

## I-9 Training

**HUMAN RESOURCE SERVICES**

*Karen Wuestney & Beth Huminsky*

April 2021

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### 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.

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### 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.

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### Enforcement & Internal Procedure

#### Worksite Enforcement

- 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

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### Enforcement & Internal Procedure

#### Worksite Enforcement

- Monetary penalties for knowingly hire or continuing to employ, range from \$573 to \$20,130 per violation! repeat offenders receiving penalties at the higher end.
- Penalties for substantive violations, which includes failing to produce a Form I-9, range from \$230 to \$2,292 per violation.

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### Enforcement & Internal Procedure

#### Worksite Enforcement

- Employers are required by law to maintain for inspection original Forms I-9 for all current employees.
- In the case of former employees, retention of Forms I-9 are required for a period of at least three years from the date of hire or for one year after the employee is no longer employed, whichever is longer

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### Enforcement & Internal Procedure

**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.

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### 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

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### Processing I-9's Reference Guide

- <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/165876162>

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### Lookout Services Access Form

**USER AUTHORIZATION REQUEST  
ONLINE I-9 SERVICES**

This form is required to add employee access to the Online I-9 Services System.

Employee Name (Last, middle initial, first)	WSU ID Number	Employee Photo Number
Employee ID#	Employee I-9 Status	
Department Name	Department Contact	Department Contact Photo Number
Department Contact Email Address		

Appropriate Use Statement

I understand that I am responsible for ensuring the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official university purposes only. Misuse of system information can result in termination of employment or other disciplinary action. The security of information is provided for by federal and state laws and University regulations (see WSU 90.05, 90.06, and 90.12), and Executive Policy Manual (PEM).

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others. I will store passwords in secure locations. I will contact Information Technology if suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.46.070, 100 and RCW 9A.52.170, 1.80.

I have read and understand the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee signature is **NOT** required to terminate access.

Authorization is valid while employee is within the organization specified or until revoked by appropriate department personnel.

Approving Authority/Supervisor	Signature
Printed Name	Telephone

Route completed form to Human Resource Services, Mail Code 1014.

Questions can be directed to Human Resource Services, 509-335-4421 or [hr@wsu.edu](mailto:hr@wsu.edu)

Human Resource Services/HR  
Received By \_\_\_\_\_ Date \_\_\_\_\_

Revised 04/21

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### How do I obtain access to Lookout?

- Return your completed Access Request form to HRS Records  
[hrs.records@wsu.edu](mailto:hrs.records@wsu.edu)
- Form can be located on the HRS website on the Access to HR Systems tab.
- <https://hrs.wsu.edu/resources/access-to-hr-systems/>

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### How do I access Lookout Services?

- All I-9s created in Lookout Services will continue to be maintained in Lookout Services. HRS Records will provide temporary access to Lookout Services system to allow WSU personnel the ability to complete new and update existing I-9s. The department should contact HRS Records to initiate temporary access.
- [hrs.records@wsu.edu](mailto:hrs.records@wsu.edu)

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### 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>  
<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

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### 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.

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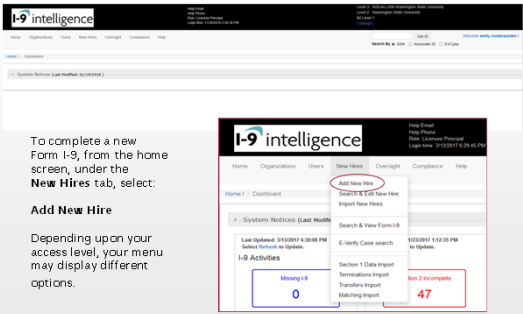
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### Successful Login



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.

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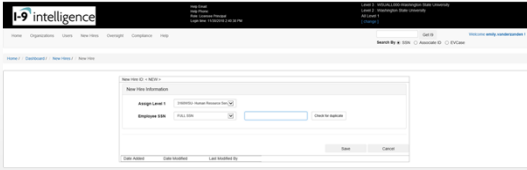
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### Adding a New I-9



- 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"

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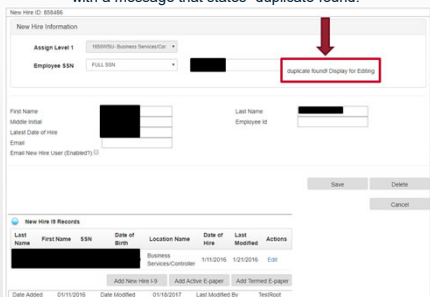
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### Adding a New I-9

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



Last Name	First Name	SSN	Date of Birth	Location Name	Date of Hire	Last Modified	Actions
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Business Services/Controller	1/11/2016	12/1/2016	ESR

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### Adding a New I-9

- 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.

