



This week: Form I-9 and Wage Statements

Form I-9:

- **What is a Form I-9?** Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the US.
- **Who needs an I-9?** All employers must complete and retain Form I-9, Employment Eligibility Verification, for every person they hire for employment after Nov. 6, 1986, in the U.S. as long as the person works for pay or other type of payment. Once the work commitment has terminated, employer should keep the I-9 for either three years after the date of hire or one year after the date the work commitment is terminated, whichever is longer. Form I-9 is not required for immediate family labor, defined as the spouse, child, parent, or sibling of an employer. Everyone else must have a completed I-9 for the auditor to review.
- **What will GAPC be looking for?** Auditors will review I-9's to ensure there is one for every listed worker on the farm.
- **Need help with completing I-9's?** <https://www.uscis.gov/i-9>

Wage Statement:

Growers are required to provide workers an individual written wage statement that remains in the worker's possession for each pay period. A wage statement must include:

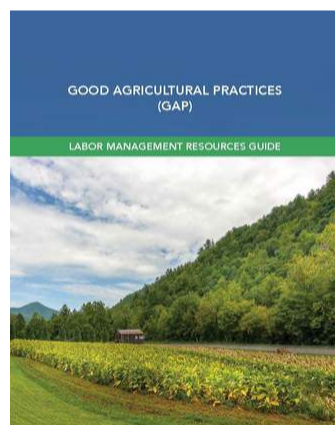
1. Employer's name
2. Employer's address
3. Employer Identification Number (EIN) - entire number
4. Worker's full name
5. Worker's address (seasonal or permanent)
6. Worker's social security number (last 4-digits is acceptable)
7. Hourly rate, or piece rate and the number of units earned, for each activity
8. Number of hours worked
9. Total pay period earnings
10. Basis on which wages are paid (piece rate if paid on a piecework basis)
11. Net pay
12. Number piecework units earned, if applicable
13. Specific sums withheld and the purpose of each sum withheld

If subject to MSPA, H2A, or FLSA, a more detailed statement may be required.

If you hire H-2A workers, the wage statement must include hours offered.

Wage statements are not required for immediate family farm labor. Workers are exempt if they are involved in a vocational or apprenticeship program sanctioned by the Board of Education in the state. Documentation verifying the vocation or apprenticeship program will be required.

To be in compliance a wage statement **MUST have the following:**



Labor Management Guide

Want more information about labor requirements? The Good Agricultural Practices Labor Management Resources Guide (revised October 2019) was compiled by the Farm Labor Practices Group (FLPG). The FLPG is a group of key stakeholders including manufacturers, buyers, growers, government and non-governmental organizations, whose purpose is to facilitate constructive dialogue about farm labor practices.

The goal of the FLPG is to help both farmers and farmworkers in production of labor-intensive crops better understand and comply with applicable labor laws and regulations and to foster improved farm labor practices, where needed, that shape a worker's experience on the farm. View Labor Management Guide [here](#).

Give us your Feedback on COVID-19



GAP Connections wants your feedback on how the Coronavirus pandemic has effected your operation. Your responses will allow us to better meet your expectations and assist us in forming a plan to conduct the 2020 Monitoring Visit for Certification. Please click on the link below to complete the

short survey.

[Take Survey](#)

COVID-19 Resources

GAPC has compiled resources in English and Spanish to help inform, educate, and train growers, workers, and family members on topics related to COVID-19. The



resource pages provide information for planning, educating and preventing the spread of COVID-19 as well as H2-A Visa concerns and the Families First Coronavirus Response Act (FFCRA). Includes: training videos, posters, fact sheets, FAQ's, webinars and links to other resources. For information on a state by state level, visit the COVID-19 Resource Page by State.

[Visit COVID-19 Resource Page](#)

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info@gapconnections.com | 865.622.4606 | 2450 EJ Chapman Drive Knoxville TN 37996

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