Form I-9/E-Verify From Start to Finish
Form I-9

• What is the Form I-9?

• Who needs to complete one?

• Who does NOT need to complete one?
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

Check to see if the employee has an active job
GIS Compli-9 System

Welcome to the COMPLI-9 website! Please login.

Username

Passphrase

Log In

Use Internet Explorer
Hello Scott Shimoda of Indiana University

There are 412 overdue I-9 verifications

There are 169 pending I-9 verifications

There are 705 overdue I-9 re-verification

There are 135 pending I-9 re-verification
Using the Employees Tab

There are 412 overdue I-9 verifications

There are 169 pending I-9 verifications

There are 705 overdue I-9 re-verification

There are 135 pending I-9 re-verification
### Lookup Form I-9

**Form I-9 Employment Eligibility Verification**

Please Select an Employee from the list or Add an Employee.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Start Date</th>
<th>SSN</th>
<th>Employee ID</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson</td>
<td>Aaron</td>
<td>09/17/2013</td>
<td></td>
<td></td>
<td>Historical I9</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>03/11/2014</td>
<td></td>
<td></td>
<td>Indiana University</td>
</tr>
<tr>
<td>Johnson</td>
<td>Abigail</td>
<td>05/01/2015</td>
<td></td>
<td></td>
<td>Indiana University</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>08/29/2012</td>
<td></td>
<td></td>
<td>Historical I9</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>02/03/2014</td>
<td></td>
<td></td>
<td>Historical I9</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>06/18/2014</td>
<td></td>
<td></td>
<td>Historical I9</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>10/27/2014</td>
<td></td>
<td></td>
<td>Historical I9</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>09/16/2015</td>
<td></td>
<td></td>
<td>Indiana University</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>09/16/2015</td>
<td></td>
<td></td>
<td>Indiana University</td>
</tr>
<tr>
<td>Select</td>
<td>Johnson</td>
<td>09/16/2015</td>
<td></td>
<td></td>
<td>Indiana University</td>
</tr>
</tbody>
</table>

**Historical I9 vs. Indiana University**
Initiate an I-9

Always select Add a new employee
Initiate an I-9

Always use Generate Username
**Initiate an I-9**

1/20/2016 12:07 PM

Dashboard  
Initiate an I-9  
Employees  
Verifications  
Reverifications  
Doc Receipt Pending  
Sec. 1 SSN Pending  
Reports  
Administration  
Resources  
Logout

**Employee Being Added:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Employee ID</th>
<th>Start Date</th>
<th>Existing I-9</th>
<th>Term Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indiana University</td>
<td>Larry H Johnson</td>
<td>04/14/2014</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indiana University</td>
<td>Larry W Johnson</td>
<td>04/07/2014</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical I9</td>
<td>Larry Johnson</td>
<td>08/01/2012</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Possible Duplicates:**

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.

Always click **Continue**
Initiate an I-9

Your data has been saved. Select an action to initiate a Form I-9.

Employee Name: Anna Test
Location: Indiana University
eMail Address: atest@abc123.com

You must select either Print Credentials or Email Credentials
Email Credentials

Welcome to the Indiana University team!

A Form I-9 is required by the Department of Homeland Security for newly hired employees. Please go to this website: [https://members.compli-9.com/Login.aspx](https://members.compli-9.com/Login.aspx) and login with your passphrase and this username:

**test@IndianaUniversity.gen**

For your security, your passphrase is being sent to you in a separate email. Upon login you will be taken into the Compli-9 system to complete Section 1 of the Form I-9.

**THE FORM I-9 MUST BE COMPLETED IN ITS ENTIRETY WITHIN 3 BUSINESS DAYS OF THE DATE EMPLOYMENT BEGINS.**

After you complete your Form I-9 please review the list of acceptable documents that will display. To confirm your eligibility for employment you will be required to present an original document from List A, OR 1 each from Lists B & C within 3 days of the date employment begins.

If you have any questions, just click the “Help” button on the left navigation menu for additional information.

Terry prefers boring shows

**Employee’s credentials are good for 7 days and a one-time login**
Reset Credentials

Employee’s credentials are good for 7 days and a one-time login
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
- Compli-9 system does not allow for edits to Section 1
- Employee instructions handout
Completing Section 1

Section 1 must be completed by the end of the first day of employment
Completing Section 1

If you have assisted the employee with Section 1 click Yes
Completing Section 1

The Alien work until date listed by the employee must match the date entered into Section 2.
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
Completing Section 2 of the Form I-9

- Employee must present original unexpired documents (no photocopies)
- Requires visual review of documents
- Employee must be physically present during document examination
- 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
Completing Section 2