**I9 Form I9 Form on File**      **Effective Date 08/16/15**

**Form Location Online I-9**      **Retention Date**

**Authorization Expiration Date 07/31/20**      **Visa Type Code F1**

**IMPORTANT - I-9 Expired!**      **Visa Expr Date**

Command ==> **i9**      **PF9 = Help**

**PF4 = PF Key Help**   **PF6 = Picklist**   **PF7 = Additional Functions**   **PF12 = Menu**

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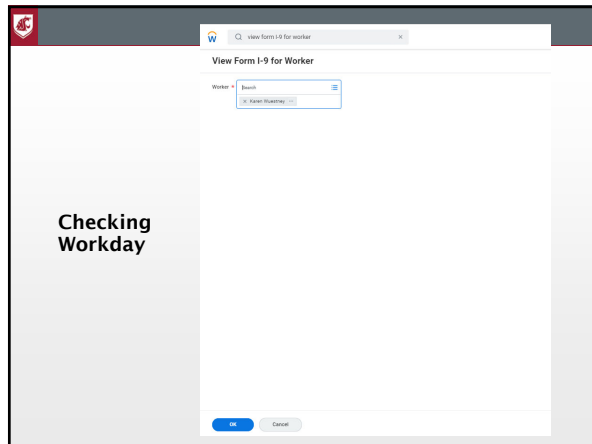
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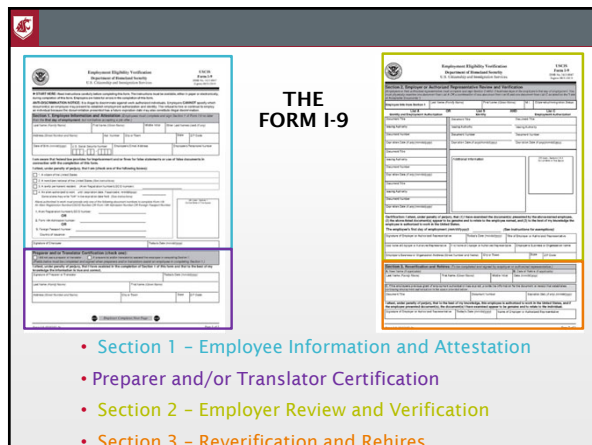
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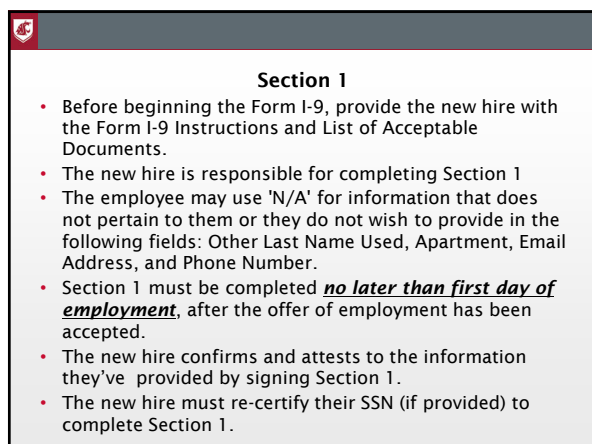
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### Section 1

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.

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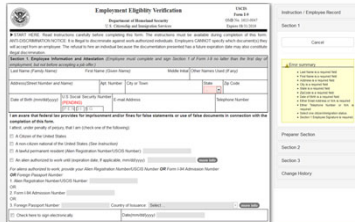
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### Section 1



- 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.

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### 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.

Receipt number:

50162

SSN:

XXX-XX-XXXX

Unique ID ID:

504336

Signature Name:

IMA COUGAR

Date Time Stamp:

3/20/2008 4:00:22 PM

Company:

Washington State University

Location:

139 French Administration Building, Pullman, WA 99164-1014

Return to B

Print Receipt

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**Preparer and/or Translator Certification**

- The employer will need provide name, date, address, and signature in the preparer Section of the Form I-9 before continuing to Section 2.

**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

**Attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Form I-9 (01/01/07) N Page 1 of 1

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**Section 2**

**Employment Eligibility Verification** (Form I-9, Revised 8/14/02)

**Section 2** (Add Section 2)

**To start Section 2, select 'Add Section 2' from the action panel.**

**Section 2: Employee Information and Attestation**

**1. I, the employee, hereby certify that I am:**

(a) A citizen of the United States.

