TODAY’S TOPICS

► I-9
  ► Compliance
  ► What happens when UM is not in compliance
► New Hire Onboarding
  ► Hires done through recruitments
  ► Hires done at department levels
  ► Re-hired employees
  ► Out of Montana hires
  ► Large group hires
  ► Foreign Nationals
WHY DID THIS PROCESS CHANGE

► Changed August 2021
► Comply with state and federal regulations
► Better onboarding experience for our new employees
► Get new hire paperwork more timely
  ► Allows employees to be ready to work on their first day
► Creates less work for everyone involved
  ► Reduces the amount of tracking down missing paperwork
I-9 REGULATIONS

► Purpose:
  ► Verify an individual’s identity and their eligibility to legally work in the United States

► Employees must:
  ► Have first page of I-9 completed by first day of employment
  ► Present ORIGINAL NON-EXPIRED documents

► We can’t tell an employee what documents to provide
  ► Only give them a list of what’s acceptable
PENALTIES FOR NOT COMPLYING WITH I-9 REGULATIONS

- Knowingly hiring/continuing to employ violations
  - $573 - $20,130 depending on tier and number of violations
- Technical violations
  - $230 - $2,292 depending on tier and number of violations
- Fines can be enhanced or mitigated at discretion of auditor based on
  - Business size
  - Seriousness
  - History
  - Unauthorized Aliens
  - Good faith
New hire paperwork/I-9 must be completed before an employee can start work.

Departments must get “Authorization to Work” from HRS on every new employee,
  - Communicated by form/ email

If employee does not have new hire paperwork and verified I-9 by first day of employment, **THEY DO NOT START WORK**

There could be penalties for departments failing to comply.
Forestry, UM Dining, Athletics, and UMPD will continue doing their own paperwork

- 4 departments that have the most student/temp hires

Some misc. groups also may continue doing their own

- This has been decided on a case by case basis

Goal for the future

- HRS to complete all new hires
ON BOARDING THROUGH RECRUITMENT
LIVING IN MISSOULA

HRS will handle ALL employees hired through a recruitment, even the 4 departments that will remain doing their own temps/students

- Employee accepts position
- HRS will contact employee and set up an appointment to complete new hire paperwork/I-9 before their first day
- If employee brings proper I-9 documentation
  - They will given an “Authorization to Work” to give to their supervisor
If employee does not bring proper documentation

- Employee DOES NOT START working until they do
- If documents missing employee is told when it has to be completed by

Supervisor’s responsibility to not allow an employee to start working without the proper authorization

Supervisors…once an employee gets the Authorization to Work, please communicate with your department’s PAYROLL ASSOCIATE that employee is ok to work
ONBOARDING THROUGH RECRUITMENT
LIVING OUTSIDE OF MISSOULA

► Employee accepts position
► HRS will contact employee to arrange paperwork completion and I-9 verification through:
  ► Site supervisor, or zoom primarily
► Must be completed before first day of employment
► I-9 and supporting documents will be mailed to HRS for verification
ONBOARDING THROUGH RECRUITMENT....CONTINUED
LIVING OUTSIDE OF MISSOULA

► If employee’s I-9 is verified by HRS
  ► “Authorization to Work” will be emailed to the supervisor
► If employee isn’t verified by HRS due to improper documents
  ► Employee will be informed on what documents they need to complete the I-9 verification
  ► If employee doesn’t have the I-9 verified by HRS by their first day of work, the employee is not allowed to work
► Supervisor’s responsibility to make sure their employee has an “Authorization to Work” before they start
ONBOARDING STUDENTS/TEMPS THROUGH DEPARTMENTS LIVING IN MISSOULA

- Submit new hire form
  - U-approve/EPAF/Grad Contract
- Department gives “Hiring Notification” to employee
  - Must come to HRS to fill out paperwork/I-9 before their first day
- If employee brings proper I-9 documentation
  - They will be given an “Authorization to Work” to return to their supervisor
ONBOARDING STUDENTS/TEMPS THROUGH DEPARTMENTS.....CONTINUED

