EMPLOYMENT ELIGIBILITY VERIFICATION

Payroll Log Template

COMPANY NAME: _____ **DATE PREPARED:** _____

PREPARED BY: _____ **PAY PERIOD:** _____

EMPLOYEE NAME (LAST, FIRST)	EMPLOYEE ID	HIRE DATE	FORM I-9 / VERIFICATION DETAILS			E-VERIFY CASE NUMBER (IF APPLICABLE)	VERIFICATION DATE	PAYROLL APPROVED BY (SIGNATURE/INITIALS)	NOTES / REMARKS
			CITIZENSHIP STATUS	DOCUMENT TITLE(S)	DOC EXPIRY DATE				

AUTHORIZED SIGNATURE: _____ **DATE:** _____