

JONES COUNTY JUNIOR COLLEGE  
SMALL BUSINESS DEVELOPMENT CENTER  
A MEMBER OF THE MISSISSIPPI SMALL BUSINESS  
DEVELOPMENT CENTER (MSBDC) NETWORK.  
MSBDC has assisted Mississippi businesses since 1981

NEWSLETTER

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Special Edition on: Hiring New Employees  
February 2004 Issue  
Director: Greg Butler  
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1. Welcome From The Director  
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This months Newsletter will address the things that an employer should do when hiring new employees. We will address the basic responsibilities that employers have when hiring new employees. These responsibilities include: 1) verifying eligibility for employment, 2) reporting to the designated new hire registry, 3) having the employee complete a IRS Form W-4; and 4) recording the name and social security number of the new employee.

Federal investigators do routine audits of companies throughout the country checking for proper documentation for each U. S. worker. An employer can face civil and criminal penalties for knowingly hiring illegal immigrants or failing to comply with documentation requirements. Civil fines can range between \$100 and \$10,000 per violation, and criminal penalties of up to \$3,000 and up to six months in prison are possible if a pattern of hiring unauthorized workers is proven. With the number of immigrants increasing in our area, this is an important area for companies to understand. We will focus primarily on verifying eligibility for employment.

Also, please check our Workshop Schedule for upcoming workshops. We will be offering workshops on Improving Customer Service in Your Business on February 24 in Collins, How to Get a Business Loan on March 24 and a Small Business Tax Workshop on March 30 in addition to our normal workshops.

---Greg Butler

NOTE:

Our subscriber list is NOT made available to other companies or individuals. We value every subscriber and respect your privacy. If at any time you wish to cancel your subscription, simply send me an e-mail with the message: "Remove from newsletter."

Please feel free to forward this newsletter to friends or business associates that may be interested.

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2. Employer Responsibilities When Hiring New Employees  
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When your company hires new employees, there are some things that you are required to do. The following list provides a summary of your basic responsibilities.

\*\*\*\*\*Verifying Eligibility for Employment\*\*\*\*\*

You must verify that each new employee is legally eligible to work in the United States. This will include completing the Immigration and Naturalization Service (INS) Form I-9. You can get the form from INS offices, by calling 1-800-870-3676, or from the U.S. Citizenship and Immigration Services website at <http://uscis.gov/graphics/formsfee/forms/i-9.htm>. You should retain the completed Form I-9 for three years after the date of hire or one year after the date employment ends, whichever is later. In addition to completing Form I-9, you must examine certain documents to prove identity and employment eligibility within three business days of the date employment begins. Form I-9 lists the acceptable documents. Below are some suggestions on verifying employment eligibility:

-Let the employee choose. Don't ask for particular documents or more documents than required. Employees or applicants can

choose the proof that they want to offer, and companies have faced lawsuits for specifying certain documents. You are protected as long as the documents prove identity and work authorization and are listed on the Form I-9.

-Accept documents that appear genuine. You aren't responsible for confirming their authenticity. Don't inaccurately conclude that documents are false and don't routinely investigate authenticity. You aren't expected to be an immigration expert, but you should have sufficient knowledge to understand if a document is consistent with an employee's claimed status.

-Avoid restrictive hiring practices. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-eligible individuals. For qualified applicants, don't consider the expiration date of work authorization or ask for an INS document to confirm the date. You can, however, require new hires or employees to periodically show proof of continuing eligibility.

-Don't jump the gun. You can conduct the I-9 verification process before a new hire starts work, but never initiate it before a job offer is made and accepted. Not hiring someone after seeing documentation that reveal citizenship status, age, and national origin could be grounds for a discrimination claim.\*

Please consult with your lawyer or your human resource advisor for more information on properly verifying your employee's identity and eligibility to work.

