



I-9 System Process Guide for Departments

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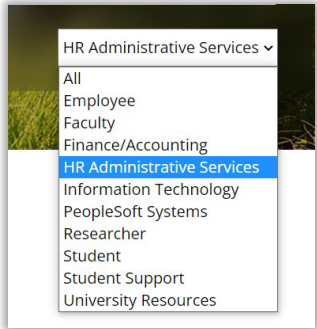
I-9 SYSTEM OVERVIEW

This document will walk through a standard I-9 from start to finish. It will then provide additional content on other I-9 and E-Verify terminology and administrative functions.

CIS Login and I-9 Tile

You may follow the navigation listed below to access **I-9 Employment Verification** tile.

- Log into CIS (Portal) and select HR Administrative Services from the dropdown

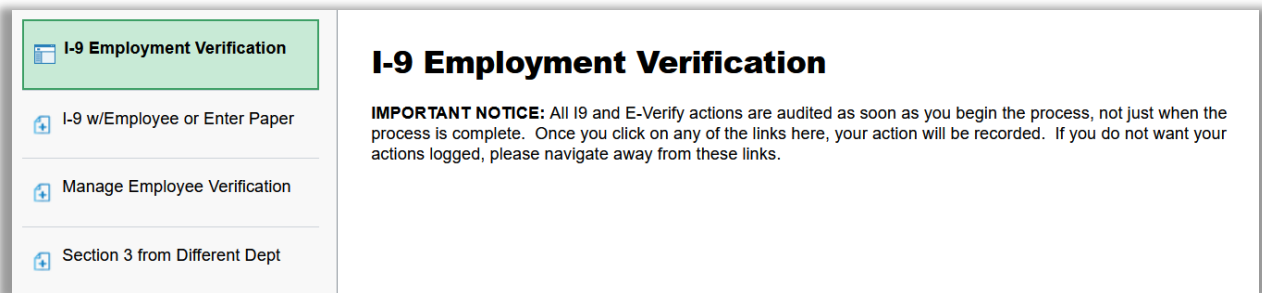


Click on the *I-9 Employment Verification* tile



I-9 Homepage Options

There will be 3 menu options that appear:



1. **I-9 w/Employee or Enter Paper** – Use this to start an I-9 Form. You may use this form for regular I-9s when the employee is sitting with you. However, you must use this option for paper I-9s and I-9s where a translator is needed in section 1.
2. **Manage Employee Verification** – Use this to update, complete, or use any administrative options for an existing I-9 Form.

3. **Section 3 from Different Dept** – Use this to submit an I-9 Form Section 3 when the employee's latest completed I-9 does not appear in Manage Employee Verification.

Note: The Self Service I-9 Section 1 will not be displayed in the I-9 Homepage but is accessed using the tile in CIS or through a direct link. Employees may use this to complete section 1 of an I-9 by themselves or if they will be participating in the alternative virtual document inspection process authorized by DHS. If this option is used, then the Employer Representative will need to use Manage Employee Verification and select Complete I9 to complete section 2.

Creating an I-9 Form

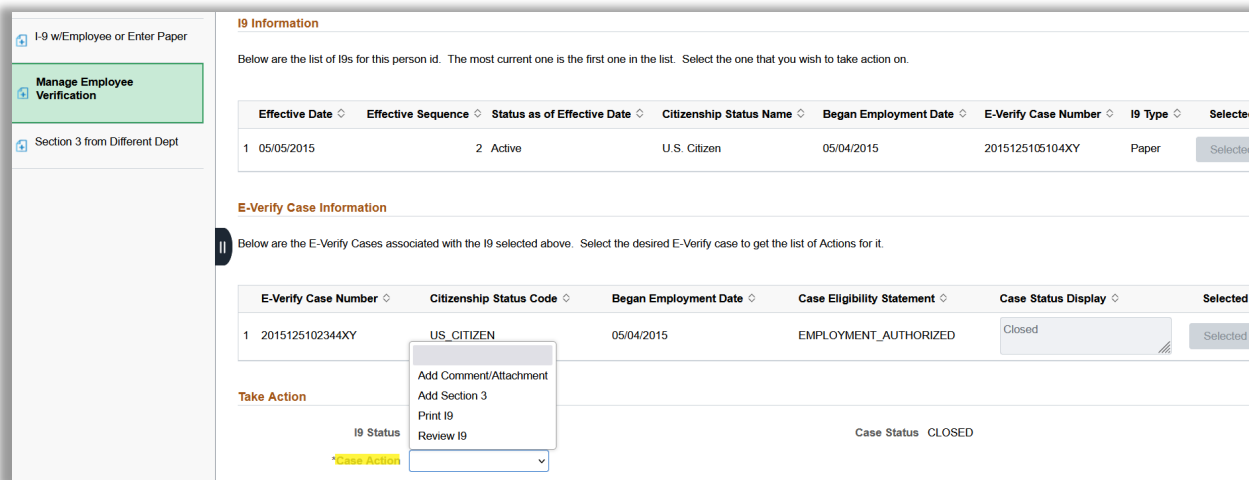
There are two options for employees to complete section 1 of an I-9.

1. **Self Service I-9 Section 1** - This self-service option may be used for the following scenarios: when employees are able to remotely complete section 1 without a translator or who will be participate in the alternative virtual document inspection process authorized by DHS. This form requires the employee to authenticate their credentials upon first entering the form to ensure they can sign and complete this section. Once section 1 has been completed and submitted the Employer Representative will then complete section 2 of the I-9 by navigating to Manage Employee Verification.
2. **I-9 w/Employee or Enter Paper** – This option may be used for the following scenarios: when the employee is sitting with the Employer Representative to complete sections 1 and 2, when translators are used or when a paper I-9 was completed.

Compliance Note: Section 1 must be completed on or before the first date of hire. Both options allow the employee to complete Section 1 and hold the I-9 until the Employer Representative completes Section 2. This also allows for situations where the employee does not have their documents available on day 1.

Manage Employee Verification

Once an I-9 form has been created, Manage Employee Verification will allow you to take multiple actions of an I-9 by navigating to *I-9 Employment Verification > Manage Employee Verification*.



Listed below are a few examples of the options that you may see at times.

Complete I9 - Allows the Employer Representative to complete section 2 of the I-9.

Add Section 3 – Allows you to complete Section 3 of the I9 for reverifications and rehires.

Print I9 – Allows you to view and print an I-9, including section 3.

Section 3 from Different Dept

Employer representatives may use this form for Rehires or Reverifications where the employer representative does *not* have access to the employee’s last I-9 form.

A few reasons why the employer representative may not have access to the employee’s last form is because the employee has been rehired into a different department than when they terminated previously or the employee may have transferred to a different department but now needs to update their work authorization documents.

If the Employer Representative *does* have access to the employee’s latest I-9 form they may choose to use this form or the option called *Add Section 3* located in Manage Employee Verification.

PREPARATION FOR I-9 COMPLETION

Ensure Employee Has Active Signature Ability

For employees to sign Section 1, they must have an active PeopleSoft uNID and Password. Once they have their uNID and password they will need to sign into CIS first and reset their password from the default. If an employee does not yet have a uNID then the Employer Representative will need to follow the process to submit a Hire eForm and generate a uNID.

