



I-9 Services Training

Presented by Lori Miller
Human Resource Services

June 2015




Employment Eligibility and Verification

Form I-9




Background

- All U.S. employers must verify employment eligibility.
- Form I-9 is required for every new employee hired after Immigration Reform and Control Act (IRCA) enacted November 6, 1986.
- Proper completion of Form I-9 ensures that US employers only employ individuals authorized to work in the United States, and ensures that employers do not commit discriminatory practices against individuals who are work authorized.
- Accurate and timely completion of the Form I-9 is essential to compliance with federal regulations. Failure to complete Form I-9 timely can result in serious penalties.




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Enforcement and Internal Procedure

Two divisions of the Department of Homeland Security, the United States Citizenship and Immigration Services (USCIS) and the Bureau of Immigration and Customs Enforcement (BICE), are responsible for rules and enforcement related to IRCA. The US Department of Labor and the US Department of Justice also have enforcement authority.

Contact Human Resource Services immediately if you receive telephonic, written, or other communication from any of these entities.



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Accessing the online I-9 System

To access the online system, open an internet browser (i.e., Internet Explorer or Firefox) and go to:
<http://www.lookoutservices.net>





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Enter your network ID and temporary password (Wazzu08!).

You will be required to change your password upon initial entry to the system.





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Your new password will have to abide by the following rules:

1. Password will need to have a total of at least 8 characters and must contain: at least one uppercase letter, at least one lowercase letter, one number, one special character.
2. User prompted to change password every 90 days.
3. User must not reuse any of their five previous passwords over a 15 month timeframe.
4. User account locks out after 3 consecutive unsuccessful logon attempts. To reset a locked user account, contact Human Resource Services.



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FORGOTTEN PASSWORD

Click on Go Back or "Click here if you forgot your password."

If you click on "Click here if you forgot your password," your password will be emailed to you.

However if the bad password is entered 3 consecutive times, the user will be locked out of his/her account.



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Message

Please NOTE:

This Software is provided for record keeping purposes only and is not legal advice and should not be construed as legal advice in any subsequent matter. The user should not consider this Software to be a substitute for all advisory client relationship, should not rely on this Software for any legal matter, and should always seek the legal advice of counsel for the appropriate jurisdiction. This Software contains general information and may not reflect current legal developments. It is not intended to create legal advice or to provide legal advice or replace a legal advisor. The use of this Software does not constitute an attorney-client relationship. This Software is not intended to be sold or create, and does not create, an attorney-client relationship between the Software Publisher or any of its personnel and any person or entity.

Please be advised that "Pop Up Blockers" when enabled have been reported to prevent the Application's pop up guidance charts from appearing and causing the Training Authority drop down menu to be blank.

Either disable the pop up blocker or add Locked Services to the pop up blocker's exception list if this problem occurs.

USDSHC Alerts: FPS for June

USDSHC has selected Temporary Protected Status (TPS) for Haiti and is extending the suspension of certain requirements for F-1 nonimmigrant foreign students for 18 months. The extension of TPS for Haiti is effective January 20, 2015 to July 22, 2014 and the 18-month suspension period begins October 1, 2014 to September 30, 2015. This 18-month extension includes an automatic extension of the validity of employment authorization documents (EADs) issued under the TPS designation of Haiti for 18 months, January 22, 2015 to July 22, 2015.

20150102 - Pennsylvania & Nevada Law Update

On July 6, 2012, Pennsylvania Governor Thomas Corbett signed into law Senate Bill 837 that requires state-wide construction and infrastructure related projects to have a \$25,000 fee to use E-Verify beginning January 1, 2013. Violators of the new law are subject to progressive penalties including fines and adjustment from working on public projects for up to three years.

USDSHC designates Sprint for TPS

USDSHC has designated Sprint for Temporary Protected Status (TPS) for 18 months. TPS designations for Sprint will be effective from March 26, 2012 to September 30, 2013. The 180-day TPS suspension for eligible Sprint nationals (and persons without nationality who last habitually resided in Sprint) begins March 26, 2012 and ends September 30, 2012.

[Continue to Main Menu](#)



Upon successful login, you will see the messages screen.

Review the messages and notices, then continue to the Main Menu.