Search for new/rehired employee

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Due Date</th>
<th>Status</th>
<th>Initiated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>reed</td>
<td>robert</td>
<td></td>
<td>01/28/2014</td>
<td>New</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>Test</td>
<td>IU</td>
<td></td>
<td>02/05/2014</td>
<td>New</td>
<td>Scott Shimoda</td>
</tr>
<tr>
<td>adams</td>
<td>ed</td>
<td></td>
<td>02/05/2014</td>
<td>New</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>smith</td>
<td>sally</td>
<td></td>
<td>02/13/2014</td>
<td>New</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>jacob</td>
<td>jerry</td>
<td></td>
<td>03/26/2014</td>
<td>New</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>brown</td>
<td>tom</td>
<td></td>
<td>01/28/2014</td>
<td>Employee signed</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>Test</td>
<td>Mike</td>
<td></td>
<td>02/05/2014</td>
<td>Employee signed</td>
<td>Jessica L Lawyer</td>
</tr>
<tr>
<td>chen</td>
<td>john</td>
<td></td>
<td>02/05/2014</td>
<td>Employee signed</td>
<td>Liz Admin</td>
</tr>
<tr>
<td>Willowson</td>
<td>Amanda</td>
<td></td>
<td>05/15/2014</td>
<td>Employee signed</td>
<td>Ann-Marie Mims</td>
</tr>
<tr>
<td>reddy</td>
<td>ida</td>
<td></td>
<td>05/16/2014</td>
<td>Employee signed</td>
<td>Liz Admin</td>
</tr>
</tbody>
</table>
Completing Section 2

### Section 2: Employee Review and Verification

To be completed by employer. Examine one document from List A or examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date of any, for each document.

<table>
<thead>
<tr>
<th>Description</th>
<th>FormNumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
</tr>
</tbody>
</table>

**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 document(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.

The employee’s first day of employment: **02/01/2014**

I, **Jessica L. Lawyer**, acknowledge this is a valid electronic signature.

Date signed: **01/23/2014**

The available documents under List A, B & C are based on the Citizenship or Immigration Status.
Completing Section 2

The I-94 expiration date usually does not actual come from the I-94.
Sample of List A Documents

I-94

**Admission (I-94) Number Retrieval**

Admission (I-94) Record Number: 89000888062

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

I-20

UNIVERSITY HUMAN RESOURCES

25
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)
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
Voiding a Form I-9

UHR voids incomplete I-9s that have been pending for over 3 months
E-Verify

• State of Indiana requirement

• Requires SSN

• All cases must be reviewed

• Close employment authorized cases
E-Verify Delay

• Awaiting Social Security Number

• Technical Problem

• Audit revealed that New Hire was not run

• Other
Reviewing E-Verify Cases

You have completed the I-9 form for **Nike Test** and the data has been saved.

Now you may:

- View EEV Details / Close EEV
- Print this I-9
- Go to Dashboard

Some E-Verify cases will not be completed immediately
Reviewing E-Verify Cases

Accessing the E-Verify case from the employee record
Reviewing E-Verify Cases

Be sure that the web browsers pop-up blockers are disabled.
Close any cases that result in **SSA/DHS employment authorized**
Closing E-Verify Cases

If the employee has not started but will be starting in the future select **Yes**
Closing E-Verify Cases

If the employee has not started but will be starting in the future select Yes.
DHS/SSA Re-Verify Cases

The information below MUST match the employee's Form I-9. Check that the following information is correct:
* Alien Number/I94 Number/Card Number/Passport Number/Visa Number/Drivers License Number/ID Card Number
If this information is correct, click "Continue Verification".
If this information is NOT correct, update the appropriate field and click "Continue Verification".
If you created this case in error or no longer need to continue this verification, click "Close Case".

Passport Number: [Redacted]
Date of Birth: [Redacted]

Continue Verification  Close Case

Re-Verify E-Verify cases are **not** related to Form I-9 Reverifications
If the E-Verify case requires photo-matching remember to upload the document into Compli-9
Only documents that prompt photo-matching in E-Verify should be uploaded.
Once the document has been uploaded the copy does not need to be retained.
Most Common Issues with E-Verify

- Not reviewing E-Verify cases
- Not closing Employment Authorized cases
- Not uploading photo-matching documents
- E-Verify late cases
- Incorrect hire dates
Since IU participates in E-Verify the SSN is required on the Form I-9.
SSN Pending Form I-9s

The system only emails the employee their new passphrase
The employee does not need to bring their SSN to you. The E-Verify check will be submitted once the SSN has been entered.
The Compli-9 System does not send out reminders regarding expiring work authorizations.
Reverification Form I-9s

1. Select how you wish to process the Section 3 action (select one):
   - Complete Section 3 on the existing Form I-9
   - Initiate a new Form I-9

2. Select which Section 3 action will be performed (select all that apply):
   - [ ] New Name
   - [ ] Rehire
   - [x] Reverification of work authorization

If the employee’s immigration status or visa type has changed a new I-9 may be required
THANK YOU

QUESTIONS?