Electronic I-9/ E-Verify Training

Angela Gwinn- Payroll

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Agenda

- Access and security for the I-9 service center
- I-9
  - What is an I-9?
  - I-9 policies and regulations
- E-Verify?
  - What is E-Verify?
  - Employee data needed for an E-Verify Verification
  - Federal Contractor Rule
  - Northwestern's Participation
- How to complete Electronic I-9s
  - Section 1, Section 2, Section 3 (rehire & reverification)
- Reporting and data tracking options

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Access to the Electronic I-9 System

- Must fill out the security request form
- http://www.northwestern.edu/hr/policies-forms/forms/fasis-systems/I-9_security_form.pdf
- Must attend training to be granted access to the system.
- Must attend training on an annual basis or access will be removed.
- Training will be offered quarterly for new employees.

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Security Form

Electronic I-9 Security Access Form

Name _____ EmployeeID# _____

Title _____ School/Dept. _____

Phone _____ E-mail _____ NetID _____ Campus _____

NOTE: **I-9 section 2 processors must enroll for I-9 training classes in Self Service before they will be granted access to the I-9 Service Center at https://nuhr.northwestern.edu. Go to the *Learning and Development* section. Click *Request Training Enrollment*. Click *Search by Course Name*. Type in: *I-9*. Click *Search*, and then click on *View Available Sessions*.**

Which **4-digit FASIS department(s)** will you require access to?

(Fill in the department ID's - If you need more room, attach a separate sheet of paper with a list of department ID's)

First 4 digits of FASIS Dept. #	Department Name	First 4 Digits of FASIS Dept. #	Department Name

If requesting to be set-up exactly like another I-9 Service Center User(s) in your dept/group, who is/are the other User(s)?

_____

Do you replace an I-9 Service Center user who left the department? If yes, what is the employee's name?

_____

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I-9 Service Center Security

- You will only have access to complete I-9s for the areas listed on your security form.
- The school/center and department/program the employee selects upon login dictate who can complete Section 2 of the I-9.

  - If the employee selects the wrong school/center and department/program, you can send them to Payroll to complete Section 2 or call or email payroll to have the location changed (everyone in payroll has access to make this change).
- Do not let the wrong location keep you from complying with the I-9 timeframes.

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Form I-9, Employment Eligibility Verification Form

- In 1986 Congress reformed immigration laws to close the door to illegal entry to the U.S. and require employers to hire only individuals who are legally allowed to work in the U.S.
- Anyone hired in the U.S. in return for wages or other remuneration (except independent contractors) after November 6, 1986 must complete Form I-9.
- Form I-9 helps employers verify individuals who are authorized to work in the U.S.

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I-9

- Section 1 of the I-9 is completed by the employee and can be done from any computer.
- Section 2 of the I-9 must be completed by an authorized Northwestern representative and must be done **in person** after the employee presents original documents for review.
- Please see the payroll website for the full list of acceptable documents.
- http://www.northwestern.edu/hr/managers-administrators/onboarding-procedures/E-verify/i9documents.pdf

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Acceptable Documents

You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S.Passport or U.S. Passport Card		1. Driver's license or ID Card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigration status, as long as the period of endorsement has not yet		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID Card		

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I-9 Completion Deadlines

- Can complete I-9 as soon as job offer is accepted.
- Section 1 must be completed no later than the end of the **1st day** of employment (11:59 EST/10:59 CST).
- Section 2 must be completed by the **3rd day** of employment (11:59 EST/10:59 CST). If the employee will work less than 3 days, both section 1 & section 2 must be completed on the first day.
- If an individual will not be on campus on the first day of employment, they must complete their I-9 remotely.

- **Do not complete a new I-9 if it was already completed by another department.**
- Please see M-274 for complete I-9 policies (www.uscis.gov).

Faculty

- Section 1 must be completed by the end of the first day they are on Payroll in paid status and Section 2 must be completed by the end of the third day they are in paid status.
- U.S. Faculty who have a hire date prior to their first day on campus will need to complete an I-9 remotely.

  - If hired 9/1/2010, Section 1 must be completed by 9/1 and Section 2 must be completed by 9/3/2010. Only exception is if the day falls on a weekend or federal holiday.

  - If hired 3/1/2011, Section 1 must be completed by 3/1/2011 and Section 2 must be completed by 3/3/2011.

I-9 Completion Deadlines cont.

Graduate students on Assistantship and/or scholarship

- Section 1 must be completed by the first day of classes and Section 2 must be completed by the 3rd day after classes begin.

  - For spring quarter, classes begin on 3/28/2011 so Section 1 can be completed as late as 3/28/2011 and Section 2 must be completed by 3/30/2011.

I-9 Completion Deadlines cont.

Staff/ Work Study/ Temporary Employees/ Special Pay

- Section 1 must be completed by the end of the first day and Section 2 must be completed by the end of the third day. Their employment dates on their hire paperwork and HRIS should always match the dates they actually begin performing services for the university.

