




I-9 Services Training

Presented by:
Human Resource Services


October 2017







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 and Control Act (IRCA) enacted November 6, 1986.
- Proper completion of Form I-9 ensures that U.S. 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 for compliance with federal regulations. Failure to complete the Form I-9 timely, can result in serious penalties.






Enforcement and Internal Procedure

Two divisions of the Department of Homeland Security, the United States Citizenship and Immigration Services (USCIS) and Immigration and Customs Enforcement (ICE), are responsible for rules and enforcement related to IRCA.

The Office of Special Counsel (Civil Rights Division – Department of Justice) is responsible for enforcement of anti-discrimination provisions.

Contact Human Resource Services immediately if you receive communication from any of these agencies.






Accessing the Online I-9 System

<http://hrs.wsu.edu/resources/access-to-hr-systems>
<http://www.lookoutservices.net>



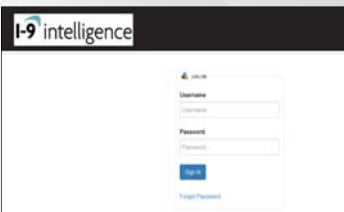






Login

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

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









Password Guidelines

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






Forgotten Password


Use the following options if you've forgotten your password:

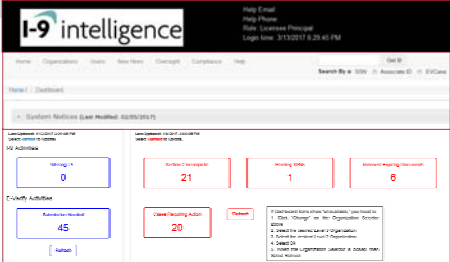
Select "Go Back" or "Click here if you forgot your password."

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


However if the bad password is entered 3 consecutive times, users will be locked out of their account.







Successful login will bring you to the dashboard. The dashboard provides a quick glance of I-9s requiring attention, and access to perform I-9 maintenance. Your view may appear different, depending upon your access level.



To complete a new Form I-9, under the **New Hires** tab, select:

Add New Hire

Depending upon your access level, your menu may display different options.


Adding a New I-9

After selecting **Add New Hire**,

- Select the location/level where the new I-9 is to be stored
- I-9 Type will default to *New Hire I-9*
- If providing their SSN, it should be entered in the field to the right of *Full SSN*
- If not providing their SSN, select *PENDING* in the Employee SSN field dropdown
- Select **“Start Form I9”**


The I-9 consists of Three Sections:


- **Section 1** – Employee information and verification
- **Section 2** – Employer review and verification
- **Section 3** – Reviewing and re-verification



SECTION 1


- Before beginning the Form I-9, provide the new hire with the Form I-9 Instructions and List of Acceptable Documents
- The new hire is responsible for completing Section 1
- Section 1 must be completed *no later than first day of employment*, after the offer of employment has been accepted
- The new hire confirms and attests to the information they've provided, and then signs Section 1
- The new hire must re-certify their SSN to complete Section 1






SSN Information


- 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 on 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 participating in E-VERIFY
- Employers may not request of new hires who provide their SSN in Section 1, to 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






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 new hire themselves to attest to this by means of a personal signature and date.**

If a new hire 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 a new hire is notice to the employer that the new hire is not authorized to work.






While information is being entered in Section 1, the required Section 1 fields are tracked in the "Error Summary". This summary ensures error-free completion.

Once Section 1 is complete, the new hire checks the "Check to sign" box, to attest that the information they've provided is true and correct.

Section 1 Receipt


The new hire can be provided with a receipt of their electronic signature and completion of Section 1 of the Form I-9.



Section 2

- From the List of Acceptable documents, the new hire presents original document(s) that establish identify and employment authorization
- The representative reviews and records information from the documentation presented onto the form
- Must be completed within 3 business days of the date employment begins**

The new hire provides minimal documentation of their choice, which will meet the requirement.





Document Review

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

You must accept documents(s) presented by the individual that appear to be genuine and to related to the person presenting them. Documents must be unexpired. Photocopies are not acceptable.

Please do not specify which documents(s) an employee must present. This could be considered discriminatory.






Receipt Rule


First Time Application vs. 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.





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.



ACTION FUNCTIONS

Available options for an existing Form I-9

Last Name	First Name	SSN	Date of Birth	Unit Number	Date of Hire	Last Modified	Date Added	Actions
Clogher	Ima True	Pending	02/10/1989	0001VWSU	02/16/2017	2/16/2017 12:20:00 AM	2/16/2017 11:46:00 AM	Edit Add #Section3 Transfer ID Print#I9History Print#Only

- **Edit** – modify existing I-9 information (section 2)
- **Add I-9 Section 3** – update or re-verify I-9 information
- **Print I-9** – PDF version of the I-9 selected

You may see different action options, depending upon your account level.

EDIT

To edit an existing online I-9 form (add Section 2 info):

1. Select "Search & Edit New Hire" from the New Hires tab.
2. Enter search data, and select "Find Matches" to get the desired I-9.
3. Select "Edit" from the Action column.

Re-verifying or Updating Employment Authorization for Rehired Employees

- You may re-verify an employee's original Form I-9 if:
- You rehire the employee within 3 years of the initial date of hire; and
- The employee's previous grant of employment authorization has expired, but he or she is now eligible to work under a new grant of employment authorization; or
- The employee is still eligible to work on the same basis as when Form I-9 was completed.

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SECTION 3

Review and Re-verification

Review refers to reviewing pieces of information.

Re-verification refers to proof of extended work authorization.

New work authorization for 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 Review for Rehire:

- Record the date of rehire and the employee's new name, if applicable;
- Sign and date Section 3.
- If original I-9 was completed on paper, complete new electronic I-9 for rehire.


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To Re-verify:

- Record the date of rehire;
- Record the document title, number and expiration date (if any) of the document(s) the employee presents;
- Sign and date Section 3.
- If original I-9 was completed on paper and employee is rehired, 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 auto-generates a weekly e-mail notice of those I-9s with expiring documents.

This expiring document notice is auto-sent to the department user(s) where the form was completed.

If re-verification 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.







REPORTS

Reports can be accessed from the "Oversight" and "Compliance" tabs, on the dashboard page. These reports provide summary information about the I-9 Forms that are available for you to view.

- Expiring Documents Report
- Incomplete I-9 Report
- Usage Summary Report

Refer to the user manual for more information about online reports. You may see different report options, depending upon your account level.







What's Next.....

Start using the online electronic I-9 system.

- Return your 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 dashboard
- Employee completes and electronically signs Section 1
- Employee presents documentation
- Employer completes and electronically signs Section 2
- Complete Section 3, update and re-verify information as required




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

Karen Wuestney
Emily Vander Zanden
J.R. Salo
