Reminders for Form I-9 Completion in Equifax

- Hire Date
  - Make sure the date on the Form I-9 matches the effective date listed in Oracle.
  - If the hire date changes from what was noted on the Form I-9, you can search for that employee and select "Change Hire Date" to make corrections.

- Section 1 & 2 Completion
  - Section 1 must be completed no later than the employee's effective date/hire date.
  - Section 2 must be completed no later than the employee's 3rd day from their date of hire.

- Reverifications
  - Use the Vista Plus I-9 Expiration report to determine who is in need of a Section 3 reverification.
  - If you do not see the person you are trying to reverify in the Equifax Reverification Due queue, please contact HR Records or Student Employment to load it into Equifax.
  - Do NOT complete a new I-9 in Equifax for a reverification if you do not see their name listed in the Reverification Due section.

- Remote Hires
  - Please scan the completed Remote Agent access form to Student Employment or HR Records well in advance of the hire date to allow time to set up the Remote Agent with access in Equifax.
  - Do not have the employee set up a time to meet with the Remote Agent until after the Remote agent's access has been established (the employee may complete Section 1 prior to the meeting).
  - Student Employment or HR Records will send an email and copy everyone listed in the "Form Completed By" field.
    - The email will contain instructions regarding the name of the employee and their start date as indicated on the Remote Agent Access form.

Please contact HR Records or Student Employment for any Form I-9 questions.

Background Checks Update

- HR has updated the background check request form on the HR website (http://hr.colostate.edu/background-check-request-form/).

- New and rehired employees (including students and GAs) **cannot** work until the hiring process, including background checks, is complete. New hire paperwork should not be completed until authorization to hire is given from HR or OEO.

- Current employees normally do not require a new background check due to a promotion or transfer, except when sensitive conditions are added to the new duties.

- Rehired and student employees require background checks if there is a break in service of 12 months or greater.

- HR is reviewing affiliates/associates access to sensitive conditions when assignments are expected to last longer than one semester to determine if a background check will be required.
  - Currently, HR is sending an email to departments requesting additional information about associate/affiliate access.
  - Soon, this information will be collected at the time the background check request is submitted via the new form.

- HireRight electronic invites are sent via email and candidates should check clutter, junk and spam inboxes for the email.
  - Text messages can now be sent to candidates requesting the completion of HireRight's invites.
    - Departments need to provide cell phone numbers (including area code) in the background check request form for text message notifications.
  - HireRight invite notifications can be accessed and completed on mobile devices.

- HireRight's response time is normally 5 to 7 days after the candidate responds to the invite.
  - HR approval to hire notifications are usually sent within 3 days of HireRight's completion if there are no discrepancies.
  - Background check results may be delayed for a number of reasons:
    - Lack of response from various court systems; HireRight extended review; HR requests an extended review.

- Discrepancies
  - Approval to hire is based on the response time to HR from the candidate and the nature of the discrepancy.
  - Fair Credit Reporting Act requires a 5 day notification period if the discrepancy could result in a decision not to hire.
    - A final hiring decision cannot be made until the Fair Credit Reporting Act requirements have been met.