I-9 Services Training

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October 2019

Background

- Immigration Reform and Control Act (IRCA) enacted November 6, 1986
- 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.
- Department of Justice - Immigrant and Employee Rights (IER) is responsible for enforcement of anti-discrimination provisions.
- Contact Human Resource Services immediately if you receive communication from any of these agencies.

Background

- All employers must verify the identity and employment authorization of each person hired after November 11/6/86.
- 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.
EMPLOYERS MUST NOT

- Discriminate against individuals on the basis of national origin, citizenship, or immigration status.
- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.
- Keep copies of documents used to complete the I-9.

A notice of inspection (NOI) informs employer that Immigration and Customs Enforcement (ICE) is going to audit their hiring records/Form I9 to determine whether they are complying with existing law.

- 5,200 audit notices were delivered from January - July 2018.
- Violations may result in:
  - Civil fines and/or criminal penalties
  - Debarment from government contracts

The table can be located on the ICE website at the below link:
https://www.ice.gov/factsheets/i9-inspection
Social Security Number Information

- A prospective employee without an SSN must obtain one, as it 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.
- Providing a SSN on Form I-9 is voluntary for all employees unless required to process in the USCIS E-VERIFY Program. HRS will work with your department if participating in E-VERIFY.
- If the employee does not have a SSN at the time the appointment begins, Payroll can assign a Temporary Payroll Processing Number (TPPN).
- **Do NOT** use the TPPN on Form I-9.
- 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.

Accessing Lookout

- Please use Internet Explorer and ensure the browser is set to allow pop-ups
  - [http://hrs.wsu.edu/resources/access-to-hr-systems](http://hrs.wsu.edu/resources/access-to-hr-systems)
  - https://live.i9intelligence.net
- Enter your network ID and temporary password provided by HRS
- You will be required to change your password upon initial entry to the system
Password Guidelines

- 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, and one special character.
- Users are prompted to change their password every 90 days.
- Users cannot reuse any of their five previous passwords over a 15 month timeframe.
- Select “Forgot password,” and you will be prompted to reset your password.
- If the incorrect password is entered 3 consecutive times, users will be locked out of their account. Please call HRS to be unlocked and have your password reset.

Successful Login

To complete a new Form I-9, from the home screen, 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

- Select the level (4 digit department number) 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
- Select “Check for duplicate”
Adding a New I-9

If there is already an employee record, you will be prompted with a message that states “duplicate found.”

• If no duplicate is found, you can proceed.
• Please note if using “pending” in place of the SSN, Lookout doesn’t have the capability to search for duplicates.
• If a duplicate is found, please query in HEPPS/DEPPS to determine if it is still valid.
  - Use “I9” on the command line to view the effective date.
• Form I-9 is valid for 3 years from completion or with no break in service.

The Form I-9

• Section 1 – Employee information and attestation
• Section 2 – Employer review and verification
• Section 3 – Reverification and rehires
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.
• The employee may use ‘N/A’ for information that does not pertain to them or they do not wish to provide in the following fields: Other Last Name Used, Apartment, Email Address, and Phone Number.
• Section 1 must be completed at least one day before the start date of employment.
• The new hire confirms and attests to the information they’ve provided by signing Section 1.
• The new hire must re-certify their SSN (if provided) to complete Section 1.

Section 1

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.

Section 1

• 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

- The new hire can be provided with a receipt of their electronic signature and completion of Section 1 of the Form I-9.
- It is considered best practice to provide them the receipt.

Section 2

To start Section 2, select “Add Section 2” from the action panel.

Section 2

- Must be completed within 3 business days of the date employment begins.
- From the List of Acceptable documents, the new hire presents original document(s) that establish identity and employment authorization.
- Please do not specify which document(s) an employee must present. This could be considered discriminatory.
- You must accept document(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.
Section 2

- The new hire provides minimal documentation of their choice, which will meet the requirement.
- The representative reviews and records information from the documentation presented onto the form.
- Receipts cannot be used to on the Form I-9 for first time applications. They can be used for lost, stolen, or damaged documents if they were unexpired.
- USCIS has additional documentation requirements for certain visa types.
- Your job as employer representative for Section 2, is to examine the document(s) presented and enter the required information into the form.

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.
Completing Section 2

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

Select the appropriate document combination from List A, OR from List B and List C.

Completing 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, enter "N/A."

Completing 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.
Completing Section 2
Some data fields are pre-populated based upon user login and the new hire’s citizenship status.