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Remote I-9s

- The 1 and 3 day rule applies from the date the employee is hired and starts services for the university.
  - Backdated hires still have to comply with the 1 and 3 day rule based on the day they began working for the University.
- **Anyone not on campus by their third day of employment will need to complete an I-9 remotely.**

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Remote I-9s continued

- A remote agent can be a notary public (bank, check cashing store), another university official, or U.S. embassy.

- Employee completes Section 1 of the I-9.
- Employee or department emails payroll (i9help@northwestern.edu) the full name (first and last), the title, and the email address of the remote agent.
- Payroll will setup the remote agent and email them instructions on logging in to the electronic I-9 system and completing Section 2 of the I-9.
- Supporting documentation (U.S. Passport, foreign individual or Permanent Resident) and FNIS requirements will need to be mailed to the Payroll Office.

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I-9 Policies continued

- All hiring departments must make sure to alert employees of the I-9 requirements before the employee begins working. This includes verbiage on offer letters (please see website for approved verbiage) and other communication prior to start date of employment and/or verbal communication after job offer is accepted.
  - This is especially important for our students whose parents may keep their Social Security cards, birth certificates, or passport at their home. They need to know they must produce their documents by day 3 of employment.
  - If they have to send for their documents, do not hire them or let them start work until they have them in hand (or will by day 3 of projected hire date).
  - Please watch backdating hires to assure the I-9 is completed in the correct time frame.

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I-9 Policies continued

- Only **one** I-9 should be completed for each employee, even if they have multiple jobs (unless terminated and rehired).
- Please check to see if an I-9 has already been completed before requesting an employee to complete a new one.
- Employees who are rehired within 3 years of the date their date of hire on their last electronic I-9 will only require Section 3 (reverification) of the I-9 to be completed, even if another Section 3 has already been completed.
- Section 3 requires only the rehire date and Section 3 signature as long as the employee is still eligible to work on the same basis as when Form I-9 was completed (no employee action needed).

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What is E-Verify?

- E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) that allows employers to verify the employment eligibility of their employees, regardless of citizenship

- Based on the information provided by the employee on his or her Form I-9, E-Verify checks this information electronically against records contained in DHS and Social Security Administration (SSA) databases

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Employee Data Needed for E-Verify

- Employee's name and date of birth
- Social Security Number (SSN)
- Citizenship status the employee attests to in Section 1 of the Form I-9
- The ‘A’ number or I-94 number, if not a U.S. citizen
- Type of document provided on the Form I-9 to establish work authorization status
- Proof of identity, and its expiration date, if applicable

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Federal Contractor Rule

- Federal contracts awarded and solicitations issued after September 8, 2009 will include a clause committing government contractors to use E-Verify. If awarded a contract with this clause, federal contractors will need to enroll in the E-Verify system to confirm that all of their new hires and their employees directly working on federal contracts are authorized to legally work in the United States within 30 days.
  - Federal contractors must ensure that all covered subcontracts at every tier incorporate the E-Verify clause.
- Northwestern received its first contract with the E-Verify clause on September 30, 2009.
- Enrolled in E-Verify on October 28, 2009 and had to start using E-Verify by **January 26, 2010** for all new hires.

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E-Verify Responses

- Most employees will come back employment authorized, but a few might receive a tentative nonconfirmation.
- If there is an error on the I-9, Payroll can open the I-9 to correct the error.
- An employee who receives a DHS or SSA Tentative Nonconfirmation (TNC) has to contest or not contest.
- Employee has **10 business days** to make the election to contest or not contest.
- Employees who elect **not** to contest will be **terminated**
- Employees who contest will be allowed to continue working while in process.
- An employee only has **8 business days** from the day they contest (electronically) to contact the appropriate agency to resolve the issue (the resolution may take longer).

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E-Verify Regulations

- An employee must indicate a SSN on the I-9 .
- We can only accept List B documents that include a photograph (If someone has religious objections to providing a list B document with a picture, please refer them to payroll and we will contact E-Verify).
  - Documents such as Voter's Registration Card cannot be accepted.
- An employee can only go through E-Verify once (except terminated and rehired employees).
- Attach a copy of U.S. Passports, Permanent Resident Cards, and Employment Authorization Cards (EAD) must be made if that document was used for Section 2. The copy must be uploaded to the Electronic I-9 Service Center (if you do not have scanning capabilities send documentation to payroll and we will upload the document for you).
- Please see the Payroll website for complete E-Verify and Electronic I-9 information and policies.
  http://www.northwestern.edu/hr/payroll/e-verify/index.html

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International Employees and Social Security Numbers

- They will need their I-9 completed in the same time frame as everyone else, but they will not go through E-Verify until they have their Social Security Number.
  - They will not use an ITIN
- This makes it especially important for them to apply for their numbers in a timely manner.
- If they apply late and get denied because of it, that will lead to fines for the university and non-compliance with E-Verify regulations.
- Department's must be aware of payments to international employees that make them eligible for a SSN (i.e. additional pay payments for students on scholarships or fellowships).