Ensure Employee Has Employment Documents

To complete Section 2 of the Form I-9, the employee must present a document or set of documents that (1) verify identity, and (2) verify work eligibility. Refer to the USCIS website for the I-9 list of Acceptable Documents prior to starting the I-9 form. For compliance purposes, Section 2 must be completed prior to the end of business day 3 after the effective date of hire.

Signature Rules

The available options for signatures are as follows:

- Self Service I-9 Section 1: the employee signature is used to start and end this process
- I-9 w/Employee or Enter Paper: Section 1 requires the signature of the EMPLID that is not the currently logged in user to the system
- Preparer Translator Page: any user with a uNID that is not associated with the form EMPLID
- Section 2: signature of the currently logged in user (Employer Representative)

SECTION 1 - SELF SERVICE I-9 SECTION 1

To begin creating an I-9 form using the Self Service I-9 Section 1, the new employee must

1. First have an EMPLID created
2. Log into CIS to reset their default password
3. Click on the tile **Self Service I-9 Section 1** located in the affiliate portal. This tile will appear for incoming new hire affiliates.

The direct URL may also be emailed to the employee, which is listed below.

https://www.hcm.utah.edu/psc/hrprod/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?G3FORM_FAMILY=EVERIFY&G3FORM_TYPE=I9_KIOSK&G3FORM_TASK=ADD&G3FORM_CONDITION=Default

The employee will sign in to open the form using their uNID and CIS password. Once the form has opened, they will click the Authenticate button.

I9 Section 1 Self Service : Pre Validation

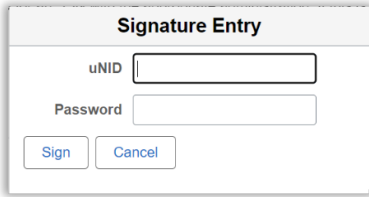
Authentication

Please sign with your ID. This will give you access to the Section 1 for completion. After completion you will need to sign the form again as an attestation that all the information is accurate.

Authenticate

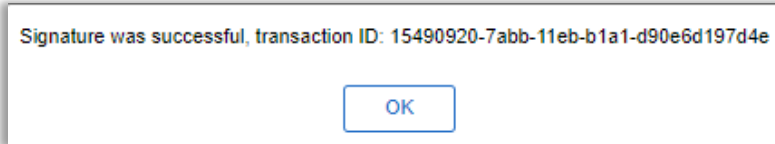
Next

A signature box will appear and the employee will enter their uNID and CIS Password.



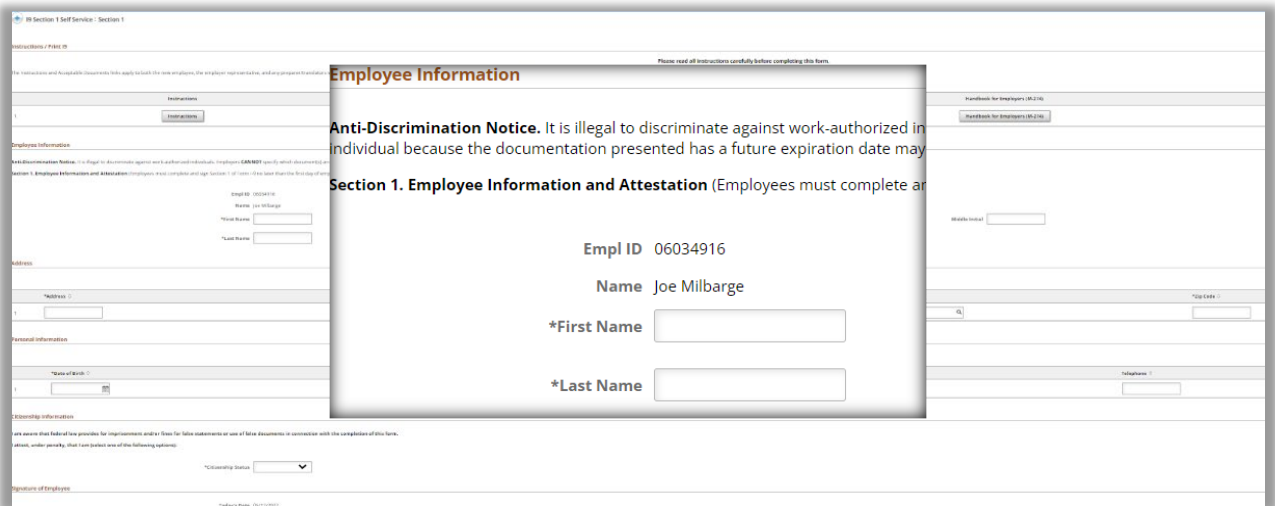
The dialog box is titled "Signature Entry". It contains two input fields: "uNID" and "Password". Below the fields are two buttons: "Sign" and "Cancel".

The following message will appear if the signature was successful. Click the OK button to continue.



The dialog box displays the message: "Signature was successful, transaction ID: 15490920-7abb-11eb-b1a1-d90e6d197d4e". Below the message is a single "OK" button.

After authentication, the employee will gain access to Section 1 for completion. The Empl ID and Name is automatically populated from the uNID when first signed in.



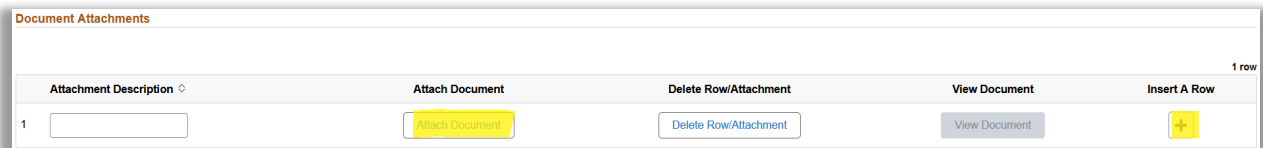
The screenshot shows the "Section 1 Employee Information" form. A modal window is overlaid on top of the form, displaying the following information:

- Employee Information**
- Anti-Discrimination Notice.** It is illegal to discriminate against work-authorized individuals. Employees **CANNOT** sign off until documentation is provided.
- Section 1. Employee Information and Attestation** (Employees must complete and attest to the following information.)
- Empl ID: 06034916
- Name: Joe Milbarge
- *First Name: [Input Field]
- *Last Name: [Input Field]

The background form includes sections for "Personal Information" and "Citizenship Information".

The employee will enter their information to fill out section 1.

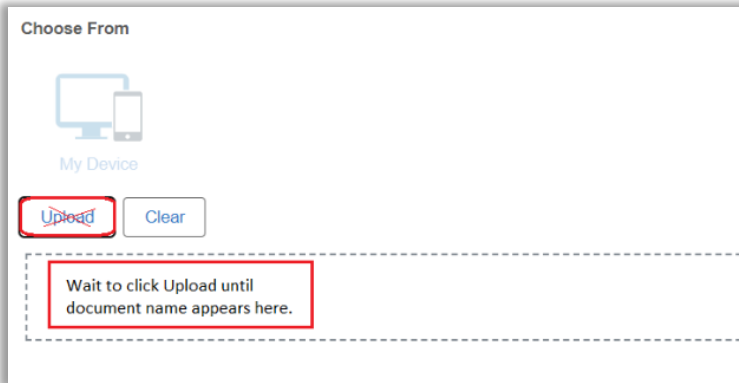
Located on the bottom of the form is an optional Document Attachments section where the employee may click "Attach Document" button to upload a supporting document and corresponding attachment description that will be used for section 2. Click the + button to insert a new to upload additional documents.



