



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

New legislations will affect Human Resources practices and policies specifically pertaining to employment eligibility verification (I-9 Forms)?

How will the legislation affect you and your employees?

- We can no longer accept expired identification documents for the legally required employment verification Form I-9 and some documents types have been removed from the approved list altogether.
- In anticipation of the expected changes, over the next couple of months Human Resources will be conducting an internal audit of all of our employment files. *All employees (including all employment types; students, faculty, full-time, part-time, etc.) with expired documentation will be required to update their file by providing appropriate unexpired employment verification/identification documents.*
- All new employees to your department will be required to complete their new hire paperwork and provide proper, unexpired verification documents prior to beginning work. (If the employee has previously worked for the Foundation, but not your department, they will still need to update their employment record before working). We will continue to provide the Authorization to Begin Work forms once all paperwork is completed.
- All rehires (not reappointments) to your department will need to update their employment record and verification documents before they return to work. We will continue to provide the Authorization to Begin Work forms once all paperwork is updated.
- Going forward, expiring verification documents will need to be updated prior to their expiration date. We will contact the employee(s) approximately one month in advance of the expiration date. This should allow all employees plenty of time to update their records.

NOTE: In an effort to continue to “Go Greener”, beginning with our May publication, we will send these “Did You Know” notices electronically, but only to those who request the electronic version. **To make the request:** Simply send an email to hr-fdn@csusb.edu with “Electronic DYK” as the subject. Be sure to include your name and email address in the text of the request. If there are other members of your staff which you feel would benefit from receiving these publications, please include their name and email address in your request.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!