



COASTAL CAROLINA UNIVERSITY

Record Group #355

HUMAN RESOURCES AND EQUAL OPPORTUNITY

16081 EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) AND E-VERIFY

Description

Used to verify legal employment eligibility, per federal law, for purposes of hiring new employees and to re-verify employment eligibility status. Information includes completed and signed I-9 forms that establish employee identity and employment authorization. Also includes internal E-Verify form with information on person being hired, job title, department, supervisor's name and contact information, supervisor's signature and date, and Human Resources and Equal Opportunity official's signature and date.

Retention

I-9 Forms: 3 years from date of hire or 1 year from date of termination, whichever is later, destroy.

E-Verify Forms: Until no longer needed for reference following positive E-Verify confirmation, destroy.

SCHEDULE APPROVED 9/27/12