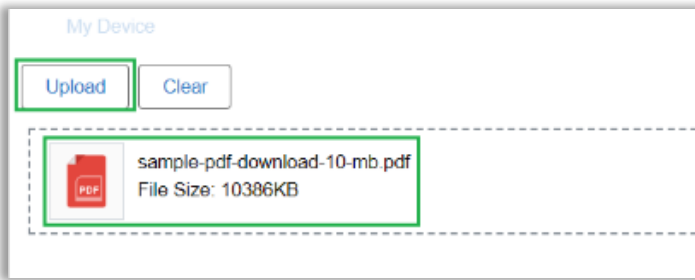
Attachment Description	Attach Document	Delete Row/Attachment	View Document	Insert A Row
1 [Input Field]	[Attach Document]	[Delete Row/Attachment]	[View Document]	[+]

Note: this Document Attachment section will be used during a virtual inspection process for the alternative procedure authorized by DHS to examine documents.

Please be patient when uploading documents. Do **not** click the upload button until the document name appears in the dashed box.



When the document name appears in the dashed area you may click the Upload button and the Done button when the document has finished uploading.

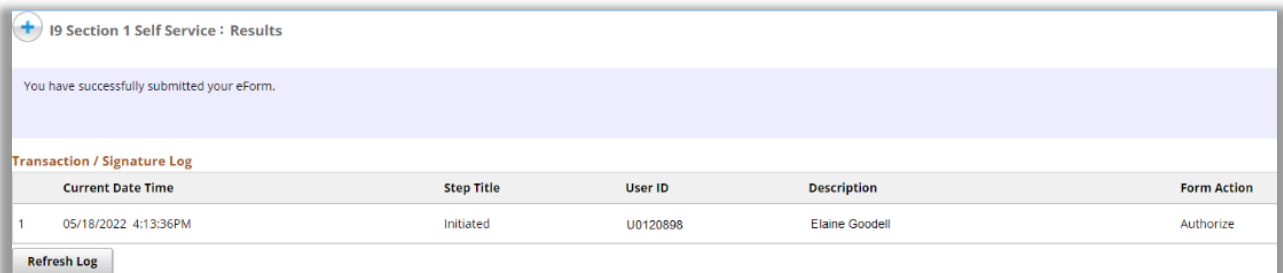


Note: The following errors may occur during a document upload.

- “Error in File upload: 11” may appear on the page when the upload button was click before the document was fully uploaded. Please try to upload the document again and allow additional time before clicking the upload button.
- “Error in File upload: 12” may appear on the page when the file name is too long. Please rename the document to a smaller name and try to upload the document again.

Once the employee has finished filling out section 1, they will click the Acknowledge & Sign button to sign using the same uNID and password used for the Authenticate process.

***Important –** The employee must click the **Submit** button at the bottom of the form to save this information and fully complete section 1. Once submit is clicked, the results page will appear and show that “You have successfully submitted your eForm.”

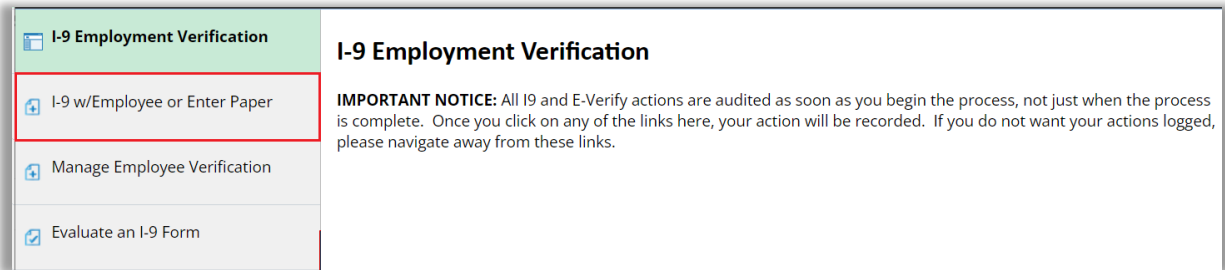


Note: Once the employee submits section 1 the Employer Representative will need to remember to complete section 2 before the I-9 is considered complete. [Click here to navigate to instructions for the Employer Representative to complete Section 2.](#)

SECTION 1 - I-9 W/EMPLOYEE OR ENTER PAPER

The I-9 w/Employee or Enter Paper is used when the employee is present with the employer representative while section 1 and 2 are completed; input a paper I-9 or I-9s that require a translator.

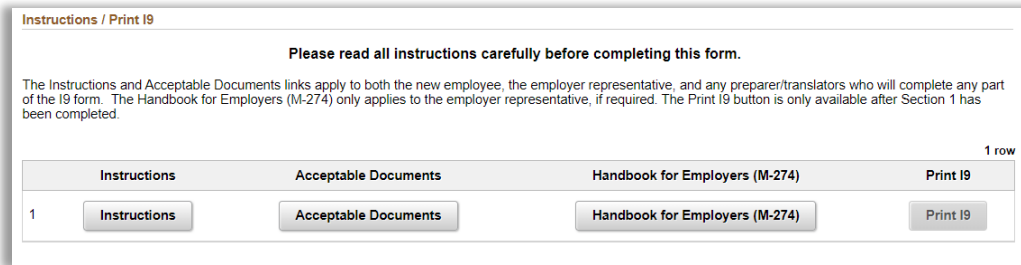
To begin creating an I-9 form using the I-9 w/Employee or to enter the Paper I-9, the Employer Representative should navigate to *I-9 Employment Verification > I-9 w/Employee or Enter Paper*



Section 1 Employee Information

The Employee should then be given control of the computer to complete Section 1.

If the user clicks on the Instructions link at the top of the page, the current I-9 instructions will be displayed for review. The Acceptable Documents link will bring up the listing of acceptable identification documents. The Handbook for Employers link will bring up the full I-9 handbook (M-274).



Employee Search / Entry

The Employer Representative will provide the employee their Employee ID (emplid) to be entered in the Empl ID field.

*Empl ID

*First Name Middle Initial

*Last Name

If the employee has an Empl ID but would like to search for themselves by name click on the magnifying glass. Enter information in the search criteria and click the Search button. Click on the correct Empl ID.

Cancel Lookup

Search for: Empl ID

▼ Search Criteria

Empl ID (begins with)

Name (begins with)

Last Name (begins with)

Alternate Character Name (begins with)

▼ Search Results

Empl ID	Name	Last Name
AA0001	Kimberly Adams	ADAMS
AA0002	Paul Acosta	ACOSTA
AA0003	Allison Brown	BROWN

If the employee has other last name(s) they may enter them. If they have more than one, they can click the plus button to add additional row(s). Click the OK button to return to the form.

Other Last Names

1 row

Last Name
1 <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Note: Leave the social security number (SSN) field **blank** when the employee has a **temporary work ID (TWID)** issued by the University of Utah tax services department.