Section 1

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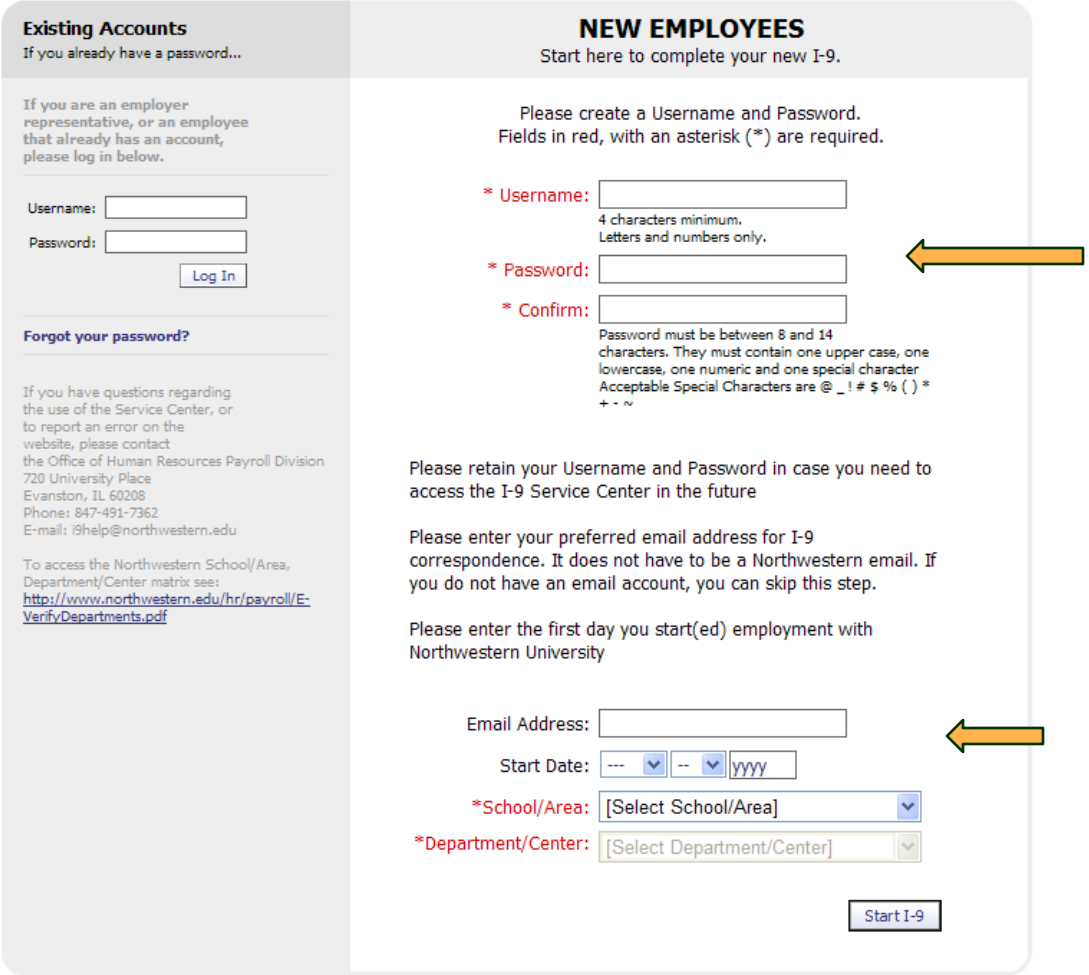
Completing the Electronic I-9

- Instruct your new hire to visit Northwestern's I-9 Service Center and follow these simple steps.

- Create a userid & password in the space provided and confirm the password retain them for future logins. Password requirements are shown on the page.
- Enter your School/Area and Department/Center as communicated by your hiring representative.
- Enter your email address.
- Enter your date of hire.
- Click on "Start I-9."



Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:
Password:
Log In

Forgot your password?

If you have questions regarding the use of the Service Center, or to report an error on the website, please contact
the Office of Human Resources Payroll Division
720 University Place
Evanston, IL 60208
Phone: 847-491-7362
E-mail: i9help@northwestern.edu

To access the Northwestern School/Area, Department/Center matrix see:
http://www.northwestern.edu/hr/payroll/E-VerifyDepartments.pdf

NEW EMPLOYEES
Start here to complete your new I-9.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

* Username:
4 characters minimum.
Letters and numbers only.
* Password:
* Confirm:
Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # $ % ( ) * + - ~

Please retain your Username and Password in case you need to access the I-9 Service Center in the future

Please enter your preferred email address for I-9 correspondence. It does not have to be a Northwestern email. If you do not have an email account, you can skip this step.

Please enter the first day you start(ed) employment with Northwestern University

Email Address:
Start Date: --- -- yyyy
*School/Area: [Select School/Area]
*Department/Center: [Select Department/Center]

Start I-9

Completion of Section 1

- Provide your information in all boxes of Section 1 of the Form I-9.
- If you have any questions, click on the question mark symbol and a tip box will appear with information to answer your question.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (*Family Name*)	First Name (*Given Name*)	Middle Initial	Other Names Used (*if any*)
			Type N/A if you have had no other names.

