I-9 Employment Verification Process Guide for Departments
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UNDERSTANDING I-9 NAVIGATION

I-9 Employment Verification Tile/Homepage Options

The I-9 Page can be found by logging into CIS and following the below navigation:

- **CIS (Portal) > HR Administrative Services > I-9 Employment Verification tile**

There will be 3 menu options available:

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 / E-Verify 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.
**I-9 OVERVIEW**

**Options for 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 can be used for employees that are able to remotely complete section 1 without a translator. This process requires the employee to authenticate their credentials upon first entering the form to ensure they can sign and complete this section. The Employer Representative will then be able to complete section 2 of the I-9 using Manage Employee Verification.

2. **I-9 w/Employee or Enter Paper** – This option must be used for the following scenarios:
   - When the employee is sitting with the Employer Representative while Section 1 and/or Section 2 is completed.
   - When translators are used or when a paper I-9 is being submitted.

*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 – Case Actions**

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.

The next page, I9 Actions EV Person Mgmt, will appear. This page has two sections, one for I-9 Information and one for E-Verify Case Information, which contain Take Action buttons.

In the I9 Information section, locate the I-9 form you wish to take action on and then click on the Take Action button. Select the desired option under the Case Action dropdown at the bottom of the page.

The Human Resources department administers the E-Verify Case Information section.
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.

The possible Case Action options when you click the Take Action button in the I9 Information section are:

1. **Add Comment/Attachment** - Allows you to add an attachment or comment to an I-9.
2. **Add Section 3** – Allows you to complete Section 3 of the I9 for reverifications and rehires.
3. **Complete I9** - Allows the Employer Representative to complete section 2 of the I-9.
4. **Print I9** – Allows you to view and print an I-9.

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

**Identifying “In Progress” I-9s**

When you need to identify if an employee’s I-9 is incomplete / in progress, navigate to I-9 Employment Verification homepage > Manage Employee Verification.

On the search page, fill in one or multiple fields and then click the Search button. If more than one row appears click on the desired employee.
The next page, I-9 Actions EV Person Mgmt, will appear. To see the I-9 Status, click on the **Take Action** button in the I9 Information section for the I-9 you wish to look at. The I-9 Status field will display IN_PROGRESS.

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**PREPARATION FOR I-9 COMPLETION**

**Ensure Employees Have Active Signature Ability**

For employees to sign Section 1, they must have an active PeopleSoft (PS) 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. 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 is the signature of the EMPLID that is not the currently logged in user
- **Preparer Translator Page:** any user with a uNID that is not associated with the form EMPLID
- **Section 2:** currently logged in user (Employer Representative)
SELF SERVICE I-9 SECTION 1 – EMPLOYEE LOGGING ON AND STARTING I-9 FORM

The Self Service I-9 Section 1 allows an employee to complete the section 1 portion of the I-9 before meeting with the Employer Representative.

To begin creating an I-9 form using the Self Service I-9 Section 1, the new employee must have anEMPLID(uNID) created, logged into CIS to reset their default password and the Self Service I-9 Section 1 form URL emailed to them, which is listed below.

Self Service I-9 Section 1 Direct URL access:

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.

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

The following message will appear that the signature was successful if the signature is good. Click the 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 employee will fill out section 1 and once done they will click the Acknowledge & Sign button using the same uNID and password used for the Authenticate process.

**Important** – The employee must click the **Submit** button to save this information. Once 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 can be considered complete. Go to Complete I-9 for instructions on Completing Section 2 of the I-9.
I-9 W/EMPLOYEE OR ENTER PAPER - LOGGING ON AND STARTING I-9 FORM

The I-9 w/Employee or Enter Paper is used for 3 situations:

- When the employee is sitting with the Employer Representative while Section 1 and/or Section 2 is completed.
- When translators are used
- When it is a paper I-9

Note: Typing while the spinning blue circle that appears when navigating the I-9 may cause text to not save in the data fields. When typing please wait for the below symbol to disappear before continuing to type:

I-9 w/Employee or Enter Paper

To begin creating an I-9 form, the Employer Representative should navigate to the applicable home page.

Navigation: 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 should provide the employee their Employee ID (Empl ID).

**Note: For Paper I-9 Only**
If you are entering a paper I-9, then all information will be entered by the employer representative.

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

If the employee has other last names they can enter them. If they have more than one, they can click the plus button to add. Click the OK button to return to the form.

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.
If the employee selects “U.S. Citizen” or “Non U.S. Citizen”, 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.