When the SSN field is blank, the following SSN Required acknowledgement question will appear below the citizenship status.

SSN Required

I attest that I currently do not have a Social Security number and that I have applied for an SSN with the appropriate administration. If this is not the case, a Social Security number must be provided.

*Acknowledge

After entering their personal data in Section 1, the employee needs to identify their residence status. The system has smart coding that opens required fields for input based on the status selected.

Citizenship Information

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty, that I am (select one of the following options):

*Citizenship Status

Preparer and/or T

Did you require someone to enter your information

- Lawful Permanent Resident
- Noncitizen Authorized to Work
- Noncitizen National
- U.S. Citizen

If the employee selects “U.S. Citizen” or “Noncitizen National”, no additional information is needed.

If the employee selects “Lawful Permanent Resident”, the Alien Number field opens and is a required field along with a second drop-down box where Number Type - Alien or USCIS - must be selected.

Citizenship Information

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty, that I am (select one of the following options):

*Citizenship Status

*Alien Number

*Number Type

If the employee selects “Noncitizen Authorized to Work”, the Authorized to work until field opens and should be entered if the authorization to work expires. The Alien Number, I-94 Number and Foreign Passport Number fields will all open.

***Important – Enter only ONE of the following:**

- Alien Number and Number Type
- OR**
- I-94 Number
- OR**
- Foreign Passport Number and Country of Issuance

*Citizenship Status

Authorized to work until

When you are not a citizen or national of the United States or a lawful permanent resident but are authorized to work in the United States.

*Alien Number

*Number Type

OR

*I-94 Number

OR

*Foreign Passport Number

*Country of Issuance

If Alien Number is provided, then Number Type is required and must also be selected. If Foreign Passport Number is provided, then Country of Issuance field is required and must also be entered.

Once you enter and tab out of the field, the remaining fields will become read only as they will not be needed. If a change is needed, simply delete what has been entered and all the fields will be editable again.

Citizenship Information

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty, that I am (select one of the following options):

*Citizenship Status Authorized to work until

When you are not a citizen or national of the United States or a lawful permanent resident but are authorized to work in the United States.

Alien Number Number Type

OR

I-94 Number

OR

*Foreign Passport Number *Country of Issuance

Only if a translator was used, the employee will answer Yes to the question, “Did you require someone to enter your information in section 1 or translate the form for you?”. If “Yes” is selected, a page will appear after section 1 is signed, where the preparer/translator information will be gathered.

Preparer and/or Translator Certification

Did you require someone to enter your information in section 1 or translate the form for you?

Yes

[Click here to navigate to instructions on completing the Preparer / Translator section.](#)

Signing and Completing Section 1

After completing section 1, the Employee should click on the Acknowledge & Sign button

Signature of Employee

*Today's Date

Note: For Paper I-9 Only

If this is a **paper I-9** do NOT click the ‘Acknowledge and Sign’ button. Instead, click the Next button on the bottom of the page and the following message will appear. If this is a paper I-9 select the Yes button. If you select Yes, the Acknowledge & Sign button will not appear in section 2.

Section 1 is not signed.
With Section 1 left unsigned this will only be valid as a Paper I9 Form. Would you like to proceed without signing?

If the employee has not completed all the required fields including I-9 eligibility, the system will display an error message with the identified field(s) that need to be completed. Below is an example of a message. If this occurs, you must click OK, enter the missing information, and then click the Acknowledge & Sign button or Next button again to proceed.

Make an entry in the following required field(s) to proceed: Social Security #

If all required fields are complete, a final verification message will display.

All info will convert to READ ONLY and may be sent to DHS once you sign.
Please review the following information:

Entered First Name: Test
MATCHES
Database: TEST

Entered Last Name: Test
MATCHES
Database: TEST

Entered Middle Initial: D
DOES NOT MATCH
Database:

Entered Birthdate: 1979-12-12
MATCHES
Database: 1979-12-12

Entered Social Security Number: 789789788
MATCHES
Database: 789789788

The above information does not match what is listed in the database.
Is your entered information correct?

Select "Yes" to have the Employee's Signature page open. Select "No" to make changes.

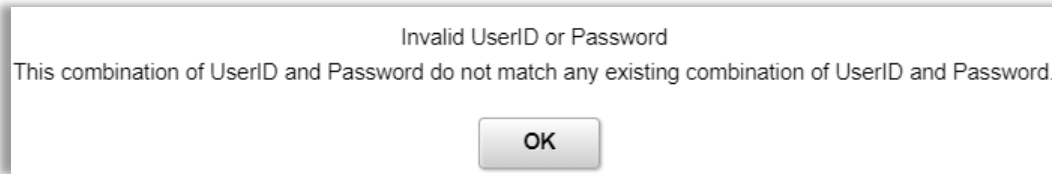
Signature Entry

uNID

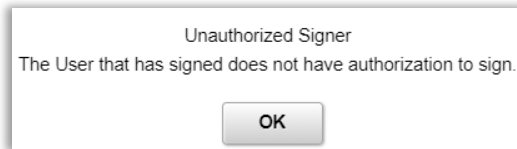
Password

After selecting "Yes" the signature page opens and the employee should enter their User ID and Password then click "Sign".

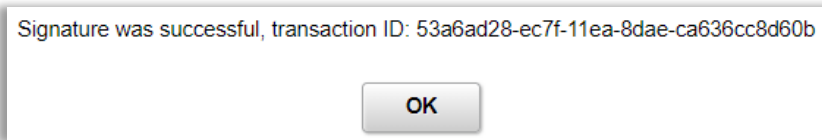
The system will display an error message if the employee enters their uNID and/or password incorrectly.



Or if the employee does not have an active uNID in the system.



If the User ID and password are correct, then the system will display a message confirming the Signature was Successful.



Congratulations. The employee section 1 is now complete, and you are ready to go to the next section. The Employer Representative should click on the Next button to proceed.

Note: If the Employer Representative wishes to complete Section 2 later, they can sign out or navigate away at this point. However, they should remember that this section must be completed before the I-9 can be considered complete (and before an E-Verify case can be created, if applicable.)

[Click here to navigate to instructions on how to Complete the I-9 later.](#)

Completing the Preparer/Translator Certification

If the Employee used a Preparer/Translator to assist them in completing section 1 of the I-9 form and they answered Yes to “Did you require someone to enter your information in section 1 or translate the form for you?”, the “Preparer and/or Translator Certification” section will need to be completed.

Note: The Preparer/Translator can be someone other than the Employer Representative. If someone else is used, they must have a User ID and password provisioned to them for signing the form.

The Preparer/Translator should enter in the “Last Name”, “First Name”, “Date”, “Address”, “City”, “State”, “Zip Code” fields.

After the Preparer/Translator has completed the above fields and hit tab, the “Acknowledge/Sign” button appears.

Note: If any required fields (noted with *) are left blank, that button will not appear.

The Preparer/Translator should enter their uNID and Password then click on “Sign”.

If the User ID and password are correct, then the system will display the Preparer and/or Translator Certification Section with the Preparer/Translator Signature completed.

Create an I-9 with Employee : Preparer and/or Translator Form ID 11933

Employee Information

Empl ID AA0007
 Last Name Salek
 First Name Tim
 Citizenship Status U.S. Citizen
 Name

List of Preparer/Translators

You can add up to 5 people who assisted with the preparation or translation of the I-9. Add a new line to the grid for each person.