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Section 1

- Employee completes this section.
- Must be completed **no later than first day of employment** after the offer of employment has been accepted.
- Employee reads warning and attests to his or her citizenship or immigration status and the employee signs the form.

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The Employer must never request to see -- or otherwise require review of -- any documentation to substantiate the accuracy or legitimacy of information provided by an employee in Section 1. **The purpose of Section 1 is for the employee himself or herself to attest to this by means of a personal signature and date.**

If an employee does not, cannot, or will not provide all required Section 1 information, including the date and original signature, the employer is on notice that the Section 1 requirement has not been met and should not proceed with Section 2. Such a failure or refusal on the part of an employee is notice to the employer that the employee is not authorized to work.

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Important items regarding SSNs

- A prospective employee without an SSN must obtain one, since this number is required for tax purposes. Any person eligible to work in the United States is also eligible for an SSN and a card bearing that number. NOTE: Providing a Social Security number of Form I-9 is voluntary for all employees unless you are an employer participating in the USCIS E-Verify Program. HRS will work with your department if required to participate in E-VERIFY.
- Employers may not demand that employees who provide SSNs verify their SSN with a Social Security Card.
- Individual Taxpayer Identification Numbers (ITINs), which are formatted similarly to SSNs but begin with the digit "9," do not satisfy the requirement for an SSN and are not allowed.

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The employee is provided with a receipt regarding their electronic signature and completion of Section 1 of the I-9 employment eligibility verification form.

Receipt number:	50142
SSN:	2000-JCC-6789
Unique ID:	504336
Signature Name:	DMA OOTIGAB
Date Time Stamp:	3/05/2008 4:00:22 PM
Company:	Washington State University
Location:	139 French Administration Building, Pullman, WA 99164-1014

[Return to I9](#) [Print Receipt](#)

Section 2

- Employee presents original document(s) that establish identity and employment authorization.
- Must be completed within 3 business days of the date employment begins.**
- Employee provides minimal documentation of his/her choice that will meet the requirement. Provide the employee with the full list of acceptable documents. Do not tell them specifically which documents to provide.

Document Review

Your job as employer representative in Section 2 is to examine the document(s) presented and enter the required information.

You must accept any documents(s) presented by the individual that reasonable appear on their face to be genuine and to related to the person presenting them. **You may not specify which documents(s) an employee must present.**

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Retaining Photocopies of Section 2 Documents

Photocopies of documentation presented to satisfy Section 2 requirements are not required for online electronic I-9's.

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Receipt Rule

First time application v. Replacement Documents

First time application - Receipts resulting from first time application for a document **are never** acceptable under this rule.

Replacement documents – Under certain circumstances, receipts for replacement documents may be accepted. A document will constitute a replacement if the document being replaced was lost, stolen, or destroyed before it expired and must be replaced in order to engage in any activity permitted by that document.

Once the replacement document has been received, it must be presented to the employer within the 90-day period and the Form I-9 should reflect this event.

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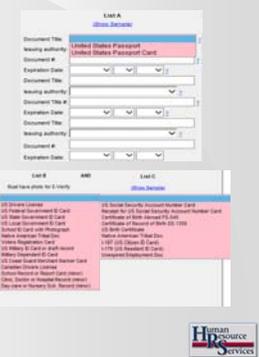
Identifying an acceptable receipt

- A receipt **will not** indicate whether it relates to a replacement, extension, renewal, or first time application. For this reason, ask if the receipt relates to an application filed to replace document, to renew or extend an expired document, or a first time application.
- If the receipt is for a replacement rather than an extension or renewal, enter the document number into the document number field.
- If the receipt is for first time application for a document, or extension/renewal of an expired or expiring document, ask the employee for other acceptable documentation. If other documentation cannot be provided, the employee is not considered eligible to work.

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Make sure the complete information is recorded in Section 2 for any identity and/or work authorization documentation provided by the employee.

Use the drop down boxes under the List A, B, and C headings and click on the name. Enter the identifying number for each document. If there is no expiration date or document number, enter "N/A."



The screenshot shows a form with three sections: List A, List B, and List C. List A has a 'Show Samples' link. Each section contains a table of document types with columns for Document Type, Issuing Authority, Expiration Date, and Document #.

The "Show Sample" hyperlink located above the List A document field opens a window that provides an image and description of the document selected in that field.