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number	E-mail Address	Telephone Number

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.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States (See instructions)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode Do Not Write in This Space

Signature of Employee:	**Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below.**	Date (mm/dd/yyyy):

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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

Signature of Preparer/Translator:	Date (mm/dd/yyyy):

Last Name (*Family Name*)	First name (*Given Name*)

Address (*Street Number and Name*)	City or Town	State	Zip Code

Click this Button to Continue > Continue

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Preparer or Translator

- If a preparer or translator is used to complete Section 1, the preparer or translator must provide their information and sign Section 1.

Signature of Employee:	**Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below.**	Date (mm/dd/yyyy):

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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

Signature of Preparer/Translator:			Date (mm/dd/yyyy):
Last Name (*Family Name*)		First name (*Given Name*)	
Address *(Street Number and Name)*	City or Town	State	Zip Code

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Submit Section 1

- Once you have completed Section 1, click "Continue."

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (*Family Name*)	First Name (*Given Name*)	Middle Initial	Other Names Used (*if any*)
			Type N/A if you have had no other names.

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number	E-mail Address	Telephone Number

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.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States (See instructions)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode Do Not Write in This Space

Signature of Employee:	**Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below.**	Date (mm/dd/yyyy):

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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

Signature of Preparer/Translator:	Date (mm/dd/yyyy):

Last Name (*Family Name*)	First name (*Given Name*)

Address (*Street Number and Name*)	City or Town	State	Zip Code

Click this Button to Continue > Continue

Error Messages

- If any of your entries were incomplete, you may encounter an error message. Please correct the items that are indicated and click “Continue.”

Please make corrections before attempting to submit:

- A Social Security Number has not been entered. If you wish to proceed without completing the Social Security Number click the 'Continue' button (you will not receive this message again). Otherwise make the correction below before clicking the 'Continue' button.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (*Family Name*)	First Name (*Given Name*)	Middle Initial	Other Names Used (*if any*)
Doe	Jane		n/a

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Fake Street		Chicago	IL	60660

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number A Social Security Number has not been entered. If you wish to proceed without completing the Social Security Number click the 'Continue' button (you will not receive this message again). Otherwise make the correction below before clicking the 'Continue' button.	E-mail Address	Telephone Number
02/24/1992		email@northwestern.edu	312-555-1234

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.

I attest, under penalty of perjury, that I am (check one of the following):

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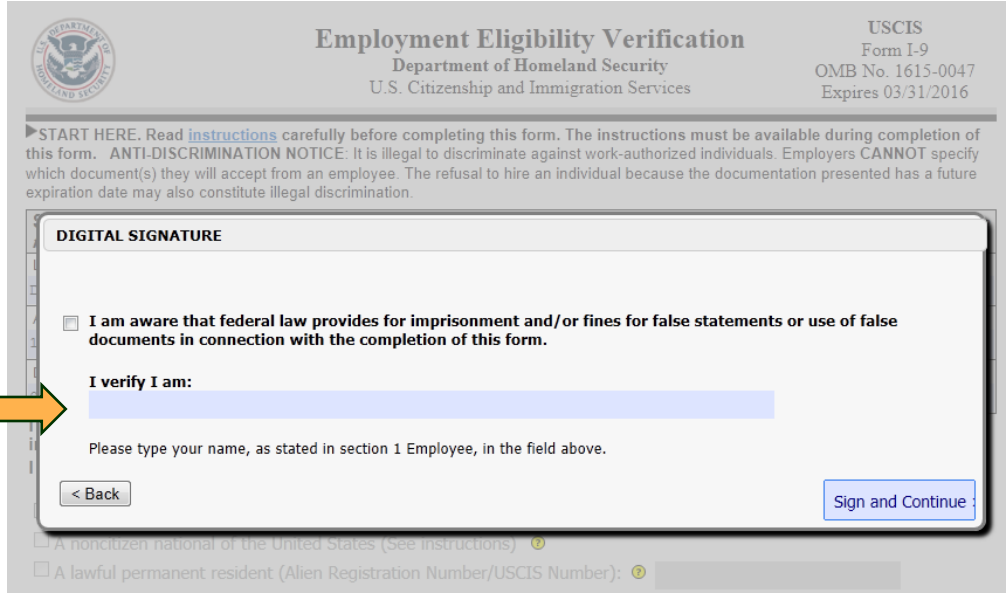
Electronic Signature

- Please review the information you provided in Section 1 and read the text in the digital signature box. If acceptable, click the checkbox and type in your full name (as it appears on Section 1). Please complete your digital signature by clicking “Sign and Continue.”