Signature	Last Name	First Name	Date (month/day/year)	Address	City	State	Zip Code
1 <i>Gideon Taylor Admin</i> Preparer/Translator: Gideon Taylor Admin, KU0007	Fields	Deb	09/01/2020	123 Main	Salt Lake City	UT	84157

Add a Translator or Preparer

Add Signer

Previous Next

Click “Add Signer” for each Preparer/Translator used. Up to five Preparer/Translators are allowed.

The Preparer/Translator is now complete, and you are ready to go to the next section. The Preparer/Translator or The Employer Representative should click on the “Next” button.

SECTION 2 - COMPLETE I-9

To fill out section 2 and complete an I-9 form that has not been finished yet or section 1 was completed using the Self Service I-9 Section 1; the Employer Representative should navigate to Manage Employee Verification.

Navigation: *Main Menu > HR Offices > I-9 Employment Verification > Manage Employee Verification*

- I-9 Employment Verification
- I-9 w/Employee or Enter Paper
- Manage Employee Verification**
- Section 3 from Different Dept
- Evaluate an I-9

You can search for the employee you wish to take action on by filling in one or multiple fields and then click the Search button.

Click on a link to the person you want to take action on. The I9 EV Person Mgmt page will appear. The Take Action button for the latest I-9 and E-Verify case (if applicable) will be automatically selected. If you want to take action on a different I-9 then click the Take Action button in the I9 Information section for that I-9. Select the Complete I9 option under the Case Action dropdown at the bottom of the page.

Validate all information in Section 1 to be correct and no errors have been made. If errors have been made then work with your HR Analyst on how to proceed with fixing the error(s). When ready, click the Next button to be taken to Section 2 to complete it.

Completing Section 2 of the I-9

The Employer Representative should use the identification document(s) that the employee has provided to complete Section 2 of the form.

List A, B and C will only display the valid document types for the citizenship status that the employee selected in Section 1.

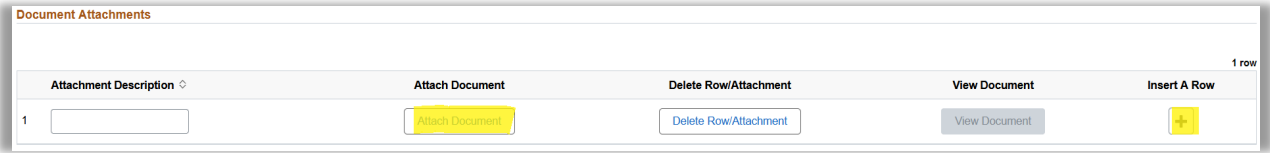
To complete this step, the Employer Representative should complete each applicable list section:

1. Select List A or List B & C from the Document Category dropdown, based on the document(s) provided.

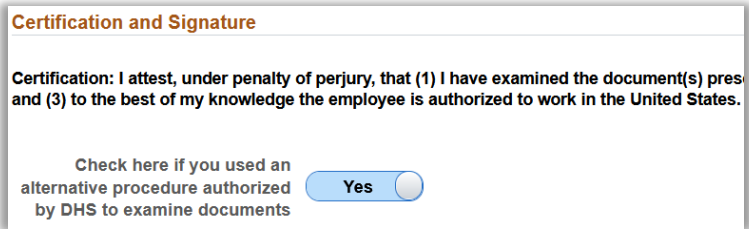
2. Select a document title in the dropdown.

3. Complete any additional fields for the selected document(s).
4. To attach an electronic copy of a document, click on the Attach Front and Attach Back buttons. The document should be in PDF, JPG, or PNG file format and under 5 MB in size to upload.

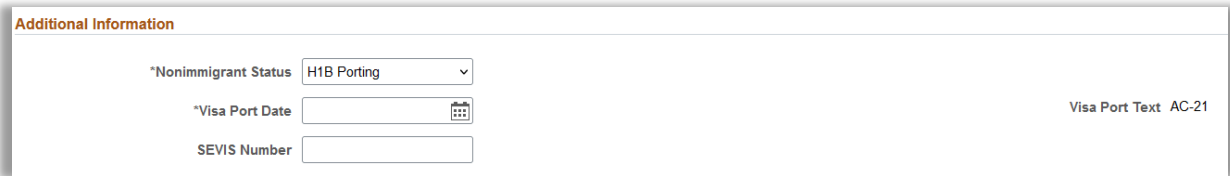
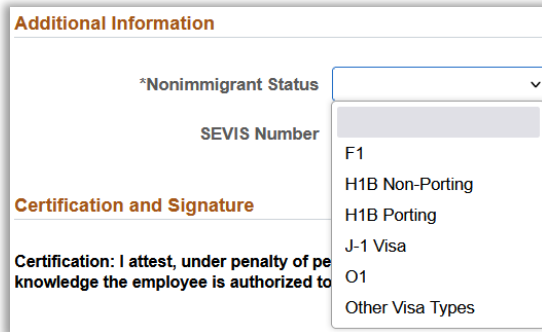
Note: Located on the bottom of the form is an optional Document Attachments section where you may click “Attach Document” button to upload a supporting document and corresponding attachment description for any additional document(s). The documents in this lower section should be in PDF, JPG, or PNG file format and under 25 MB in size to upload.



- If the documents were examined using the alternative procedure authorized by DHS then click the slider to 'Yes'.



- If the employee is a Noncitizen Authorized to Work, the form may add additional fields and/or a 3rd "Doc Type Name". There may also be an Additional Information section that appears with some required fields to complete based on DHS requirements because of the selected Doc Type Name. These required fields will have an *. For specific document requirements, consult the DHS website.



Note: When selecting the Nonimmigrant Status of 'Other Visa Types' enter the visa type name in the additional Other Visa Type Name field.

Finalizing Section 2

The Employee's first day of employment and Hiring Department ID will pre-populate from the employee's pending hire eForm. If these fields are blank, the Employer Representative will need to enter information into those field as well as the Today's date in the Certification section.

The Employer Representative's information will pre-populate.

Certification and Signature

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Employee's first day of employment 01/24/2022 Today's Date (month/day/year) 05/23/2022

ER Title Assoc Dir, HR

Acknowledge & Sign

ER First Name AMANDA ER Last Name OVESON

Organization Name University of Utah

Hiring Department

Hiring Department ID 01379 USHE Commissioner

Click on the Acknowledge & Sign button.

Note: The Acknowledge & Sign button will **not** be present if section 1 was completed without a signature making it a paper I-9.

If all required fields are complete, then the Employer's Signature page opens. If not, an error message will display.

Signature Entry

Signature ID

Password

Sign **Cancel**

Employer Representative should enter their uNID and Password and then click on "Sign". You must use the uNID and Password that you used to log in with.

Section 2 is now complete, and the form is ready to be submitted. When ready, click the Submit button.