(b) A lawful permanent resident (alien registration number) of the United States.

(c) An alien authorized to work in the United States.

**2. I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**3. I attest, under penalty of perjury, that I am one of the following:**

(a) A citizen of the United States.

(b) A lawful permanent resident (alien registration number) of the United States.

(c) An alien authorized to work in the United States.

**4. For print authorization to verify, provide your alien registration number (USCIS Number) OR Form I-94 Admission Number OR Foreign Passport Number.**

(a) Alien Registration Number (USCIS Number) \_\_\_\_\_

(b) Form I-94 Admission Number \_\_\_\_\_

(c) Foreign Passport Number \_\_\_\_\_ Country of Issuance \_\_\_\_\_

**5. Check here to sign electronically.** (Date/mm/dd/yyyy) 02/23/2017

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**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 identify and employment authorization
- Please do not specify which documents(s) an employee must present. This could be considered discriminatory.**
- 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.

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### 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.

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### 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.

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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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Some data fields are pre-populated based upon user login and the new hire's citizenship status.

[illegible]

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.

- 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
  - List A-Employment Authorization Card (EAD) I-766



### 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




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### Common Documents Used Based on Citizenship/Visa Type

- F1 Visa
  - List A-Employment Authorization Card (EAD) I-766
  - 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.




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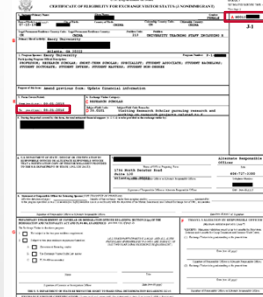
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### Common Documents Used Based on Citizenship/Visa Type

- 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.




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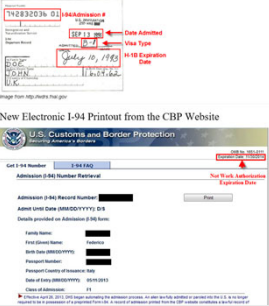
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### Common Documents Used Based on Citizenship/Visa Type



- H1 Visa
  - List A-Employment Authorization Card (EAD) I-766
  - 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.

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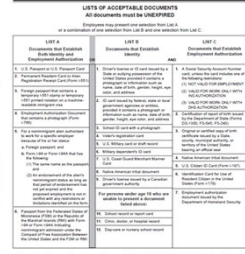
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### Acceptable Document List

- 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.



Examples of many of these documents appear in Part 13 of the Handbook for Employers (H-270). Refer to the instructions for more information about acceptable receipts.

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### 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.
- The employee is the only one who can make any changes or alterations to Section 1 of the Form I-9.




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**Section 3**  
**Rehire vs. Reverification**

- Rehire refers to reviewing pieces of information after a break in service, for either a US citizen, or a non-US citizen.
- Rehire/Reverification needs to be completed on the original I-9.
- HRS will complete all Section 3's for US citizens and non US citizens whose work authorization hasn't changed/expired.

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**Section 3**  
**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.
- Section 3 Reverifications need to be completed on the original I-9.
- If the original was done inside Lookout Services please email HRS, and we will grant you temporary access to get this completed inside Lookout Services.
- If the original was done on paper, please print out and complete the Section 3 Reverification at the bottom on page 2 of the Form I-9. Once the paper Section 3 Reverification is completed please fax HRS a copy, and send the original to HRS Pullman.
- If the original was done inside Workday, then you will need to complete the Section 3 Reverification inside Workday.
- 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.

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**Section 3**  
**Rehires**

- Section 3 Rehires need to be completed on the original I-9.
- If the original was done on paper or inside Lookout Services please email HRS with that request and we will complete the section 3 Rehire, and delete the Business Process out of Workday if need be.
- If the original was done inside Workday, then you will need to complete the Section 3 Rehire inside Workday.

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### 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.

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### Section 3

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.

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### Section 3

- 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.)*

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### Questions

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

Human Resource Services  
[hrs@wsu.edu](mailto:hrs@wsu.edu)  
509-335-4521

Below are the I-9 contacts in HRS:

- Carly Kozak, [carly.kozak@wsu.edu](mailto:carly.kozak@wsu.edu), 335-6998
- Beth Huminsky, [b.huminsky-laib@wsu.edu](mailto:b.huminsky-laib@wsu.edu), 335-3163
- Karen Wuestney, [karen.wuestney@wsu.edu](mailto:karen.wuestney@wsu.edu), 335-3121
- Jodel Krumm, [stephanie.krumm@wsu.edu](mailto:stephanie.krumm@wsu.edu), 335-5091

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