Form I-9/E-Verify & Compli-9 System

Reference Material

Indiana University utilizes the General Information Services (GIS) Compli-9 system for completing Form I-9s & E-Verify checks
General Information Services, Inc. (GIS)

Indiana University contracts with General Information Services, Inc. (GIS) to provide web based systems for completing Form I-9s, processing E-Verify checks, and conducting criminal background checks.

GIS provides these services in two separate systems

**Compli-9** – Form I-9/E-Verify

**eQuest+** - Background Checks

**System Users**
- Only active Indiana University employees may be setup as users
- A manager/supervisor must request access for new user
- New users should review the training material prior to using the system

System training material is available at [http://www.iu.edu/eev/index.html](http://www.iu.edu/eev/index.html)

**Login**
Each system requires a separate and unique login

**Compli-9** – logins are emailed to users by University HR and utilizes a four word passphrase

For security purposes the password/passphrase must be changed every 90 days

**Issues Logging In**
If a user runs into issues trying to login

**Compli-9** – contact University HR at geninfo@indiana.edu

**Help! Contacts**
GIS Customer Service phone 1-855-626-7345 or email bigtensupport@geninfo.com

University HR GIS system questions contact Scott Shimoda at (812)-855-2015 or sshimoda@iu.edu

University HR E-Verify questions contact John Paflas at (812) 855-2125 or ipaflas@iu.edu

University HR general GIS questions email geninfo@indiana.edu
Form I-9

Who needs to complete a Form I-9
Any NEW employee to the university who will be working in the United States. This includes:

- U.S. Citizens
- Noncitizen Nationals
- Lawful Permanent Residents
- Alien Authorized to work

Who does not need to complete a Form I-9
Some individuals performing work or services for the university do not require a Form I-9. This includes:

- Employees hired on or before November 6, 1986
- Employees not working on U.S. soil
- Volunteers (unless remuneration is provided)
- Unpaid Interns (unless remuneration is provided)
- Independent Contractors
- Employed by a temporary agency

Form I-9 Section 1

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.
**Alien Work until Date**
Where the employee can find their work until date

- F-1 students working on-campus during degree studies: **End date of I-20**
- F-1 students with economic necessity employment authorization or optional practical training: **End date of their Employment Authorization Document (EAD) issued by the USCIS**
- F-1 students with curricular practical training (CPT): **End date of CPT authorization on the I-20**
- J-1 students: **End date of their written employment authorization from their Program Sponsor (the office or agency that issued your DS-2019), or end date of DS-2019 issued specifically for academic training**
- J-1 professors, research scholars, specialists, or medical trainees: **End date of their DS-2019. They should make sure that the employment is listed on their DS-2019 or otherwise authorized by their Program Sponsor (the office or agency that issued your DS-2019)**
- H-1B workers: **End date of their I-94. They should make sure that they have been approved by the USCIS to work for this employer in the position for which they have been hired.**

**Form I-9 Section 2**

**Alien Authorized to Work**
Common List A Documents

**F-1 Students Working On-campus during Degree Studies:**
- Unexpired passport
- I-94
- I-20

**F-1 Students with Economic Necessity Employment Authorization or Optional Practical Training (OPT):**
- EAD issued by the USCIS
  (These students should also have an I-20 with a note about the economic hardship or OPT employment on page 3.)

**F-1 Students with Curricular Practical Training (CPT):**
- Unexpired passport
- I-94
- I-20 with CPT authorization
J-1 Students:
• Unexpired passport
• I-94
• Written employment authorization from their Program Sponsor (the office or agency that issued their DS-2019). If they are on academic training, this may be their DS-2019 issued specifically for academic training.

J-1 Professors, Research Scholars, Specialists, or Medical Trainees:
• Unexpired passport
• I-94
• DS-2019

H-1B Workers:
• Unexpired passport
• I-94 showing employer’s name
• If I-94 does not show employer's name, they must also present their I-797 Approval Notice with employer listed as "Petitioner"

E-Verify

Initial Case Results
• Employment Authorized
• Photo-Matching Required
• SSA or DHS Re-Verify
• SSA or DHS Tentative Non-confirmation (TNC)
• DHS Verification in Process
• SSA or DHS Case in Continuance

Photo-Match
• The following employee documents will prompt photo matching and need to be uploaded into the Compli-9 system. All 3 documents are from List A
  o US Passport / Passport Card
  o Permanent Resident Card (Form I-551)
  o Employment Authorized Document EAD (Form I-766)