Certification and Signature

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Check here if you used an alternative procedure authorized by DHS to examine documents Yes

Employee's first day of employment 10/09/2023 Today's Date (month/day/year) 10/09/2023

ER Title 00626017

STACIE RIGBY
Employer Representative: STACIE RIGBY, 00626017

ER First Name STACIE ER Last Name RIGBY

Organization Name University of Utah

Org Address 250 East 200 South, Suite 125 Org City Salt Lake City

Org State UT Utah Org Zip Code 84111

Hiring Department

Hiring Department ID 00410 Human Resources Management

Note: At times, Section 2 signers may see a Next button instead of a Submit button at the bottom of the page. This will happen when the employee has a previous e-verify case in situations such as rehires.

Document Attachments	
Attachment Description	
1	Document Front Side

Previous Next

Click Next and the following **Duplicate Cases** page will appear requiring a reason to be selected of why an e-verify case might be created upon HR's approval of the I-9.

Create an I9 with Employee : Duplicate Cases Form ID 135827

Duplicate Cases

If any cases are in the list below are not closed, they should be resolved at some point. You should close them with the appropriate result. If you have an Employment Authorized case in the list, this case might be a duplicate. If so, please abandon this case process. Additionally, you may be rehiring the employee after temporary separation.

If the cases in the list are for a different person, you might have mistyped the Social Security Number on page 1. Please go back to page 1 and update the SSN with the correct value.

The More Info button will get you additional information about the individual duplicate case. The next segment gives you additional actions that you can do.

Case Number	Case Status	Date initiated	More Info
1 2022305213108ME	CLOSED	11/01/2022	More Info

Duplicate Case Actions

There are additional actions you can take to proceed with the current case.

The Duplicate Reason field is the explanation of why the above duplicate cases do not apply to the current case. Once you select a value for this field, you will be allowed to continue to process this case as is, ignoring the above list of duplicate cases.

*Duplicate Reason

Previous Submit

- Other
- The employee is a rehire and I am required to create a new case.
- The previous case is invalid because of incorrect data.

The options are:

- **The employee is a rehire and I am required to create a new case.** – This should be selected when the employee is being rehired as DHS requires rehires to be sent to e-verify under certain situations.
- **The previous case was invalid because of incorrect data.** – This should be selected when a new I-9 was created in lieu of correcting/updating the existing I-9.
- **Other** – This may be used in situations not covered by the above situations.

Once the Submit button is clicked the form will route to the HR Service Team associated with the hiring department ID listed on the form.

MANAGE EMPLOYEE VERIFICATION

Once an I-9 form has been created, the Case Actions allow you to manage the administrative tasks of that I-9. You can take multiple administrative actions by navigating to the homepage *I-9 Employment Verification > Manage Employee Verification*.

You can search for the employee you wish to take action on by filling in one or multiple fields and then click the Search button.

Empl ID	Last Name	First Name
1 00120898	Goodell	Elaine

Click on a link to the person you want to take action on. The next page will appear and display two sections, one for I-9 Information and one for E-Verify Case Information, which contain Take Action buttons.

I9 Type indicates if an I-9 is paper or paperless.

If the I9 Type indicates **Paper** that means the I-9 was completed originally on paper and will not have a signature in section 1 and 2 in the system.

If the I9 Type indicates **Paperless** that means the I-9 was completed in the system and you will see a signature in both section 1 and 2.

The **Take Action** button is automatically selected for the latest I-9 and E-Verify Case. If you wish to take action on a different I-9 then in the I9 Information section click on the Take Action button for the desired I-9. If you wish to take action on a different E-Verify Case Number then in the lower E-Verify Case Information section click on the Take Action for that case. When ready, select the desired option under the Case Action dropdown at the bottom of the page.

I9 Information

Below are the list of I9s for this person id. The most current one is the first one in the list. Select the one that you wish to take action on.

Effective Date	Effective Sequence	Status as of Effective Date	Citizenship Status Name	Began Employment Date	E-Verify Case Number	I9 Type	Selected
10/26/2023	14	Active	U.S. Citizen	10/26/2023	2023299204653BG	Paperless	<input checked="" type="button" value="Selected"/>

E-Verify Case Information

Below are the E-Verify Cases associated with the I9 selected above. Select the desired E-Verify case to get the list of Actions for it.

E-Verify Case Number	Citizenship Status Code	Began Employment Date	Case Eligibility Statement	Case Status Display	Selected
1 2023299204653BG	US_CITIZEN	10/26/2023	null	Employee Referred (DHS)	<input checked="" type="button" value="Selected"/>
2 2023299203823BC	US_CITIZEN	10/26/2023	null	Case Incomplete	<input type="button" value="Take Action"/>

Take Action

I9 Status: COMPLETED Case Status: MANUAL_REVIEW

*Case Action:

The options that appear will vary based on the status of the I-9 Form and E-Verify Case if applicable. You may click on each Case Action below for additional information and instructions.

I-9 case action/options available for an **I-9 initiator**

- [Add Comment/Attachment](#) - Allows you to add an attachment or comment to an I-9.
- [Add Section 3](#) – Allows you to complete Section 3 of the I9 for reverifications and rehires.
- [Complete I9](#)- Allows the Employer Representative to complete section 2 of the I-9.
- [Print I9](#) – Allows you to view and print an I-9, including section 3.
- [Review I9](#) – Allows you to view an I-9, section 1 -2 only.

I-9 case action/options available for **HR Service Team only**

- [Correct I9](#) – Allows only HR Service Team to correct an I-9.
- [Allow Re-I9](#) – Allows only HR Service Team to bypass the rule of only one I-9 per active employee that already has an I-9.

Note: The Case Actions available for each I-9 will depend on the status.

View I-9 DATA

Once the I-9 form has been finalized, it can be viewed by authorized users. DHS recommends that each time the form is viewed that a log be maintained. The log is automatically created and can be viewed or printed. To view the I-9 form and log, follow the instructions in the next sections for Printing An I-9 or Reviewing an I9.


Printing an I-9

You will need to go to Manage Employee Verification. Search for your employee. Click the dropdown on Case Action and select Print I9. Click the Next button.

The screenshot displays the 'I9 Actions : I9 EV Person Mgmt' interface. It is divided into several sections:

- Employee Information:** Displays fields for Empl ID (00120898), Name (Elaine Goodell), First Name (Elaine), Last Name (Goodell), Date of Birth (06/09/1977), SSN (*****), and Management ID (00000002).
- I9 Information:** Includes a note: 'Below are the list of I9s for this person id. The most current one is the first one in the list. Select the one that you wish to take action on.' Below this is a table with columns: Effective Date, Effective Sequence, Status as of Effective Date, Citizenship Status Name, Began Employment Date, and E-Verify Case Number. A single row is visible with values: 05/05/2022, 12, Active, U.S. Citizen, 10/21/1998, and 2022129174248KM.
- E-Verify Case Information:** Includes a note: 'Below are the E-Verify Cases associated with the I9 selected above. Select the desired E-Verify case to get the list of Actions for it.' Below this is a table with columns: E-Verify Case Number, Citizenship Status Code, Began Employment Date, Case Eligibility Statement, and Case Status Display. A single row is visible with values: 2022129174248KM, US_CITIZEN, 10/21/1998, null, and Case Incomplete.
- Take Action:** Shows 'I9 Status' as COMPLETED and 'Case Status' as SCAN_AND_UPLOAD. A dropdown menu for '*Case Action' is open, showing 'Print I9' as the selected option.

