



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.009 New Employee Requirements

I. Policy Statement

The University of North Texas is committed to ensuring that employees complete all new hire requirements as a condition of employment and in compliance with required federal and state laws, Regents Rules, System regulations and other institutional policies.

II. Application of Policy

All Employees

III. Policy Definitions

A. Employee

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity.

B. E-Verify

“E-Verify,” in this policy, means an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

C. Employing Department

“Employing Department,” in this policy, means the University of North Texas department responsible for the decision to offer employment or to promote, transfer, or reclassify an employee.

D. Form I-9

“Form I-9,” in this policy, means the Employment Eligibility Verification form required by United States Citizenship and Immigration Services used to verify the identity and legal authorization to work of all paid employees in the United States.

E. Temporary Identification Number

“Temporary Identification Number,” in this policy, means a number provided by the Texas Comptroller of Public Accounts to be used for ninety days or less until receipt of the employee's Social Security number from the Social Security Administration.

IV. Policy Responsibilities

A. Employee Affidavit Requirements.

All employees are required to complete the electronic onboarding process, which includes the Employee Affidavit and all other required documents. This affidavit acknowledges that the employee reviewed policies and notices in accordance with regulatory requirements. The

employing department is responsible for ensuring that electronic onboarding is completed on or before the first day of employment.

B. Social Security Number

All employees must have a Social Security number on or before the first day of employment. Employees without a Social Security number will be assigned a Temporary Identification Number from the Texas Comptroller's office, which is replaced by a Social Security number upon receipt.

Any employee who does not have a Social Security number must file an application with the Social Security Administration and provide verification that the application has been submitted to Human Resources. An original Social Security card must be sent to Human Resources within 90 days of first day of employment or termination of employment will result.

C. Identification and Work Eligibility Requirements

All employees must complete a Form I-9 and provide documents for inspection that establish their identity and work eligibility at the time of employment as required by federal law. The employee is responsible for completing Section I of the Form I-9 on or before the first day of work for pay. The employing department is responsible for ensuring the completion of section 2 of the Form I-9 within three (3) business days from the employee's first day of work for pay. Updating or re-verification of the work authorization status for noncitizens may be required and is the responsibility of the employee. Failure to comply with Form I-9 requirements will result in termination of employment.

D. E-Verify

All employees must be E-Verified within the first three (3) days of work for pay. E-Verification requires a valid Social Security number. If the employee does not have a valid Social Security number, the employee must present an original Social Security card within ninety (90) days of the first day of employment, per E-Verify requirements. Failure to comply with E-Verify requirements or receipt of a Final Non-Confirmation from E-Verify will result in termination of employment.

V. References and Cross-References

- [Immigration Reform and Control Act of 1986](#)
- [Texas Government Code, Chapter 403, Subchapter L](#)
- [Texas Government Code § 556.009](#)
- [Texas Government Code § 651.005](#)
- [Texas Government Code, Chapter 822](#)
- [Texas Government Code, Chapter 830](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
Approved Date:	05/01/1983
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