

Who needs to complete a Form I-9?

- All new hires.
- All rehires who do not currently have an active job.
 - Utilize the **Employee Active Jobs Lookup tool** in One.IU to determine if an employee has an active job. If the employee has an active job a new Form I-9 is not required.



When to complete a Form I-9

- Once an individual has accepted a job offer the Form I-9 can be initiated.
- Employees must complete **Section 1** of the Form I-9 **before or on their first day** of employment.
- The hiring dept. must complete **Section 2** of the Form I-9 **within three business days** of the date employment begins.
- If the employee is being hired to work for fewer than three business days, then Section 1 and 2 of the Form I-9 must be completed before or on the first day of employment.

Note: The employee's first day of employment is the first day the employee works for IU in exchange for wages or other remuneration.

Initiating a Form I-9

Quick Guide Instructions - <http://hr.iu.edu/eev/training-GIS/QuickGuide-Initiatel-9.pdf>

- Always select **Add a new employee**.
- When setting up the new employee's username always select **Generate Username (Use Email Address)** can cause issues when the employee attempts to login).

Very Important Tip!

- If you receive the **Possible Duplicates:** message. Ignore it. Do **NOT** click any of the Select links.
- Simply click **Continue**.

Employee Being Added:

Employee Name: John Smith	Email Address:
Employee ID:	Start Date: 9/1/2016
Location: Indiana University	

Please review the list below to determine if this is a duplicate employee. Matching fields are highlighted in Yellow.

Possible Duplicates:

Location	Name	Employee ID	Start Date	Existing I-9	Term Date
Indiana University	John Smith		02/01/2014	Yes	Select
Indiana University	John Smith		02/01/2014	Yes	Select
Historical I9	John Smith		01/13/2014	Yes	Select

Click the Continue button to add the **new** employee.
Click [Select](#) to continue the process with an **existing** employee.
Click the Cancel button to stop the process.

Completing Section 1

Provide the new employee with the Employee Guide to Form I-9 Section 1. It will help them navigate the system. - http://hr.iu.edu/eev/pubs/EmployeeGuide-i9_Sec1.pdf

Tip – Let employees know that the system works best with Internet Explorer and their login is only good for one-time access

- If the new employee is an international employee who does not have a SSN yet make sure they click the **Social Security Number Applied for** box even if they haven't applied for their SSN yet. This allows them to bypass the SSN fields in Section 1.
- Some international employees get confused by the Citizenship or Immigration Status categories.

Citizenship or Immigration Status

- **A citizen of the United States**—natural born or legally recognized citizen.
- **A noncitizen national of the United States**—persons born in America Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- **A lawful permanent resident**—person who is not a United States citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.
- **An alien authorized to work**—person who is not a citizen, national or a lawful permanent resident but is authorized to work in the United States.

Completing Section 2

Quick Guide Instructions - http://hr.iu.edu/eev/training-GIS/QuickGuide-Section2_I-9.pdf

- Do not tell the new employee what documents to provide for verification. The employee must be allowed to choose what document(s) they want to present from the list of acceptable documents.
- For the most part, employees must present original and unexpired documents (no photocopies).
- Verification requires visual review of the documents, and the employee must be physically present during the document examination.

Uploading Documents

Quick Guide Instructions - <http://hr.iu.edu/eev/training-GIS/QuickGuide-AttachDocuments.pdf>

Copies of the following documents must be uploaded into GIS.

When E-Verify requires photo-matching the document presented must be saved to the GIS system. The following list A documents will prompt photo-matching.

- **US Passport/Passport Card**
- **Employment Authorized Document (EAD) w/photo**
- **Permanent Resident Card**

Note: No other documents should be uploaded into GIS (e.g. driver licenses, SS cards, birth certificates, foreign passports, etc.)

E-Verify Cases

E-Verify cases are submitted automatically by the system once a Form I-9 has been completed. The Form I-9 must contain a SSN in order for the E-Verify check to run. E-Verify checks for Form I-9s completed without a SSN will remain on hold until a SSN is added to the I-9. Form I-9 Initiators must review all E-Verify cases. Here are instructions on how to address the most common E-Verify case results.

Tip – Use Internet Explorer and make sure the pop-up blockers are turned off

Employment Authorized

<http://hr.iu.edu/eev/training-GIS/QuickGuide-E-VerifyCloseCase.pdf>

http://hr.iu.edu/eev/training-GIS/QuickGuide-E-VerifyCloseCase_fromER.pdf

DHS or SSA Re-Verify

http://hr.iu.edu/eev/training-GIS/QuickGuide-E-Verify_DHS_SSA_Re-Verify.pdf

DHS or SSA Tentative Non-Confirmation (TNC)

- Do NOT close TNC cases
- UHR monitors TNC cases and contacts the employee, I-9 initiator, and appropriate campus HR or academic office.
- If the employee contacts you before receiving the communication from UHR refer the employee to John Paflas.
- The employee should be allowed to work while the TNC case is being resolved.

Additional Information

Training Reference Material - <http://hr.iu.edu/eev/training-GIS/I9GIS-Training-ReferenceMaterial.pdf>

UHR EEV Webpage - <http://hr.iu.edu/eev/overview.html>

UHR I-9/E-Verify Training Webpage - <http://hr.iu.edu/eev/training-i9.html>

USICS I-9 Handbook for Employers - <http://hr.iu.edu/eev/training-GIS/m-274-1.pdf>

USICS E-Verify User Manual - <http://hr.iu.edu/eev/pubs/USCIS-EVerify-User-Manual.pdf>