The I-9 will open a new browser window with the I-9 in it. If the I-9 does not appear, please check the pop-up blocker on your browser. There will be multiple pages of the I-9, any attached documents, and the audit log available to view / print. Use the browser's "Print" functionality to print the page. (For most browsers, you can right-click on the image of the form and select "Print" from your browser's right-click menu.) If the PDF viewer appears in the new window, you can click the printer button in the top right.

		Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022	
<p>▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>					
Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Milbarge		Joe		N/A	N/A
Address (Street Number and Name)			Apt. Number	City or Town	State ZIP Code
34 fdaad			N/A	dsfs	TX 76244
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
08/15/1971	4 5 6 - 5 6 - 4 5 4 6		N/A		N/A
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>					
<input type="checkbox"/> 1. A citizen of the United States					
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)					
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): <u>847286624</u>					
<input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>08/01/2021</u> Some aliens may write "N/A" in the expiration date field. (See instructions)					
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.					QR Code - Section 1 Do Not Write in This Space
1. Alien Registration Number/USCIS Number: <u>847286624</u>					
OR					
2. Form I-94 Admission Number: <u>N/A</u>					
OR					
3. Foreign Passport Number: <u>N/A</u>					
Country of Issuance: <u>N/A</u>					
Signature of Employee <i>Digitally signed by: ElaineGood01</i>				Today's Date (mm/dd/yyyy) <u>02/26/2021</u>	
Preparer and/or Translator Certification (check one): <input checked="" type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)					
<p>I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.</p>					
Signature of Preparer or Translator ^{N/A}				Today's Date (mm/dd/yyyy) <u>N/A</u>	
Last Name (Family Name)		First Name (Given Name)			
N/A		N/A			
Address (Street Number and Name)			City or Town	State	ZIP Code
N/A			N/A	N/A	N/A

The results page will appear on your original browser window.

Create an I9 with Employee : Results Page Form ID 72711
 You have successfully submitted your eForm.

Employee Information

Empl ID 00120898
 Last Name Goodell
 First Name Elaine
 Citizenship Status Name U.S. Citizen

Transaction / Signature Log 1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/18/2022 1:21:47PM	Initiated	U0578860	AMANDA JOYE OVESON	Submit	
2	05/18/2022 1:22:37PM	System	System		Execute	< 1 minute

Review an I-9

To review an I-9 navigate to Manage Employee Verification. Search for your employee. Select Review I9 from the Case Action dropdown at the bottom of the page and click the Next button.

The I-9 will open and display all information in section 1 and section 2 as it was entered. Click the Next button to advance through the pages for each section where the attached document(s), comments and E-Verify/Send to DHS validation will appear.

Note: Print I9 option is the only way to view section 3 information.

Section 3 - Reverification and Rehires

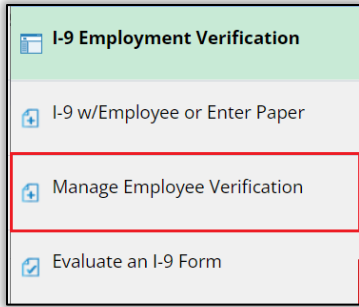
Employer representatives may use this for Rehires or Reverifications. There are two possible options to enter Section 3 based upon your access to the employee's last I-9. Once the employer representative enters the form the steps to fill out this section will be the same.

The two navigation options are:

- **Add Section 3** – Accessed in Mange Employee Verification. Use this when the Employer Representative has access to the employee's latest I-9 form.
- **Section 3 from Different Department** – Accessed directly from the I-9 Homepage left hand menu. Use this when the Employer Representative does *not* have access to the employee's latest I-9 form.

Add Section 3

When the Employer Representative has access to the employee's latest I-9 form and a section 3 is needed then navigate to: *I-9 Employment Verification > Manage Employee Verification*



You can search for the employee you wish to take action on by filling one or multiple fields and then click the Search button.

The screenshot shows a search interface with a sidebar on the left containing the same menu as the previous image. The main area has a "Search by:" section with three input fields: "Empl ID" (with a "Begins With" dropdown), "Last Name" (with a "Begins With" dropdown and the value "Goodell"), and "First Name" (with a "Begins With" dropdown). There are "Search" and "Clear" buttons. Below the search fields is a table with 4 rows. The first row is visible and contains the following data:

Empl ID	Last Name	First Name
00120898	Goodell	Elaine

Once you have searched for and selected the desired employee then the next page appears. The I-9 status must show as Completed in order for the option Add Section 3 to display. If the I-9 status shows as IN_PROGRESS then only the Print I9 option will be display.

Select **Add Section 3** from the Case Action dropdown at the bottom of the page.

The screenshot shows the "I9 Actions : I9 EV Person Mgmt" page. It is divided into several sections:

- Employee Information:** Empl ID: 00120898, Name: Elaine Goodell, First Name: Elaine, Last Name: Goodell, Date of Birth: 06/09/1977, SSN: *****, Management ID: 00000002.
- I9 Information:** Below are the list of I9s for this person id. The most current one is the first one in the list. Select the one that you wish to take action on.

Effective Date	Effective Sequence	Status as of Effective Date	Citizenship Status Name	Began Employment Date	E-Verify Case Number
05/05/2022	12	Active	U.S. Citizen	10/21/1998	2022129174248KM
- E-Verify Case Information:** Below are the E-Verify Cases associated with the I9 selected above. Select the desired E-Verify case to get the list of Actions for it.

E-Verify Case Number	Citizenship Status Code	Began Employment Date	Case Eligibility Statement	Case Status Display
2022129174248KM	US_CITIZEN	10/21/1998	null	Case Incomplete
- Take Action:** I9 Status: COMPLETED, Case Status: [blank]. A dropdown menu labeled "*Case Action" is set to "Add Section 3". There are "Search" and "Next" buttons at the bottom.

Entering Section 3 - Reverification and Rehires. Up to three sections may appear depending on the information in the I-9. The three sections are:

- A. New Hire
- B. Date of Rehire
- C. Employment Authorization

The screenshot shows the 'Section 3. Reverification and Rehires' form. It is titled 'I9 Actions : Section 3' and includes the instruction '(To be completed and signed by employer or authorized representative.)'. Section A, 'New Name (if applicable)', has input fields for 'Last Name (Family Name)' and 'First Name (Given Name)'. Section B, 'Date of Rehire (if applicable)', has a date picker for 'Date of Rehire (mm/dd/yyyy)'. Section C, 'Employment Authorization', includes a note: 'If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.' It features input fields for 'Document Title', 'Document #', and 'Expiration Date (if any) (mm/dd/yyyy)'.

***Important – Not all fields** are required in Section 3 as you may be updating the employee’s name or entering a Rehire Date or updating work authorization documents.

When Section 3 first opens, the follow message may appear when section 1 and 2 are **paper** and do not display an electronic signature. When the I-9 is considered paper then section 3 will also not require a signature and as a result the “Acknowledge & Sign” button will not be displayed on the page.

The message box contains the text: 'This Section 3 is being added to a Paper I9, no signature will be required.' Below the text is a blue 'OK' button.

The Employer Representative will enter all applicable information that is being updated and/or re-verified. When done enter the Hiring Department ID.

The screenshot shows the 'Hiring Department' section with an input field for 'Hiring Department ID' and a search icon. Below it is the 'I9 Comments' section, which includes a 'Previous Comments' area.

