



IMMIGRATION REFORM AND CONTROL ACT OF 1986

Virginia Wesleyan College complies with the Immigration Reform and Control Act of 1986, and in doing so hires only employees who are legally employable and who provide the College with identity verification and/or work authorization in compliance with the Act.

It is the responsibility of the newly hired employee to provide the College payroll department with the necessary documents. This is to be done within three (3) days of the employee's first day of work. The employee completes the Employee Section of the appropriate Eligibility Verification/I-9 Form. The Payroll department employee or his/her designee views the presented necessary documents and completes the Employer Section of the Form.

The payroll department files the completed Form in a file separate from the employee's payroll file.