



- ▶ **Employee Deadline:** Newly hired employees must complete and sign Section 1 of the electronic or hard-copy Form I-9 no later than the first day of employment, and employers must ensure that Section 1 is completed on time.
- ▶ **Employer Deadline:** Employers must complete and sign Section 2 of Form I-9 within 3 business days of the first day of employment.

Complete the following information if Form I-9 was completed after either I-9 deadline.

LATE I-9 INFORMATION		
Employee's Last Name:	Employee's First Name:	Employee's MI:
Dept. #:	Department Name:	Hire Date:
Initiator Name:	Initiator Phone #:	New Hire Transaction #:
Reason for Late Submittal / Non-Compliance:		

SIGNATURES	
<i>I understand that employers who violate the law may face civil fines or debarment from government contracts, and that any fines assessed will be the responsibility of the employee's department and/or division/college.</i> https://www.uscis.gov/i-9-central/penalties	
Supervisor:	Date:
Department Head:	Date:
Dean/Division Director:	Date:

ACKNOWLEDGEMENT	
Provost or Senior VP:	Date:

Late I-9 Submission Form Routing



If you have any questions, please contact HR Workforce Systems at (520) 621-3664 or WorkforceSystems@email.arizona.edu