In the *Section 3 Signature* click the slider to ‘Yes’ if documents were examined using the alternative procedure authorized by DHS.

Enter Today’s date and the Employer Representative’s name. If section 1 and 2 contain electronic signatures then the “Acknowledge & Sign” button will appear. The Employer Representative will click on that button and enter their uNID and CIS password to sign Section 3.

When ready, click **Submit** and the system will display the Form Finalized page and confirm that the form was successfully completed. Once the Form Action status shows as Executed, the system will notify the HR service team and *automatically approve Section 3*.

HR will receive an I-9 section 3 notification. HR will review and validate all data by selecting Print I9. If necessary, submit another section 3 to amend any incorrect information.

Note: Section 3 of an I-9 form can occur multiple times on one form/employee. The process is the same for multiple updates.

Section 3 from Different Department

If a Section 3 is need but the Employer Representative does **not** have access to the employee’s latest I-9 form use Section 3 from Different Department. First, ensure the employee is in either of these situations.

- Employee is being rehired into a different department than previously.
- or**
- Employee needs a reverification/update documentation but has since transferred to a different department.

Then navigate to: *I-9 Employment Verification > Manage Employee Verification > Section 3 from Different Dept*

You can search for the employee you wish to take action on by filling one or multiple fields and then click the Search button.

I-9 Information
Below are the list of I-9s for this person id. The most current one is the first one in the list. Select the one that you wish to take action on.

Effective Date	Effective Sequence	Status as of Effective Date	Citizenship Status Name	Began Employment Date	E-Verify Case Number	I-9 Type	Selected
08/16/2016	3	Active	U.S. Citizen	08/16/2016	2016229094744CD	Paperless	<input checked="" type="checkbox"/>

E-Verify Case Information
Below are the E-Verify Cases associated with the I-9 selected above. Select the desired E-Verify case to get the list of Actions for it.

E-Verify Case Number	Citizenship Status Code	Began Employment Date	Case Eligibility Statement	Case Status Display	Selected
2016229094744CD	US_CITIZEN	08/16/2016	EMPLOYMENT_AUTHORIZED	Closed	<input checked="" type="checkbox"/>

Take Action

I-9 Status:
 *Case Action:
 Case Status: CLOSED

Please follow the instructions **Entering Section 3 – Reverifications and Rehires** for steps on entering data into section 3.

Add Comment / Attachment

There are times when you need to add a comment or an attachment to an I-9. To add a comment or attachment to an I-9 you should navigate to: *I-9 Employment Verification > Manage Employee Verification*.

- I-9 Employment Verification
- I-9 w/Employee or Enter Paper
- Manage Employee Verification**
- Section 3 from Different Dept
- Evaluate an I-9

You can search for the employee you wish to take action on by filling in one or multiple fields and then click the Search button.

I-9 Employment Verification

Search by:

Empl ID: Begins With:

Last Name: Begins With:

First Name: Begins With:

Empl ID	Last Name	First Name	
1	00120898	Goodell	Elaine

4 rows

Click on a link to the person you want to take action on. The I9 EV Person Mgmt page will appear. Select Add Comment/Attachment from the Case Action dropdown at the bottom of the page and click the Next button.

I9 Actions : I9 EV Person Mgmt

Employee Information

Empl ID 00120898	Name Elaine Goodell
First Name Elaine	Last Name Goodell
Date of Birth 06/09/1977	SSN *****
Management ID 00000002	

I9 Information

Below are the list of I9s for this person id. The most current one is the first one in the list. Select the one that you wish to take action on.

Effective Date	Effective Sequence	Status as of Effective Date	Citizenship Status Name	Began Employment Date	E-Verify Case Number
05/05/2022	12	Active	U.S. Citizen	10/21/1998	2022129174248KM

E-Verify Case Information

Below are the E-Verify Cases associated with the I9 selected above. Select the desired E-Verify case to get the list of Actions for it.

E-Verify Case Number	Citizenship Status Code	Began Employment Date	Case Eligibility Statement	Case Status Display
2022129174248KM	US_CITIZEN	10/21/1998	null	Case Incomplete

Take Action

I9 Status: COMPLETED Case Status:

*Case Action: **Add Comment/Attac** ▼

Search **Next**

Enter a comment in the New Comments box and / or upload an image. Then click the Submit button.

I9 Actions : I9 Comments/Attachments Form ID 72735

Employee Information

Empl ID 00120898	Name Elaine Goodell
First Name Elaine	Last Name Goodell
Date of Birth 06/09/1977	SSN *****
Management ID 00000002	

I9 Comments

Previous Comments: [Text Area]

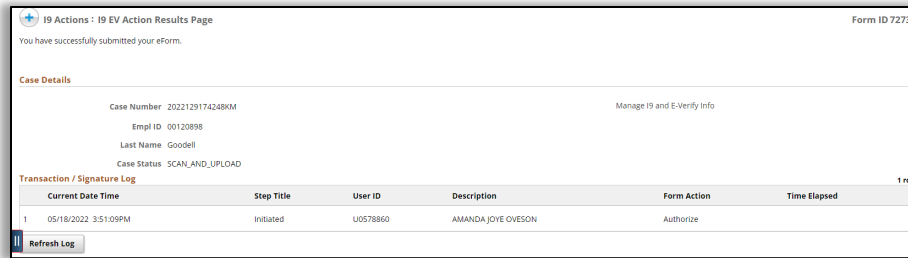
New Comments: [Text Area]

Document Attachments

Attachment Description	Attach Document	View Document	Insert A Row	Delete A Row
1 [Text Box]	Attach Document	View Document	+	-

Previous **Submit**

A results page will appear when you have successfully made a change.



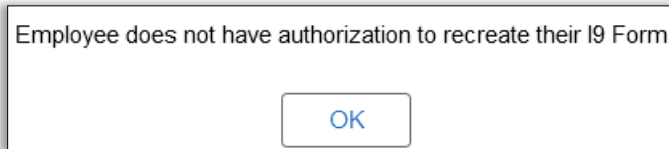
Correcting an I-9 Form

If an I-9 form needs to be corrected please work with your HR Analyst.

Note: If any information was corrected, don't forget to go back to other areas of the systems and change the same information so that it is consistent in all places. Those other places could be Modify a Person or submit an ePers-Update Employee Personal Data eForm.

Allow Re-I9

The system does restrict from having multiple I-9s for the same employee. When someone attempts to create an additional I-9, the system will display the following error message "Employee does not have authorization to recreate their I9 Form".



It is recommended to use this option sparingly if possible. If there is incorrect information in section 1 or section 2 then work with your HR Analyst to correct it instead of creating a new I-9. If an I-9 was done in error then work with your HR Analyst and request to have it deleted.

Delete I-9

Work with your HR Analyst if an I-9 form needs to be deleted. This should be a rare situation where the wrong information was entered and a new I-9 section 1 was started on the same day and/or the new hire was never actually hired / paid.

APPENDIX A – POSSIBLE I-9 CASE ACTIONS BY I-9 STATUS

Possible Case Actions	I-9 Status		
	N/A	COMPLETED	IN_PROGRESS
Add Comment / Attachment		X	X
Add Section 3		X	
Complete I-9			X
Print I-9		X	X