Section 3 Rehire Tool Quick Sheet

Before following the Section 3 rehire quick sheet procedure outlined below, you must first analyze whether Section 3 is the correct action. When rehiring an employee, there are four possible scenarios for the I-9.

1- The employee’s I-9 is active and their I-9 was completed by another department or HR. These I-9’s will show “Completed,” as shown below, and will not have a red “term” next to the name. In this case, no action is required by you.

![Image of I-9 status](https://example.com/i9status.png)

The next three scenarios have terminated I-9s, as shown below, and you will need to make the determination as to what action must be taken (if any).

NOTE: You can tell that the I-9 is termed because you will need to check “Include Terminated Employees” when you search for the individual and you will see (TERMED) next to their name.

![Image of I-9 search](https://example.com/termedsearch.png)

2- The employee’s I-9 is terminated, but the employee had a continued expectation for employment and is returning to the University within a year to the same department and
the same jobcode so they can be considered seasonal. In these cases, no action is required by you. Payroll will make this analysis and un-terminate the I-9 when we receive the rehire paperwork. You should also put seasonal on the rehire documentation.

3- The employee’s I-9 is terminated but the rehire tool is not available so a new I-9 must be completed (Section 1 & 2).

4- The employee’s I-9 is terminated and you can use the Rehire Tool to rehire the employee’s I-9.

Only use the following process if #4 applies to your rehired individual. The rehire tool can only be used if you are rehiring an employee within 3 years of the last time their I-9 was completed. If this is not the case, the employee must complete a new I-9.

This process can only be used for U.S. citizens or Legal Permanent Residents (If their original I-9 was completed with card number and not the A number).

Note: the employee does not need to provide their documents again as long as they are still authorized to work under the same status they were previously authorized unless required as a part of the new photo match requirement, unless there is a need for photomatch and we do not have the document uploaded.

How to know a Section 3 needs to be completed

1. Look the employee up in the Employee Details Page.
2. If you need to click “Include Terminated Employees,” the I-9 is terminated and the Section 3 Rehire Tool must be used.

Note: The employee with have “term” next to their name.
1. Click on Employee “Rehire Search.”
2. Enter the name of the individual for whom you are completing an I-9.
3. Click “Search” or press “Enter” on your keyboard.

Note: You will only be able to complete Section 3 for employees that are in the department(s) you are authorized. If someone is outside your authorization, please email i9help@northwestern.edu and we can either change the employee’s department or complete the Section 3 for you (please provide the rehire date).

Note: Permanent Residents with a previously used A# and Aliens Authorized to Work will not show in this tool. Instead those employees must complete a new Section 1 and must show their original documents to an authorized representative for Section 2 if they are rehired.

4. Once you have found the individual you are searching for, click on their I-9.

5. The system will prompt you to review the I-9 and confirm it is the individual for whom you are completing an I-9 and confirm they are still eligible to work in the United States.
6. After reviewing the I-9, you will be prompted to do the rehire or logout of the system. If you confirmed they are still eligible to work in the United State and the I-9 belongs to the correct person, click “Do Rehire”

7. Section 3 will open.

8. Enter the “Date of Rehire.”

9. Click “Continue.”

Note: Only enter a name if their name changed since the last time their I-9 was completed.
10. Check the box, type your name, and click “Sign and Continue” after verifying the digital signature statement.

11. For those I-9s that were previously completed with a U.S. Passport and Permanent Resident Card, you must now complete photo matching. For all others, you are finished with the Section 3! Email or print the digital receipt if you’d like (but it is not required).
If an employee used a U.S. Passport or Permanent Resident Card (Green Card) for their Section 2 document (on their last I-9), you must scan and upload an image of the document and complete the photo matching tool requirements per E-Verify regulations.

1. After completing Section 3 rehire tool, you will be prompted to upload a scanned image of the document. If you do not have scanning capabilities or do not have the scanned document ready, please see Next Steps for instructions on scanning after the I-9 is complete or forwarding the document to Payroll for uploading. **Do not do the rehire if you do not have the photo required for photomatching.**
After uploading the document, press “Continue.”

2. You will be prompted to compare the image you uploaded to the image shown on the screen. They should be the same photograph.
   
   Note: The image might have some color or shading variance, but it should be the same photograph that is on the card. Remember that you are comparing the two photographs and not the person to the photograph.

3. After reviewing the two photographs, select “Yes” if they are the same photograph or “No” if they are not.

4. Click Continue to complete the process.

Congratulations! Section 3 of the Form I-9 has been submitted.

NOTE: If an employee provided a U.S. Passport, Permanent Resident Card, or an Employment Authorization Document (EAD) for the previously completed Section 2, you must upload a scanned image of the document into the Electronic I-9 Service Center upon completion of Section 3 (no other documents should be uploaded). If you cannot scan images, please securely send a copy of the document(s) to the Office of Human Resources Payroll Division, and we can upload the document for you.
1. If you are able to scan, but did not do so earlier with the photo matching tool, click on Go back to the employee details page.

2. Select the I-9 ID from the drop down.
3. Select the Document Type.
4. Click Browse to find and select the document you scanned and saved.
5. Click Upload.