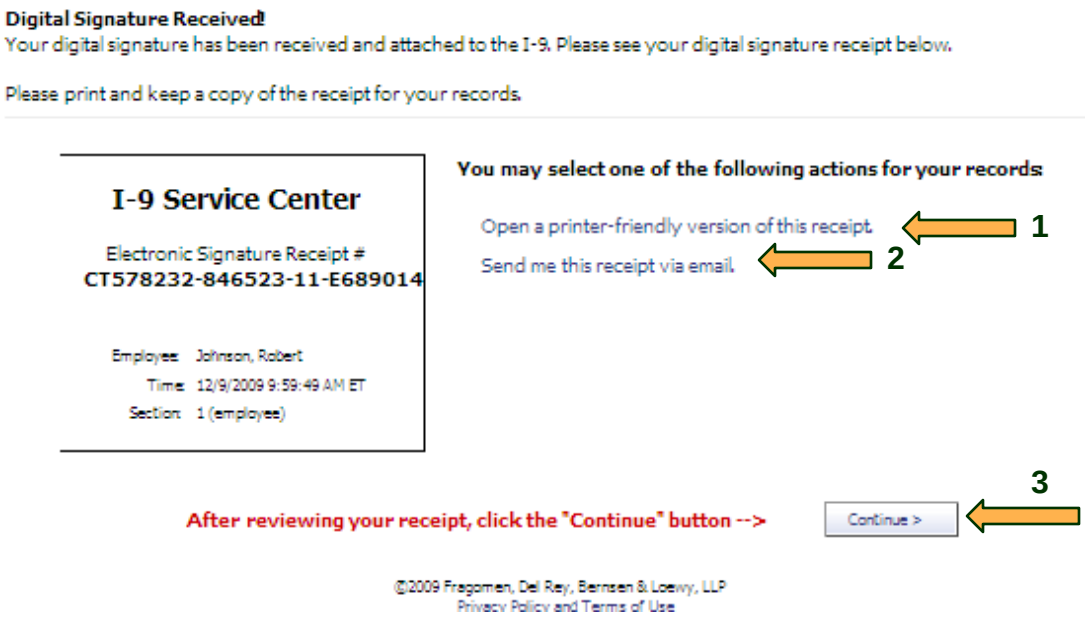


Electronic Signature Receipt

- There are two ways to obtain a receipt.

1) If you are connected to a printer, open a printer-friendly version of the receipt and print.
2) If you are not connected to a printer, follow the instructions to receive the receipt via email.
3) Click on “Continue "for next steps.

We must offer a receipt under electronic I-9 regulations, but you are not required to keep or print a receipt.



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Final Step

- Congratulations! Section 1 of Form I-9 has been submitted
- The employee should review the list of acceptable documents.
- They must bring the appropriate documentation, which includes a photograph, on their first day of employment (no later than day three) and present the document(s) to a Northwestern representative.
- This should only take the employee a few minutes to complete.

IMPORTANT INSTRUCTIONS

Section 1 of your I-9 has been delivered to Northwestern University!

On your first day of employment, please bring...

- one document from List A, below.

OR

- one document from List B **AND** one document from List C, below.

Within three business days of the date your employment with Northwestern begins, you must present original documents that establish your identity and employment authorization in order to complete Section 2 of the Form I-9. Failure to complete Section 2 within three business days may result in termination of your employment.

As a participant in the E-Verify program, Northwestern may only accept List B documents that bear a photograph.

If you will not be present at Northwestern on your first day of employment, please contact your supervisor, department administrator, or the Office of Human Resources Payroll Division for instructions.

If you are a foreign national (all non-U.S. citizens, except permanent residents) and selected the box indicating you are "An alien authorized to work" in Section 1, you must also complete the data entry requirements in the Foreign National Information System (FNIS): https://fnis.thomsonreuters.com/northwestern/login.asp. If you have not received your email with access, please complete the FNIS request forms and fax or email to the Payroll Office. http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/FNISrequestform.pdf If you need your userID and password sent again, please email the Office of Human Resources Payroll Division at payroll@northwestern.edu.

Click here to download a PDF of the LIST OF ACCEPTABLE DOCUMENTS for printing.

Click here to log out of the I-9 Service Center.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a		1. A Social Security Account Number