The first day of employment defaults to the day which Section 2 is completed. Please ensure this date matches the date the new hire’s appointment begins.

Finalizing Section 2
Once the employer representative has provided all of the required information for Section 2, it is ready for signature.

The employer’s information appears when the user “checks” the employer signature box upon completion of Section 2.

Common Documents Used Based on Citizenship/Visa Type

- US Citizen
  - List A-Passport
  - List B- Driver’s License/Enhanced Driver’s License/State ID
  - List B-School ID
  - List C-SSN Card
  - List C-Birth Certificate
  - List C-Certificate of Naturalization
- Deferred Action for Childhood Arrivals (DACA) Visa
Common Documents Used Based on Citizenship/Visa Type

- Permanent Resident
  - List A: Permanent Resident Card (I-551)
  - List B: Driver’s License/State ID
  - List C: SSN Card

- F1 Visa
  - List A: Foreign Passport, I-20, and I-94
  - I-20 document number is the SEVIS number from the top left corner
  - I-20 expiration date is the program end date in the Program of Study section
  - I-94 will not have an expiration date so duration of service (D/S) should be used
  - Please note the date from their I-20 is their work authorization date. These dates should match in Sections 1 and 2.

- J1 Visa
  - List A: Foreign Passport, DS-2019, and I-94
  - DS-2019 document number is the SEVIS number from upper right corner
  - DS-2019 expiration date is program end date in the Program of Study section
  - I-94 will not have an expiration date so duration of service (D/S) should be used
  - Please note the date from their DS-2019 is their work authorization date. These dates should match in Sections 1 and 2.
Common Documents Used Based on Citizenship/Visa Type

- H1 Visa  
  - List A: Foreign Passport and I-94

Please note the date from their I-94 is their work authorization date. These dates should match in Sections 1 and 2.

Acceptable Document List

- Please remember these examples are the MOST common documents used/presented.
- Refer to the USCIS List of Acceptable Documents for other possible choices.
- Please contact HRS if unsure of what to accept based on visa type.

Editing/Correcting an Existing I-9

- Select “Search & Edit New Hire” from the New Hires tab.
- Enter search data, and select “Find Matches” to get the desired I-9.
- Select “Edit” from the Action column.
- Select the applicable “Update Section 1” or “Update Section 2” button on the right hand side to save any changes made.
Section 3
Review vs. Reverification

Review refers to reviewing pieces of information after a break in service, for either a US citizen, or a non-US citizen.

- Enter appointment into system accordingly to notify HRS of your intentions to rehire the individual.
- HRS will complete all Section 3's for US citizens and non US citizens whose work authorization hasn’t changed/expired.
- HRS will contact the department if necessary. If we don’t contact you, nothing else additional is needed, and we will approve the appointment.

Section 3
Review vs. Reverification

- New work authorization for an employee whose documentation indicates expiring work authorization, must be re-verified & recorded in Section 3 before the applicable expiration date.
- Document expiration dates are automatically tracked if tracking and re-verification are necessary (receipts and non-US citizens).
- 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 reverification cannot be accomplished and new information cannot be recorded in Section 3, the employee must be terminated as of the Section 1 and Section 2 expiration date.

Section 3
To Add Section 3 information to an existing individual Form I-9:

- Select “Search & Edit New Hire” from the New Hires tab.
- Enter search data, and select “Find Matches” to get the desired I-9.
- Select “Add I-9 section 3” from the Action column.
When adding Section 3, review the information and follow the prompts. Select the appropriate Section 3 type. After selecting reverification or name change, Section 3 will be made available for completion.

Select the Document(s) to be re-verified in Section 3 from Document Title drop down box. Type in the information and expiration date from the selected document(s). After carefully re-verifying the document, check to sign to complete the reverification.

(If Section 1 & 2 differ in expiration dates, Section 3 must be completed before the expiration of either of the dates in the other section.)

Return your completed Access Request form to HRS. Form can be located on the HRS website on the Access to HR Systems tab. https://hrs.wsu.edu/resources/access-to-hr-systems/

How do I obtain access to Lookout?

- Log in to Lookout Services
- Change your password upon initial entry to the system
Questions

If you have questions regarding Form I9 or the use of the electronic I-9 system, please contact:

Human Resource Services
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509-335-4521

- Emily Vander Zanden, emily.vanderzanden@wsu.edu, 335-9417
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