Form I-9

- What is the Form I-9?
- Who needs to complete one?
- Who does NOT need to complete one?
Student I-9 Documents Reminder

• Remind all incoming students that intend to work at IU to bring their acceptable Form I-9 documents with them. Documents must be unexpired originals (photocopies and/or scans are not acceptable).

• Communications Available
When to Complete a Form I-9

• After an offer has been accepted

• Section 1 = End of first day of employment

• Section 2 = By the 3rd business day of employment

• Rehires
Employee Active Job Lookup in HRMS

Check to see if the employee has an active job
HireRight I-9/E-Verify Platform

Company ID: IUHO002
User Name: jpaflas@iu.edu
Password: *************

Remember my Company ID and User Name
Login

Need help with login?
Contact the Help Desk (812) 855-3333

Password is good for 90 Days

UNIVERSITY HUMAN RESOURCES
Log into HireRight

Enter company ID, user name and password.

This information is provided by HireRight via email
HireRight Platform

Main Dashboard
Access I-9 and E-verify Tools

Click on I-9 Forms
Click on Manage I-9 Forms to open I-9 dashboard
Search for I-9
Competing Section 1 of the Form I-9

- Filled out by the new employee
- All fields are required except for E-mail address and telephone number
- Information Levels
- HireRight system allows edits to Section 1
Email Invite to Employee

1. I-9 Forms for options.
2. Manage I-9 Forms to access menu.
3. Invite Employee for email prompt.
Resend to Employee if I-9 is not Completed

From **Sent to Employee** tab:
Click employee to select and use choose **Resend**.
New Hire: Letter and Instructions

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking here. The List of Acceptable Documents is also located on the left or by clicking here.

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the "Electronically Sign" button on the form.

Help

If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

Proceed with I-9 Employment Eligibility Form
Employee Information

Employee Information

Your Last Name: * Cobb
Your First Name: * James
Your Middle Initial: * S

☑ I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)
☑ I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Your E-mail Address: 
Your Telephone Number: + 1 [ ] ext. [ ]
Your Country: * USA
Your Address: * 123 South Street

☑ I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Your City: * Long Beach
Your State: * California
Your Zip/Postal Code: * 90807
Your Date of Birth: * 12/19/1970
Citizenship or Immigration Status

SSN is required for E-verify

INDIANA UNIVERSITY
Citizenship or Immigration Status

What is your citizenship or immigration status? *
Alien Authorized to Work

When are you authorized to work until? *
02 / 02 / 2020

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

Proceed to Form I-9 Completion
Completing Section 1

Permanent Resident

- Alien Registration #
- USCIS #

Alien Authorized to Work

- Alien Registration/USICS #
- Form I-94 Admission #
- Foreign Passport #
Employee Review and Signature/Submission
Employee Review and Signature/Submission

Electronic Signature of Employee

First Name: *
Test

Last Name: *
Test

E-mail Address:

Month & Day of Birth: *
Oct 22

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 understand that I am using electronic means to sign this document, and I consent to signing this document electronically.

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet.

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.

Back E-Sign & Save Decline
Employee Confirmation of Success!

Employment Eligibility Verification

Thank You

Thank you for completing Section 1 of your I-9 Form.

Please note your I-9 is still considered incomplete until you have presented the required documents confirming work authorization and identity in person to your employer and they have completed Section 2.

Not sure which documents to present? Please find the List of Acceptable Documents [here](#).

To view Section 1 of your I-9 Form [click here](#).
Most Common Issues w/Section 1

- Employee not filling in the fields correctly or typos
- Selecting the wrong citizenship or immigration status
- An alien authorized to work entering in the wrong work until date
- US Citizen not entering in a SSN
Correcting I-9 Forms

Corrections may be made for the following reasons:

- Section 1 errors must be corrected by the New Hire
  • Update an I-9 with newly issued SSN
  • Make necessary correction to Section 1 such as misspelled name

- Section 2 and Section 3 errors must be corrected by Employer
  • Correct adjusted Start Date
  • Correct document information
  • Enter live document information (receipts)
Making Corrections

1. Locate the I-9, right-click, and select Correct I-9 Form.

2. Options provided are dependent on the status of the I-9 form.

3. Use provided options to direct Correction to the appropriate party.
   • Section 1 – Employee
   • Section 2 – Employer
   • Optional – Hiring Manager
Demo of Section 1 Completion

https://ows01.hireright.com/login/
Overview of Steps to Complete Section 2

Employer Responsibilities -

• Physically examine documents provided by New Hire – COVID 19 Process
• Access Form I-9 via HireRight or notification
• Complete Section 2
• Automated submission to E-Verify
• Upload PDF of Documents in HireRight, if applicable
• Cannot Specify Which Documents
Completing Section 2 of the Form I-9

- List A
- List B & C
- Verify Identity & Work Authorization
- List B document must have a photograph due to E-Verify
Section 2: Employer Completion

1. Click on I-9 Forms
2. Click on Manage I-9 Forms to open I-9 dashboard
Section 2: Employer Completion

3. Click **New Hire** to select that record
4. Use **More Options** or **right-click** to select **Verify I-9 Docs**
Section 2: Employer Completion
Review Section 1

The Section 2 completer is responsible for ensuring *Section 1 is reviewed for accuracy* before completing Section 2.