Section 2

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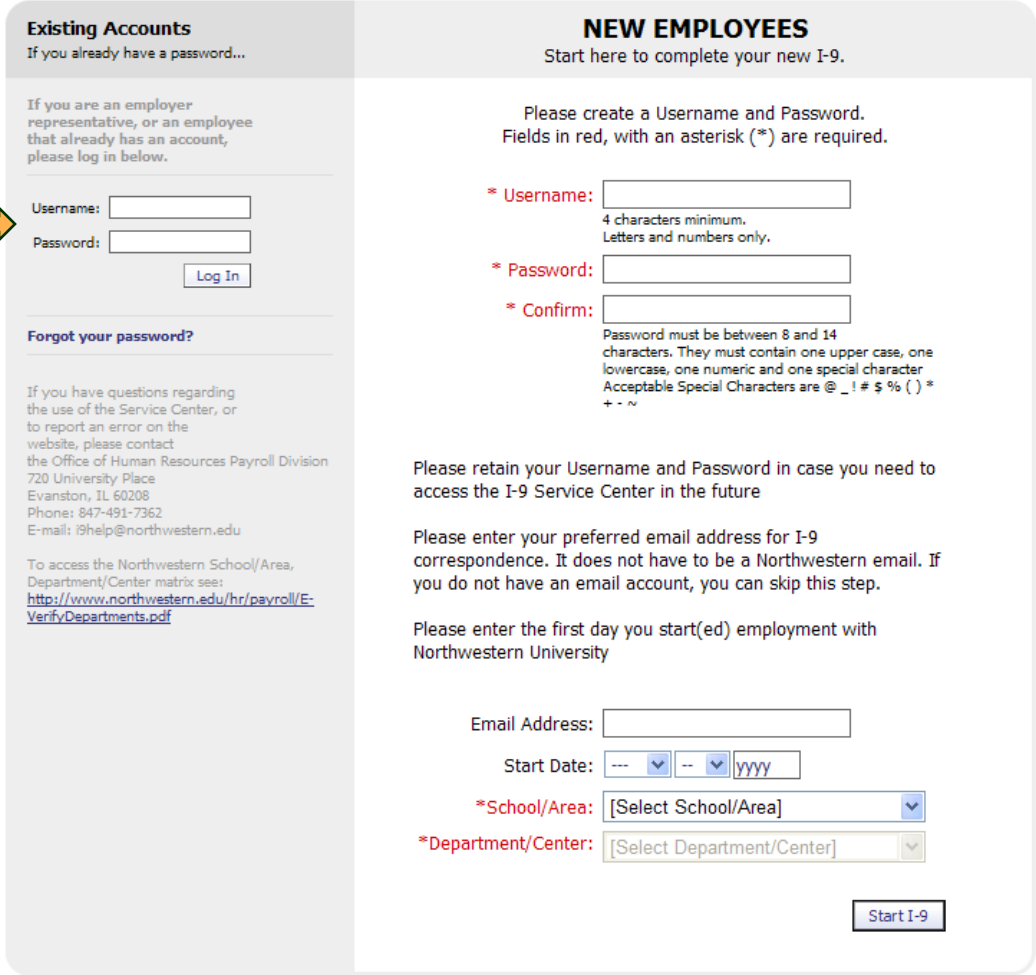
Section 2 Processors

- Upon entering the Electronic I-9 Service Center, type the username and password provided to you (you will change the password the first time you login).
- Click on “Log In.”



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I-9 Lookup

- Always first check to make sure that the employee needs a new I-9 (Section 1 & 2) to be completed.
- This is especially important for temporary employees, work study, and graduate students that often have multiple jobs on campus and might have completed the I-9 with another department.

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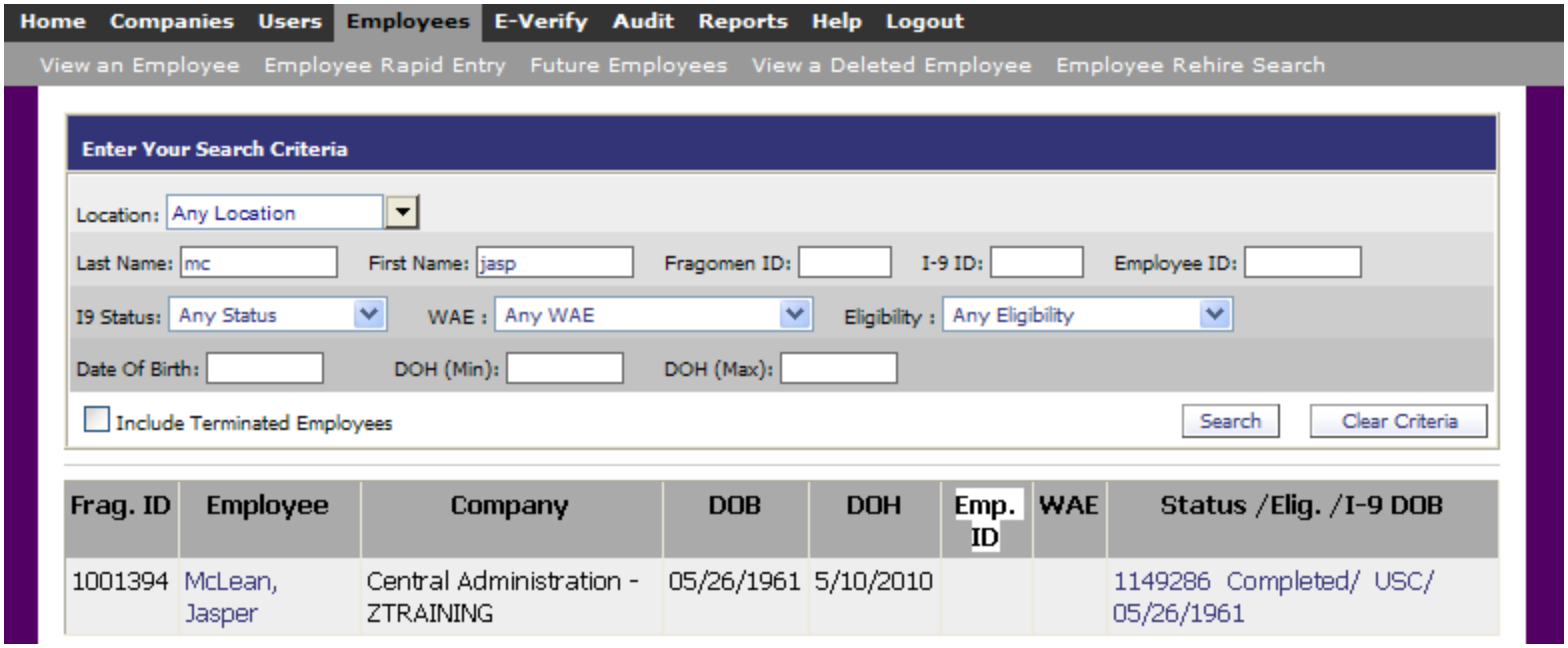
Employee does not need Section 2

- In this example the employee's I-9 is completed and not terminated, and no action needs to be taken.



