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 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

https://live.9intelligence.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 login attempts. To reset your user account, contact Human Resource Services.

Forgotten Password

Use the following option if you’ve forgotten your password:

Select “Forgot password.”

If you select “Forgot password,” your password will be reset and a temporary one 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.
Any Questions?

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.

Creating a New I-9

After selecting Add New Hire,
- Select the location/level where the new I-9 is to be stored
- 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 “Check for duplicate”
- If a duplicate is found, Edit or create a new one from the New Hire I9 Records menu.
Creating a New I-9

If no duplicate I9 is found,
• Fill out the employee info section.
• This is Not the I9, it is an "account" to store the I9 in.
• Once all the fields are completed click "Save."

Once it has saved successfully,
• Click "Add New Hire I9" button.

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

If you cannot see the menu on the right, you will need to adjust your browser zoom settings.

- Pressing Ctrl and the +/- buttons will zoom in and out.
- Click “Start I9 Section 1” to continue.

While information is being entered in Section 1, the required Section 1 fields are tracked in the “Error Summary” in yellow on the right. This summary ensures error-free completion. Email address and/or telephone number are optional, if not used type “N/A” into those fields.
Section 1

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. This is done by entering the employee's SSN in the provided field.

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.

Any Questions?
Section 2

- Please verify that the info in Section 1 is correct. Employees frequently mistype DOB, SSN, etc.
- From the List of Acceptable documents, the new hire presents original document(s) that establish identity 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 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.
Select the appropriate document combination from List A, OR from List B and List C.

As the required Section 2 fields are completed, items are eliminated from the Error Summary list.

Section 2

Use the drop down boxes under the List A, or the List B and C headings, and select the appropriate document.

Select the appropriate Issuing Authority.

Enter the identifying number for each document.

Enter the document expiration and/or work authorization expiration date.

If there is not an expiration date or document number, select "N/A" or "D/S."

Section 2

Selecting the "Show Sample" link located in the Error Summary provides an image and description of the document selected in that field.

These images can be very useful when reviewing documents for genuineness, since they familiarize users with document appearance and features.
Section 2

If using a document that does not have an expiration date, you need to select “N/A” from the dropdown box.

Finalizing Section 2

The first day of employment defaults to the day which Section 2 is completed. This is not always accurate. Make sure this date matches the employee’s appointment start date.

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.
Any Questions?

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 (New hire date minus 3 years) of the initial date of hire on the original I-9; and
- The employee’s previous grant of employment authorization has expired, but they are 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.

Section 3

Review and Re-verification

Review refers to examining pieces of information to ensure they are not expired.

Re-verification refers to work authorization documentation, Section 2 or 3, that are or have expired (documents from list A or C).

U.S. citizens and Lawful permanent residents who presented a Form I-551 do not need re-verification.
Section 3

To Review for Rehire:
• HRS will now be reviewing I9s when this error flag come up.
• If documents need to be added or there any other concerns, HRS will contact the department.

To add Section 3 or edit an existing I-9 form:
2. Enter search data, and select “Find Matches” to get the desired I-9.

When adding Section 3, review the information and follow the prompts.
Select the appropriate Section 3 type. Reverification if work authorization has been extended or the employee has new documents.
Section 3 will be made available for completion.
Section 3

To Re-verify:

• If there is no name change do not fill in field A.
• Record the date of rehire in field B if there is a break in service. This date needs to match the appointment start date.
• Record the document title, number, and expiration date (if any) of the documents(s) the employee presents;
• Sign and date Section 3.

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.

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:

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