If the employee selects “Alien 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 open and one of these must be entered.

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.
Note: 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.

The employee should also answer 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.
Signing and Completing Section 1

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. 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?

Yes  No

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

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 again.

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

OK

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. Are you sure the information is correct? First = Tim, Last = Salek, SSN = 789789788, DOB = 1979-12-12

Yes  No

Select “Yes” and the Employee’s Signature page opens.
The Employee should enter their User ID and Password then click on “Sign”.

If the employee enters their User ID and/or password incorrectly or they do not have an active user ID in the system an error message will display.

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

The employee section 1 is now complete, and you are ready to go to section 2. Click 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, remember that section 2 must be completed before the I-9 can be considered complete (and before an E-Verify case can be created, if applicable.) Go to Complete I-9 for instructions on Completing Section 2 of the I-9
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 be someone who has 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 User Id 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.
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.

**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:** 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.

Click on a link to the person you want to take action on. The I9 Actions page will appear. First, click on the Take Action button in the I9 Information section for the I-9 form you want to take action on. Then select the Complete I9 option under the Case Action dropdown at the bottom of the page.

Validate all information in Section 1 to ensure that the correct one appears and no errors have been made click the Next button. You will now be on Section 2 to complete.

**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.

Note: Only fields with an asterisk are required to be filled out in order to proceed.

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 document.

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. The names of the documents need to be of reasonable length, as file names that are too long may cause errors when attaching.
5. The documents should present a preview in the **Documents Attachments** section, however this may not always happen. If you are not sure that the documents successfully attached, use the **Document Attachments** at the bottom of the page to attach the documents to the I-9.

*Note:* Attach any additional documents and provide an attachment description in the lower portion of the form labeled Document Attachments.

6. If the employee is an Alien Authorized to Work, when you select the Doc Type Name there may be an Additional Information section that appears with some required fields to complete based on DHS requirements. The form may also add additional fields and /or Doc Type Name to be provided. The required fields will have an *. For specific document requirements, consult the DHS website.

An example J-1 Visa is below:

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**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 enter this information as well as the Today’s date in the Certification section.

The Employer Representative’s information will pre-populate.
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.

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. 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.
UPDATE AND/OR REVERIFY AN I-9 FORM

When the Employer Representative has access to the employee’s latest I-9 form, 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.

Add Section 3

Once you have searched for and selected the desired employee the I9 Actions page will appear. Click on the Take Action button in the I9 Information section. Select Add Section 3 from the Case Action dropdown at the bottom of the page.
Section 3. Reverification and Rehires will appear.

The Employer Representative should enter the information that is being updated/re-verified. Note that not all fields are required since the form can be used to update Name, Date of Rehire or update Documents.

After the information has been entered (Date of Rehire for this example), enter today’s date and the Employer Representatives name. Click on the **Click to Sign** button and then click the **Submit** button.

The system will display the Form Finalized page and confirm that the form has been successfully completed.

Note: I-9 updates to Add Section 3 on the form can occur multiple times for one form/employee. The process is the same for each new update.
**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. 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**.

**Navigation:**  I-9 Employment Verification > *Section 3 from Different Dept*

Search for the employee you wish to take action on by filling one or multiple fields and then click the Search button. Click on the **Take Action** button next to I-9 where you want to Add Section 3.

If the I-9 status shows completed then Add Section 3 will display. If the I-9 status does not show completed then only the Print I9 option will be display until the latest I-9 has been completed.

Click the **next** button to proceed with adding section 3.

**Note:** The steps in Add Section 3 are the same if the Employer Representative had access to the latest I-9 form or did not have access and used Section 3 from Different Dept. Go to **Add Section 3** for additional instructions.
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.

PRINTING AN I-9

You will need to go to Manage Employee Verification. Search for your employee. On the form, Click Take Action button under I9 Information. Click the dropdown on Case Action and select Print I9. Click the Submit button.

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.
The results page will appear on your original browser window.
DELETE I-9

This should be a rare case where the wrong information was filled out and a new I-9 section 1 was done on the same day and/or the new hire was never hired and paid. You can use the correct an I-9 process to correct an I-9 if changes need to be made. Email your HR Rep if you feel an I-9 form needs to be deleted.

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.

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 Actions page will appear. Click on the Take Action button in the I9 Information section. Select Add Comment/Attachment from the Case Action dropdown at the bottom of the page and click the Next button.
Enter a comment in the New Comments box and / or upload an image. Then click the Submit button.

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