These images can be useful when reviewing documents for genuineness. They also familiarize users with document appearance and features.



The screenshot shows a 'Show Samples' window for 'United States Passport'. It includes a description: 'A United States passport is a document that is issued to persons who have been granted United States citizenship or naturalization. The passport is used to facilitate travel to other countries and to verify the holder's identity and citizenship status.' Below the text are two images: a dark passport cover and a passport page with a photo.

Special Instructions

- Social Security Cards that are restricted and state "not valid for employment" or "valid only with INS/DHS authorization" may not be accepted for Section 2 purposes.
- Metal Social Security Cards are not acceptable. The Social Security Administration never issued such cards.



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Section 3 Updating and Reverification

Updating refers to updates of information.

Reverification refers to proof of extended work authorization.

New work authorization of an employee whose Section 1 information or Section 2 or 3 documentation indicates expiring work authorization must be re-verified & recorded in Section 3 before the applicable expiration date.

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To update, you must:

- Record the date of rehire and the employee's new name , if applicable.
- Record the document title, number and expiration date (if any) of the documents(s) the employee presents;
- Sign and date Section 3

If original I-9 was completed on paper and has expired; complete new electronic I-9 for rehire.

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To reverify, you must:

- Record the date of rehire;
- Record the document title, number and expiration date (if any) of the documents(s) the employee presents;
- Sign and date Section 3.

If original I-9 was completed on paper and has expired, complete new electronic I-9.

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Once entered into the Online I-9 System, the new document's expiration date will be automatically tracked, **if tracking and re-verification are necessary**. 180, 90, 60 and 30 days prior to Section 1, 2 or 3 expiration dates, the software generates an e-mail notice of the need to reverify and provides the means to print a reminder notice for the employee.

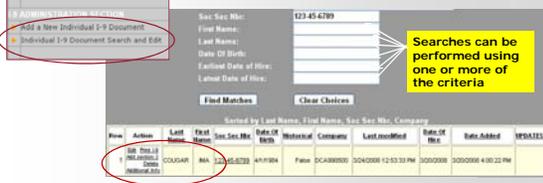
Additional email notifications are sent on a daily basis counting down from 29 days prior to expiration.

If reverification cannot be accomplished and new information cannot be recorded in Section 3, the employee must be terminated as of the Section 1 and/or Section 2 expiration date.



To Add Section 3 information to an individual I-9 (reverification or updating):

1. Select "Individual I-9 Document Search and Edit" from the Main Menu.
2. Search for the desired I-9.
3. Select "Add Section 3" in the Action column.



Row	Action	Last Name	First Name	SSN	Sec. No.	Date of Birth	Expiration	Comments	Last Modified	Date of Birth	Date Added	UPDATES
1	Add Section 3	COUGAR	MARK	225-65-2339	4/1/10A	False	2043000	12-23-10 PM	2005000	2005000	4:00:22 PM	

Section Three

Section 3. Reverification and Rehire
(To be completed and signed by employer or authorized representative.)

A. New Name of Applicant: Last Name (Family Name), First Name (Given Name), Middle Initial, Date of Birth (if applicable)

C. If employee's previous grant of employment authorization has expired, provide the information for the document that establishes current employment authorization in the space provided below: Document Title, Document Number, Expiration Date (if any)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative, Date, Print Name of Employer or Authorized Representative

Form I-9 (Rev. 03/09/13)



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What's Next.....

Start using the online electronic I-9 system.

- Return completed Access Request form to HRS
- Access the online I-9 system at www.lookoutservices.net
- Change your password upon initial entry to the system
- Upon successful log in, proceed to the main menu
- Select 'add a new individual I-9 document'
- Employee completes and electronically signs Section 1
- Employee presents documentation
- Employer completes and electronically signs Section 2
- Save and return to menu, or save and add another I-9
- Complete Section 3, update and re-verify information as required

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**This has been a
WSU Training
Videoconference**

If you wish to have your attendance documented in your training history, please notify Human Resource Services within three days of today's date:

hrstraining@wsu.edu

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Questions.....

If you have questions regarding use of the electronic I-9 system, please contact Human Resource Services, 509-335-4521 and ask for:

**Lori Miller
Michele Donovan
Emily Vander Zanden**

Human Resource Services