Click **NEXT** to complete Section 2.
Section 2: Employer Completion

Access Resources

Review Instructions

Note the reminders

INDIANA UNIVERSITY

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Complete the Worksheet

Confirm Employee’s Start Date

Review your contact information for accuracy

Click Proceed to I-9 Form Completion
## Section 2 - Employee or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required.

### Employee Information

**Employee Name:** James Cobb  
**Citizenship Status:** Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the original documents presented by the employee and determine if those documents appear on the Social Security Administration’s list of acceptable documents for noncitizens. If the documents presented are to be relied upon to verify the person’s identity, the employer must determine if those documents are sufficient to reasonably support the employee’s statements about identity and work eligibility and if the documents have not been altered, forgery, or otherwise tampered with. If the employer accepts the documents presented as sufficient to reasonably support the employee’s statements about identity and work eligibility, the employer must have the employee sign and date the Employee Verification section on the reverse side of this form.

Employee presents the U.S. Department of State’s document listed on the List of Acceptable Documents. For each document presented, the employer must verify the following information:

- **Issuing Authority:** U.S. Department of State  
- **Document Title:** [Document Title]  
- **Document #:** [Document #: 5512345678]  
- **Expiration Date:** [Expiry Date: 01/31/2007]  
- **This document is subject to E-Verify Photo Matching. You must retain a copy of the employee’s document.**

### Employment Information

- **Employee Start Date:** 01/30/2017  
- **Business Name:** ABC Company  
- **Your Name:** Johnson  
- **Your Last Name:** Johnson  
- **Title:** Manager  
- **Email Address:** sjohnson@abccompany.com  
- **Business Address:** 1234 Main Street, Orange, CA 12345  

**Proceed to Form #3 Complete.**
Section 2: Review & E-sign

Electronic Signature of Employer

- First Name: * John
- Last Name: * Pallas
- E-mail Address: * pallas@iu.edu

- 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 documents(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. *

- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back  E-Sign & Save  Decline
Restricted Social Security Cards
Sample of List A Documents

U.S. Customs and Border Protection
Securing America’s Borders

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062
Admit Until Date (MM/DD/YYYY): 10/10/2012
Details provided on Admission(I-94) form:

Family Name: LI
First (Given) Name: LYDIA
Birth Date (MM/DD/YYYY): 01/01/1990
Passport Number: P123123213
Passport Country of Issuance: Mexico
Date of Entry (MM/DD/YYYY): 04/11/2012
Class of Admission: B1
Sample of List A Documents

UNIVERSITY HUMAN RESOURCES
Sample of List A Documents

UNIVERSITY HUMAN RESOURCES

DS-2019
Sample of List A Documents

Employment Authorization Document (EAD)
Sample of List A Documents

Permanent Resident (Green Card)
Sample of List A Documents

Permanent Resident (Green Card)
Use Search to find an Existing I-9 form

Be sure it is the I-9 Form, not the E-verify or Background Report record type. - Right-click for the menu.
Most Common Issues w/Section 2

• Incorrect document options show up under List A or B & C

• I-94 expiration date does not match work until date

• Document number typos

• Incorrect first day of employment date
Demo of Section 2 Completion

https://ows01.hireright.com/login/
E-Verify

- State of Indiana requirement
- Requires SSN
- All cases must be reviewed

98% are returned “Authorized to Work”
2% require additional steps
E-Verify – Delay

- Awaiting Social Security Number
- Technical Problem
- Audit revealed new hire not run
- Other
Reviewing E-Verify Cases

Some E-Verify cases will not be completed immediately
Photo-Matching E-Verify Cases

If the E-Verify case requires photo-matching remember to upload the document into HireRight.
Manage Supporting Documents

1. Return to **Manage I-9 Forms** dashboard or use **Search** to locate the I-9 record
2. Right-click the employee’s record
3. Select **Manage Supporting Docs** – Use to ‘Upload’ or ‘Delete’ documents, if needed
Most Common Issues with E-Verify

- Not reviewing E-Verify cases
- Not uploading photo-matching documents
- E-Verify late cases
- Incorrect hire dates
Adding SSN to I-9 Form

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?
- [ ] Send Section 1 to Employee

Applicant Name: Test Test
E-mail: asdunbar@iu.edu
Correction Reason: Please add your Social Security Number (SSN)

Additional Fields

University ID: 0000000000
Account: 000000
Subaccount: 
University Department: BL-HUMM

Submit
SSN Pending Form I-9s

Employer sends Section 1 back to the New Hire to correct once the SSN card is issued.
• New Hire corrects section 1 to include SSN.
• Employer right-clicks on the corrected I-9 record in HireRight and selects “Order E-Verify”.
• E-Verify runs its normal course.

The employee does not need to bring their SSN to you. The E-Verify check will be submitted once the SSN has been entered.
Reverification Form I-9s

Complete Required Information fields, as needed, to document the update. Click Proceed to Form I-9 Completion and employee’s applicable I-9 information is updated.
General Changes - HireRight Platform

• Various Notifications to Employees and I-9 Processors.
  • Including Expiring I-9s.

• Corrections on Sections 1 and 2 before E-Verify.

• Employees can login more than once.
General Changes - HireRight Platform

• Hover over question marks for more information

• You will need departmental Account Number for billing
THANK YOU
QUESTIONS?