LIVING IN MISSOULA

► If employee *doesn’t* bring proper documentation
  ► Employee will be informed on what documents they need to complete the I-9 verification
  ► If employee doesn’t bring in documents by the first day, they don’t start working until they do

► Supervisor’s responsibility to make sure their employee has an “Authorization to Work” before they start
ONBOARDING STUDENTS/TEMPS THROUGH DEPARTMENTS LIVING OUTSIDE OF MISSOULA

► Submit new hire form
  ► U-approve/EPAF/Grad Contract
► Inform HRS of the hire, either individually, or with a list of out-of-town new hires
► HRS will contact employee and get paperwork and I-9 verification through:
  ► Site supervisor or Zoom
► Must be completed before first day
► I-9 and supporting documents will mailed to HRS for verification
ONBOARDING STUDENTS/TEMP THROUGH DEPARTMENTS….CONTINUED
LIVING OUTSIDE OF MISSOULA

► If employee’s I-9 is verified by HRS
  ► “Authorization to Work” will be emailed to the supervisor
► If employee isn’t verified by HRS due to improper documents
  ► Employee will be informed on what documents they need to complete the I-9 verification
  ► If employee doesn’t have the I-9 verified by HRS by their first day of work, the employee is not allowed to work
► Supervisor’s responsibility to make sure their employee has an “Authorization to Work” before they start
RE-HIRED EMPLOYEES

► Email Bonnie a list of re-hired employees
  ▶ Include 790#’s
► We will get back to you on who is OK and who needs a new I-9
  ▶ If employee needs new I-9, send them to HRS with the “new hire notification” form to complete before their first day
  ▶ Write “I-9 only” at the top
► We will verify if employee needs to update contact/tax information once they come to HRS
LARGE GROUPS OF TEMPS/STUDENT HIRES

OUT OF MISSOULA
► Contact Bonnie Tucker and she will provide a plan on how to best move forward with getting I-9’s and paperwork done on these employees

IN MISSOULA
► Contact Bonnie Tucker and we will make arrangements on handling paperwork for large groups, usually all at the same time
STUDENT HIRES AT THE BEGINNING OF EACH SEMESTER

► If paperwork was not completed ahead of time
  ► Have employee come to HRS between 8am-4:30pm during the first week of the semester
  ► HRS will have extra staff on hand to handle the volume of student hires
  ► Send them with the HRS “New Hire Notification” form
  ► Same process will be followed for these students
    ► They don’t start work until they have paperwork and I-9 complete with HRS
  ► Each student will return to their supervisor with “Authorization to Work”
Clara Moore in HRS needs to be contacted on any new hire that is a non US citizen, regardless of whether you are one of the 4 departments that are continuing to do your own paperwork.

She will help ensure that we have ALL the proper documents to satisfy the I-9 and taxes.

Recruitment new hires

- HRS Recruitment team will advise Clara of any hires
- Department doesn’t need to

Student/Temp hires done through departments

- Send an email or call her and she will help with the communication before employee comes to HRS
- Still give employee “Hiring Notification” form

Clara Moore
Clara.moore@mso.umt.edu
406-243-2865
ADDITIONAL NOTES

► Help us help you
  ► Inform your new employee’s to bring original documents
  ► Get your new employee’s in early
  ► No copies will be accepted going forward
► No more leniency
  ► If an employee is found to be working without proper paperwork they will be paid the hours worked and terminated immediately
► Bonnie will be on leave Aug-Sept
  ► Reach out to your HRA for anything paperwork/I-9 related
► If someone else is hiring people and not letting you know don’t get blamed
  ► Let me know the situation and I will have a conversation with the supervisor, manager, PI, director
QUESTIONS ???

THANKS FOR JOINING US TODAY!