

# Department of Accounts

## Payroll Bulletin

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

### State Payroll Operations

**Director**                      **Lora L. George**  
Assistant Director              Cathy C. McGill

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## FBMC Focus Group

### **FBMC Focus Group**

There will be an FBMC Focus Group Meeting on Monday, February 4, 2008. The meeting provides a forum for interested Benefit and Payroll Administrators to meet with representatives from FBMC to discuss issues and /or changes in procedures associated with the administration of voluntary supplemental insurance, annuities (403(b)), and cash match (401(a)) products provided through the Virginia Provider Network. Scott Mixon, Patrick Peters and Linda Green of FBMC will meet with the group in Conference Room C of the Monroe Building at 9:00 am. Here is the meeting agenda:

- 9:00 a.m. Overview and changes in the Virginia Provider Network.
- 10:15 a.m. Break
- 10:30 a.m. New 403(b) Regulations. (Agencies with employees eligible for 403(b)s only).

This year's meeting will be of particular interest to agencies with employees eligible for 403(b) products and we have made arrangements for you to join us via teleconference if you are unable to come to Richmond. We are only able to accommodate the first 45 teleconference participants so please sign up early. Please email Cathy McGill at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov) by January 29 if you plan to attend.

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## Form I9, Employment Verification Eligibility

### **New Form**

The Department of Homeland Security issued a new Form I9 (Employment Verification Eligibility) at: <http://www.uscis.gov/files/form/i-9.pdf>

The new form dated 06/05/2007 must be used for all **new hires** effective December 27, 2007. **All other versions of the I-9 form should no longer be used.** Current employees do not need to refile with the new form. As always, be sure to retain all existing I9 forms for all current employees and certain terminated employees as required by the regulations.

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## Form I9, Employment Verification Eligibility, cont.

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### Additional Information

For additional information, reference the Handbook for Employers, revised 11/01/2007.  
<http://www.uscis.gov/files/nativedocuments/m-274.pdf>  
In addition the Department of Accounts has created a PowerPoint overview with examples of the proper completion of the new I9 Form at:  
[http://www.doa.virginia.gov/Payroll/I9\\_Completion.pdf](http://www.doa.virginia.gov/Payroll/I9_Completion.pdf)

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### Summary of Changes

The new form removes the following five documents from List A:

- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Alien Registration Receipt Card (Form I-151)
- Unexpired Re-entry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)

In addition, one document has been added to List A:

- Unexpired Employment Authorization Document (I-766)

All employment authorization documents with photographs in circulation are now included in one item on List A. These are:  
I-688, I-688A, I-688B, I-766

The instructions for Section 1 now indicate that an employee is not obligated to provide a social security number unless he or she is employed by an employer who participates in E-Verify, a web-based employment verification system. However, please note that an employer may still require a copy of the social security card for tax purposes.