

How to Process a Form I-9 Correction in HireRight

1. Toggle to the “Indiana University (I-9 + E-Verify)” option in the HireRight dropdown menu.



2. Locate the I-9 using the search function in the upper left hand corner of the page.



3. Locate the correct record and highlight it.

| Sent to Employee | Pending Employer | Completed | E-Verify Duplicate | E-Verify Tentative | Pending Info Review | Pending |
|------------------|------------------|-------------|--------------------|--------------------|---------------------|---------|
| First Name | Last Name | SSN | Date | | | |
| Test | Test | ***-**-1111 | 06/18/2020 | | | |
| test | test | - | 06/11/2020 | | | |

4. Right click the record to see the menu. Select “Correct I-9 Form”

| First Name | Last Name | SSN | Date |
|------------|-----------|-------------|------------|
| Test | Test | ***-**-1111 | 06/18/2020 |
| test | | - | 06/11/2020 |

- View
- Send Form
- Start/Termination Dates
- E-Verify Report
- Manage Supporting Docs
- Reassign
- Resubmit E-Verify Case
- Re-verify I-9 Form
- Correct I-9 Form**
- Delete I-9 form
- Flag

- a. **If you want to correct the form yourself in Section 2**, choose “**Correct Myself – Section 2**”. This can be used to correct things like: *Document numbers*. (**Note:** You should *NOT* use this function to update document numbers/dates if the E-Verify has already run and returned a result.)
- You will be asked to review the original I-9 information, then click “Next”.
 - Then you will have the opportunity to correct any information within Section 2. Once you have updated the relevant information, then click “Next”.

Form I-9 Correction Options

What would you like to do with this form?

☒ Correct Myself - Section 2

☐ Send Section 1 to Employee

☐ Send Section 2 to Hiring Manager

Submit

- Enter the reason (eg: Passport number) for the change in the free text box, and click “Next”.

Review and Confirm

Instructions

Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Next to proceed to the e-Signature page.

If you do not wish to commit these changes, click Logout to quit without saving any changes.

If you wish to make further changes and/or update your corrections, select the desired section above and click on the Edit button next to it.

employee's first day of employment

Date changed

Original: 06/17/2021

New: 06/18/2021

Correction Reason

Updating start date prior to E-Verify running

NEXT

- iv. Review the PDF of the form I-9 changes, then electronically sign. Click “E-Sign, Save & Submit E-Verify”.

The screenshot shows the 'E-Signature' section of the I-9 form. It includes an 'Attestation' section with three numbered statements. Below this, there are input fields for 'First Name' (Allison) and 'Last Name' (Dunbar). An 'E-Signature' field contains a handwritten signature. At the bottom, there are two checkboxes for electronic signature consent and a green button labeled 'E-Sign, Save and Run E-Verify'.

- b. **If you want the employee to make a Section 1 correction**, choose “Send Section 1 to Employee”. This can be used to correct things like: *Citizenship status, work authorization date, adding a SSN or correcting the spelling of a name*.
- Make sure that you have the correct applicant name and e-mail address entered.
 - In the free text box, enter information to help the new hire know exactly what they need to update.

The screenshot shows the 'Form I-9 Correction Options' screen. It asks 'What would you like to do with this form?' with two radio button options: 'Correct Myself - Section 2' and 'Send Section 1 to Employee' (which is selected). Below the options, there are input fields for 'Employee Name' (Test Test) and 'Employee Email' (asdunbar@iu.edu). A 'Correction Reason (Optional)' text box contains the text: 'Update work authorization expiration date in Section 1 to match Section 2. Do not change any other information (including updating an address)'. At the bottom, there is a 'Submit' button.

- c. You would select “Send Section 2 to Hiring Manager” if you had completed a remote I-9 and there was an error on the part of the person acting on IU’s behalf in Section 2.
- i. Enter the Hiring Mangers name, e-mail address and fill enter in exactly what needs corrected/updated on the form.

The screenshot shows a web form with three radio button options at the top: "Correct Myself - Section 2", "Send Section 1 to Employee", and "Send Section 2 to Hiring Manager". The third option is selected, indicated by a blue dot. Below the options is a light blue shaded area containing three text input fields. The first field is labeled "First Name" and contains the text "Test". The second field is labeled "Last Name" and contains the text "Smith". The third field is labeled "Email" and contains the text "test@iu.edu". Below this shaded area is a text area labeled "Correction Reason (Optional)" which contains the text "Please correct the document information." At the bottom of the form, there is a blue button labeled "Submit". A small note at the bottom of the form states "The email will be sent once you have pressed 'Submit'".

☐ Correct Myself - Section 2

☐ Send Section 1 to Employee

☒ Send Section 2 to Hiring Manager

First Name

Test

Last Name

Smith

Email

test@iu.edu

Correction Reason (Optional)

Please correct the document information.

The email will be sent once you have pressed "Submit"

Submit