



County of San Bernardino IMMIGRATION DOCUMENTATION

This memo is provided to employees who, at the time of hire do not have the required original documents, however, provide a receipt showing application for a social security card, driver license, identification card or other documents to prove identity and eligibility to work in the United States.

REFERENCES

Immigration Reform and Control Act of 1986

FORMS REQUIRED

Immigration Documentation

MANDATORY FIELDS

Employee ID; Last Name, First Name; Department; Check Boxes (select applicable box and specify document if Other); Date documents must be received by; Telephone number to call if documents are not received.

GENERAL INFORMATION

Complete this memo when a new employee presents an interim driver's license or identification card or a receipt for a social security card or other documents.

Original documents must be supplied to the department Payroll Specialist within 90 days of the date of hire.

Employees who fail to submit original documents (per INS regulations) to the Payroll Specialist within the 90-day timeframe will be terminated. *Refer to Termination procedure*

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide most current form to employee
- ◆ Retain copy for department file
- ◆ Ensure that documents are submitted by the employee by the 90-day deadline
- ◆ Notify department Human Resources Business Partner (HRBP) if documents have not been submitted

Refer to departmental guidelines for individual procedures

RELATED FORMS/PROCEDURES

Checklist for New Hire-Contract

Checklist for New Hire-Exempt

Checklist for New Hire-Extra-Help/Recurrent

Checklist for New Hire-PSE

Checklist for New Hire-Regular/Part-Time/Reemployment (Rehire)

Hiring Transactions