



**MOLLOY  
UNIVERSITY**

Policy # HR.110  
Employment Eligibility Verification  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
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Effective Date: 07/01/2022  
Scope: All Employees  
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## **Employment Eligibility Verification**

In compliance with The Immigration Reform Act of 1987, Molloy requires that all persons hired in any employment category complete a Federal “I-9” (Employment Eligibility Verification) form attesting that they is eligible to work in the United States. The new employee must produce specific documents which verify identity and employment eligibility within 72 hours of employment. If the above requirements are not met, a candidate cannot be employed by the University. The completed I-9 form and documents are retained in the Human Resources Department. It is the responsibility of the candidate to complete tax withholding forms and any other required documents prior to employment.

