

topic: HUMAN RESOURCES

What happens if I never completed an I-9 for an employee?

advice:

Simple things like forgetting to complete an I-9 for an employee or not completing the I-9 **exactly** as required by the Department of Homeland Security under Federal law can be costly to an employer. Employers with I-9 retention or recordkeeping issues typically are imposed fines from the federal government ranging from \$100 to \$1,100, per recordkeeping violation.

Knowledge about the I-9 federal requirements and regulations is vital in mitigating any risk for non-compliance. It's hard to understand the requirements, especially for smaller businesses where someone isn't dedicated to HR responsibilities. **Simple things** – like failing to get a signature or completing the process within 3 business days is considered a recordkeeping violation. Doing these things several times over the years can cost your business a small fortune!

Audit your I-9 records or have someone experienced in understanding the I-9 requirements do that on your behalf. We have an HR program, HR*xpress*, specifically designed to help educate our members and keep them on track. If HR isn't your main function or area of expertise, look for similar programs. Getting outside expertise on the I-9 requirements could be time and money well spent!



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