\*From: National IP Rights Center Newsletter for November 5, 2003. [www.iprightscenter.com/home.asp](http://www.iprightscenter.com/home.asp)

\*\*\*\*\*New Hire Reporting\*\*\*\*\*

You are required to report any new employee to a designated state new hire registry. In Mississippi you report new hires at [http://www.mdhs.state.ms.us/cse\\_newhire.html](http://www.mdhs.state.ms.us/cse_newhire.html) or by calling 1-800-241-1330. New hire reports are matched against child support records at the state and national levels to locate parents who owe child support. If you are outside Mississippi, you can get information about your states new hire reporting requirements at [www.acf.dhhs.gov/programs/cse/newhire](http://www.acf.dhhs.gov/programs/cse/newhire) or by calling 1-202-401-9267.

\*\*\*\*\*Income Tax Withholding\*\*\*\*\*

Each new employee will need to complete the IRS Form W-4 when he or she starts work. You will use this form to determine how much income tax to withhold from the employee's wages based on marital status and withholding allowances. Please consult with your accountant or IRS Publication 15, Circular E, Employer's Tax Guide for more information on completing Form W-4. You can download Publication 15 at <http://www.irs.gov/pub/irs-pdf/p15.pdf>.

\*\*\*\*\*Name and Social Security Number\*\*\*\*\*

Record each new employee's name and number from his or her social security card. Any employee without a social security card should apply for one.

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3. Workshop Schedule  
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SO YOU WANT TO START YOUR OWN BUSINESS  
- Greg Butler, Presenter  
(JCJC Campus, Forestry and Life Science Building, Room 206)

Monday, 1:30 - 4:30 p.m.

- 2/16
- 3/15
- 4/19

Tuesday, 6:00 p.m. - 9:00 p.m.

- 2/10
- 3/9
- 4/13

Wednesday, 9:00 - 11:30 a.m.

- 2/4
- 3/3
- 4/7

SERVSAFE CERTIFICATION TRAINING  
(JCJC Campus, Community Services Building)

February 24 – 26                      9:00 a.m. – 4:30 p.m.  
March 23 – 25                         9:00 a.m. – 4:30 p.m.

**IMPROVING CUSTOMER SERVICE IN YOUR BUSINESS**

-Regina Kitchens  
February 24                              6:00 p.m. – 9:00 p.m.  
(Collins Chamber of Commerce)

**HOW TO GET A BUSINESS LOAN**

- Greg Butler, Presenter  
March 24                                 1:00 p.m. – 4:00 p.m.  
(JCJC Campus)

**IRS TAX WORKSHOP FOR SMALL BUSINESSES**

- Greg Butler, Presenter  
March 30                                 9:00 a.m. – 4:00 p.m.  
Cost: \$10.00 (includes lunch)  
(JCJC Campus, Library-Projection Room)

To register for any of these workshops, please call us at (601) 477-4235 or e-mail us at [sbdc@jcjc.edu](mailto:sbdc@jcjc.edu).

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4. Subscription Management  
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You will continue to receive the Small Business Development Center Newsletter automatically. You may unsubscribe at any time by simply sending a reply with the message: "Remove from newsletter." Or if you received this newsletter from a friend or associate and want to sign up, simply send a reply with the message: "Please sign me up for your newsletter."

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5. Contact Information  
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A member of the Mississippi Small Business Development  
Center Network

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Helping to Develop the Pinebelt One Business at a Time!

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Jones County Junior College Small Business Development Center is a member of the Mississippi Small Business Development Centers (MSBDC) network. MSBDC has assisted Mississippi businesses since 1981. MSBDC is partially funded by the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions, or services. SBA programs are extended to the public on a non-discriminatory basis. This material is based on work supported by the U.S. Small Business Administration. Any opinions, findings, conclusions, or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. This information is compiled by the Small Business Development Center at Jones County Junior College and was obtained from sources believed to be reliable at the time it was prepared. The information in this newsletter is intended to be used for general planning purposes only and should not be construed as tax, legal, accounting, or other professional advice.

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