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Employee does not need Section 2

- In this example, the original I-9 is not terminated so the new Section 2 does not need to be done.
- Instead email i9help@northwestern.edu and ask us to delete the extra I-9.

Enter Your Search Criteria

Location: Any Location

Last Name: mcle | First Name: jas | Fragomen ID: | I-9 ID: | Employee ID:

I9 Status: Any Status | WAE : Any WAE | Eligibility : Any Eligibility

Date Of Birth: | DOH (Min): | DOH (Max):

☐ Include Terminated Employees | Search | Clear Criteria

Frag. ID	Employee	Company	DOB	DOH	Emp. ID	WAE	Status /Elig. /I-9 DOB
1001394	McLean, Jasper	Central Administration - ZTRAINING	05/26/1961	5/10/2010			1239370 Completed/ USC/ 05/26/1961
1734335	McLean, Jasper	Central Administration - ZTRAINING	05/26/1961				1995809 Awaiting Sec. 2/ USC/ 05/26/1961

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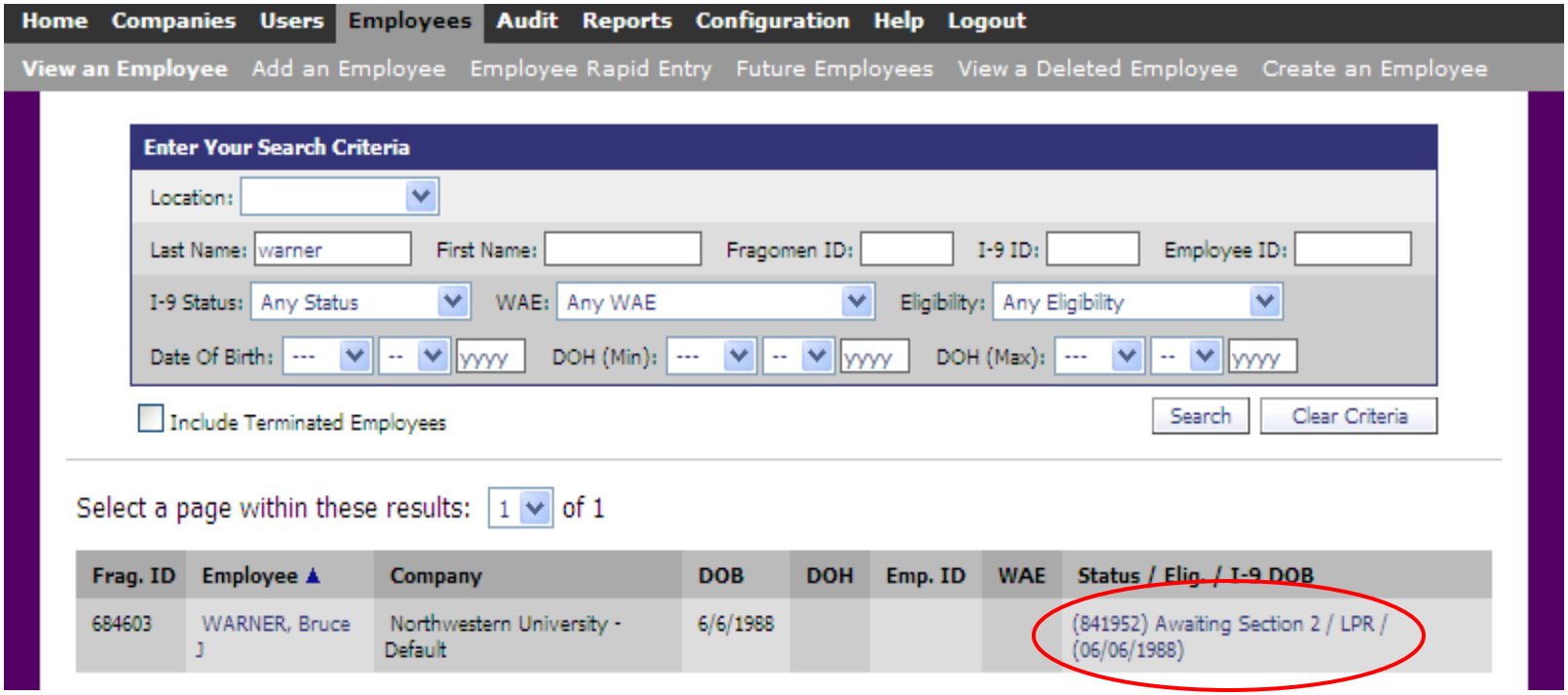
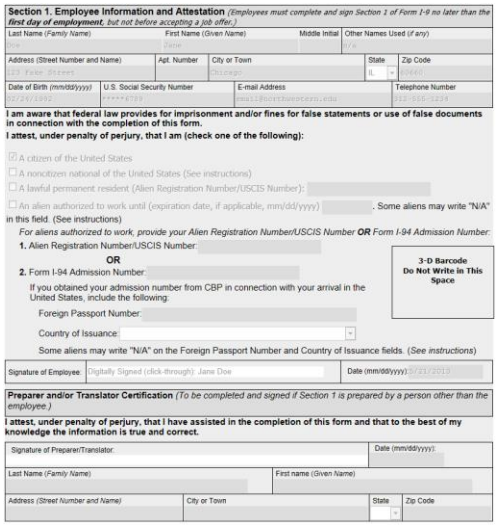
I-9 Lookup

