Form I-9 & E-Verify
Important Tips & Reminders

We have recently created some helpful tiles in One.IU that provide access to both the GIS Compli-9 site (login page) and the Form I-9 E-verify Training pages (training materials). Please see linked tiles below:

Who needs to complete a Form I-9?

- All new hires working in the US.
- All rehires working in the US who do not currently have an active job, resulting in a break in service.
  - Utilize the Employee Active Jobs Lookup tool in the HRMS app 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. (For example, if an employee’s first day is on a Monday then Section 2 of the Form I-9 must be completed by the end of day on Thursday)
- 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

- 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).
- The employee’s login will expire after 7 days.

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

Completing Section 1

Provide the employee with the Employee Guide to Form I-9 Section 1. It will help them navigate the system.

Tip – Let employees know that the system works best with Internet Explorer. Their login is only good for one-time access and expires after 7 days.

- If the employee is an international employee who does not have a SSN 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. Not having a SSN does NOT prevent an employee from working, but since IU participates in E-Verify the international employee must apply for a SSN.
- Some international employees may get confused by the Citizenship or Immigration Status categories. See guide to statuses below:

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

- Do not tell the 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).
- Since IU participates in E-Verify, list B documents must include a photograph.
- Verification requires visual review of the documents, and the employee must be physically present while you are examining the document(s).

Uploading Documents

Quick Guide Instructions

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.

Copies of the following documents must be uploaded into GIS.

- 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.)

Form I-9 Document(s) Retention

Current Form I-9 Documents – Once you have completed an electronic Form I-9, and uploaded the required document(s) (if applicable) in the GIS system, you should destroy any copies of the documents. You should not print and retain copies of Form I-9s that are completed using the GIS system.

Pre-July 2011 Paper Form I-9s – If your department still has any paper Form I-9s that were completed prior to the change to an electronic I-9 system (July 2011), please send the paper Form I-9s to your campus central HR or Academic office.

Completing Section 3 for I-9 Reverifications

If you need to complete a Form I-9 reverification for an international employee whose work authorization is about to expire follow these steps.

1. Click on Reverifications
2. Search for the employee. If the work authorization has already expired be sure to search for the employee by clicking on the Overdue Reverifications tab.

3. Click Reverify now

4. Select Complete ONLY Section 3 on the Current Form I-9 & Reverification of work authorization

5. Click Next, and complete the rest of the Section 3 of the Form I-9

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**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 Social Security Number (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 (the E-Verify process requires the web browser to open two additional windows/tabs)

**Employment Authorized / Photo-Matching Cases**

If the Form I-9 information matches the E-Verify database the case will return as Employment Authorized. In some cases, you will be required to photo-match the photo on the document that was provided by the employee. Initiators should close all of these cases themselves.

- [Closing the E-Verify case immediately after completing the Form I-9](#)
- [Closing the E-Verify case from the Employee Record](#)

**DHS or SSA Re-Verify**

DHS or SSA Re-Verify cases have nothing to do with Form I-9 reverifications despite the name. DHS or SSA Re-Verify cases happen when there is a discrepancy between the Form I-9 and E-Verify. E-Verify is requesting that the initiator confirm the information that was provided from the Form I-9, and resubmit the case. Once the case is resubmitted an initial case result will be provided by E-Verify.

- [How to resubmit a DHS or SSA Re-Verify case](#)
**DHS or SSA Tentative Non-Confirmation (TNC)**
DHS or SSA TNC cases happen when the information submitted from the Form I-9 does not initially match the records in E-Verify.

- **Do NOT close TNC cases.**
- IU HR 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.

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**Additional Information**

- IU Specific Procedures
- Remote I-9 Procedures

**IU HR Contacts**

- General Questions and/or issues with your user login – geninfo@indiana.edu
- Form I-9, E-Verify, and TNC case Questions – John Paflas jpaflas@iu.edu or (812) 855-2125
- Form I-9, E-Verify, and GIS System Questions – Scott Shimoda sshimoda@iu.edu or (812) 855-2015

Please don’t hesitate to contact one of us if you need assistance. We are here to help!