

## Immigration Compliance

	<b>Compliance Requirement</b>	<b>Timeline</b>
<b>Form I-9</b>	Completion of form	Within 3 days of hire
	Authorized to work, but employee unable to present required documentation	3 days for receipt of documentation & 90 days for actual documentation
	Updating and Re-verification	Before expiration date of worker eligibility form
<b>E-Verify rules</b>	E-Verify database query	Within 3 days of hire
	Employee notification of Tentative Non-confirmation (TNC) - SSA and DHS	ASAP
	Employee response to TNC	8 federal workdays
<b>No Match rules</b>	Employer receives letter from SSA or DHS indicating mismatch of employee, name and Social Security number	
	Employer checks own records, makes any necessary corrections of errors, and verifies corrections with SSA or DHS	30 days
	If necessary, employer notifies employee and asks employee to assist in correction	5 days
	Employee attempts to correct situation	90 days
	If necessary, employer corrects own records and verifies correction with SSA or DHS	90 days
	If necessary, employer performs special I-9 procedure	90-93 days