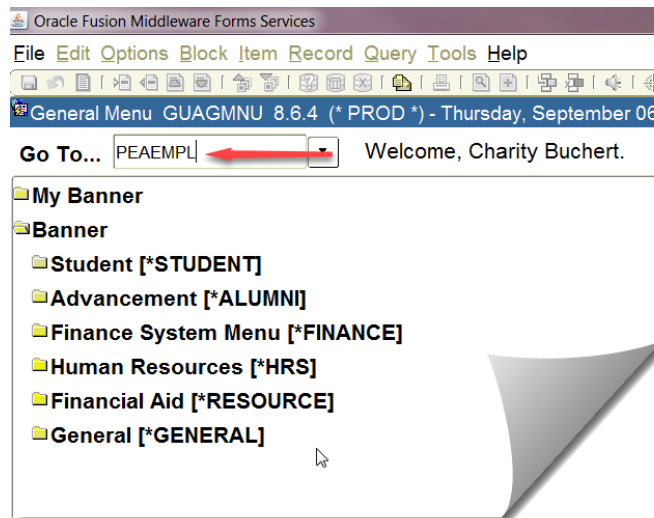
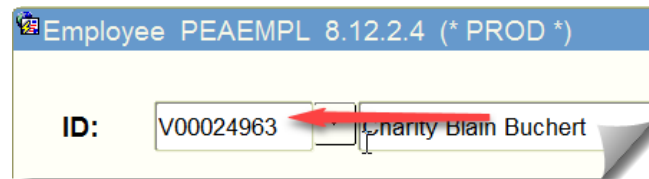


How to determine if an I-9 has expired prior to an employee starting employment

1. In Banner – Go To...PEAEMPL



2. Enter the V#



3. **Page Down twice** to get to the **United State Regulatory** tab. Under I9 look for the **Date**. If the I9 is **more than 3 years old and there is a break in service prior to that date**, the I9 is expired and the employee must go to Human Resources to update the I9. If the I9 is **less than 3 years old** the employee is within compliance and may begin working.

