCSS). Determination of whether or not new positions will be approved for exemption or existing positions modified will be based on a review of the essential duties, scope and level of responsibility as well as a consideration for other positions with the same or similar internal value to the organization, as documented in the job description.

### **Lifelong Learning and Educational Access Program (LLEAP) (Policy #603)**

LLEAP focuses on life-long education and skill enhancement, provides opportunity to participate in educational development beyond mandatory training needed to perform job duties, and is directed to the general development and advancement of employees. This policy converts LLEAP from a pilot program to a UIC ongoing offering.

## ***New Employees in UIC HR***

### **HR RECORDS**

*Mary Song* started November 26, 2007, as an HR Specialist who assists with the processing of Leaves of Absence for Medical Center employees. Her office is currently located in the Medical Center Administration building on the 3<sup>rd</sup> floor. She can be reached by e-mail at [marysong@uic.edu](mailto:marysong@uic.edu).

### **LABOR & EMPLOYEE RELATIONS**

*Marilyn Lablaiks*, joined UIC Human Resources as the Assistant Director Employee/Labor Relations and Compliance. Marilyn is both a Registered Nurse and an Attorney most recently working at the University of Chicago Hospitals. Marilyn reports jointly to Tom Riley, Director Employee/Labor Relations and Jack McEnery, Director Human Resources. Marilyn will focus on two areas initially; working with the Medical Center on certain HR actions/steps it needs to achieve compliance with accrediting and regulatory agencies. Second, she will work with the Labor Team in contract negotiations and administration. [lablaiks@uic.edu](mailto:lablaiks@uic.edu)

## ***UPDATE TO W-2 PROCESS AND ELECTRONIC ACCESS***

The process for electronic access to Form W-2 is a quick, convenient, and secure way to access your W-2 online. You can retrieve the form anywhere you can access the internet, it will be available two weeks before the mailed forms, and it cannot get lost in the mail or sent to an old address.

Once you consent to have electronic access, you will not have to consent again each year. If you wish to have early access to your W-2, you have until **January 18, 2008**, to complete the consent process and receive your form W-2 electronically. If you previously consented, you will receive a separate notice from University Payroll with instructions on how to retrieve your form.

If you do not provide consent by January 18, you will receive a printed W-2 to be mailed on January 31, 2008. NOTE: Electronic access is not available for foreign national employees receiving Form 1042-S.

If you receive your Form W-2 by mail, or if you are a nonresident foreign national employee receiving Form 1042-S, your form will be mailed to the mailing address listed on your Personal Information tab in NESSIE as of December 31, 2007. If you did not have an active mailing address at that time, the form will be sent to your listed home/permanent address.

To provide consent for your W-2, you will need to be able to access NESSIE using your Bluestem logon and password or Enterprise ID. To confirm your Bluestem or Enterprise logon and password contact Academic Computing & Communications Center (ACCC) at 312-413-0003 or [consult@uic.edu](mailto:consult@uic.edu).

## ***Important Event Deadlines***

### **Events:**

#### **January 31, 2008**

HRAG Meeting HRB, room B-1 from 1:30 to 3:00 pm

#### **February 12, 2008**

HRIN meeting UIMCC Dining Room A & B from 9:30 to 11:00am

### **Deadlines:**

#### **January 18<sup>th</sup>**

Deadline for signing up for electronic W-2 form and enrollment

## ***UIC Human Resources***

This newsletter is a bi-monthly publication from UIC HR, Organizational Effectiveness.

Information for this publication related to Human Capital operations in general, or UIC HR specific policies and procedures is received from HR professionals campus-wide.

Please send suggestions, requests to publish articles, and HR policy/procedure updates or reminders to Organizational Effectiveness at [OE@uillinois.edu](mailto:OE@uillinois.edu).

### **UIC Human Resources Contact Information:**

|                               |         |
|-------------------------------|---------|
| Office of the Vice Chancellor | x5-5230 |
| Business Services             | x6-9306 |
| Compensation                  | x5-4330 |
| HRIS / Shared Services        | x6-4849 |
| Labor & Employee Relations    | x5-3055 |
| Organizational Effectiveness  | x5-5504 |
| Recruitment/Staffing          | x6-0840 |