- Search for the employee by name, Employee ID, date of birth, and/or, date of hire.
- Click on Awaiting Section 2 to be taken directly to the I-9.



Begin Section 2

- To complete Section 2 of the I-9, you do not need to edit Section 1 or Section 3. Therefore, they will appear grayed out, indicating that they are not available for editing.
- Please review the I-9 for accuracy before beginning Section 2.



Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)
Doe	Jane		

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Fake Street		Chicago	IL	60201

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address	Telephone Number
02/29/1992	*****6789	email@northwestern.edu	312/555-5234

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.

I attest, under penalty of perjury, that I am (check one of the following):

☑ A citizen of the United States

☐ A noncitizen national of the United States (See instructions)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** *Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode Do Not Write in This Space

Signature of Employee:	Date (mm/dd/yyyy):
Digitally Signed (click-through): Jane Doe	5/21/2019

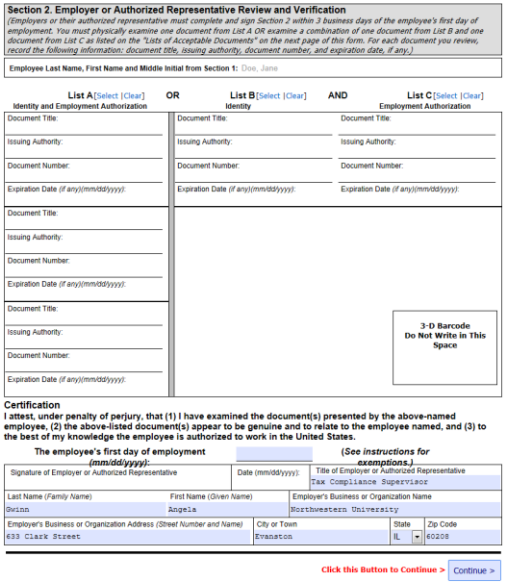
Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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

Signature of Preparer/Translator:	Date (mm/dd/yyyy):

Last Name (Family Name)	First name (Given Name)

Address (Street Number and Name)	City or Town	State	Zip Code



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Doe, Jane

List A [Select] [Clear] Identity and Employment Authorization	OR List B [Select] [Clear] Identity	AND List C [Select] [Clear] Employment Authorization
Document Title:	Document Title:	Document Title:
Issuing Authority:	Issuing Authority:	Issuing Authority:
Document Number:	Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		

3-D Barcode Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **(*See instructions for exemptions.*)**

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title of Employer or Authorized Representative
		Tax Compliance Supervisor

Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name
Swinn	Angela	Northwestern University

Employer's Business or Organization Address (Street Number and Name)	City or Town	State	Zip Code
633 Clark Street	Evanston	IL	60208

Click this Button to Continue > Continue >

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Section 1 Error

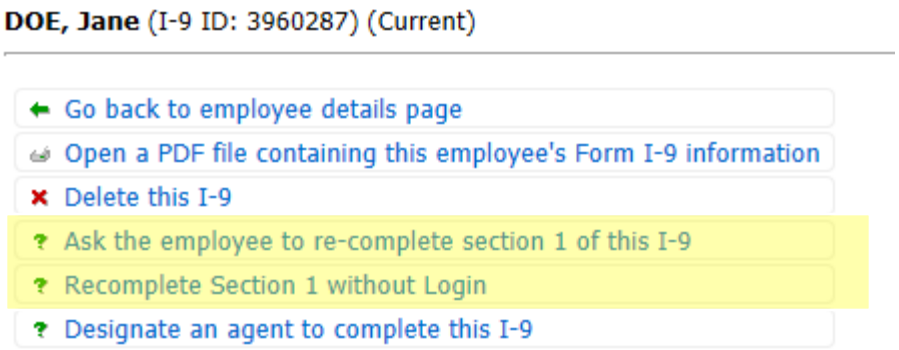
- If you notice that an employee has made an error on Section 1 of the I-9, you must send it back to them to correct the error.

  -This can happen if they selected the wrong immigration status (it doesn't match the documentation they present).
  -Their name listed on Section 1 does not match the documentation provided.

- **Failure to correct these mistakes can cause a tentative nonconfirmation (TNC)!**

Section 1 Error continued

- These corrections must be done before completing Section 2 of the I-9.
- At the top of Section 2, you will see an option to “Ask the employee to re-complete Section 1 of this I-9” or “Recomplete Section 1 without Login.”



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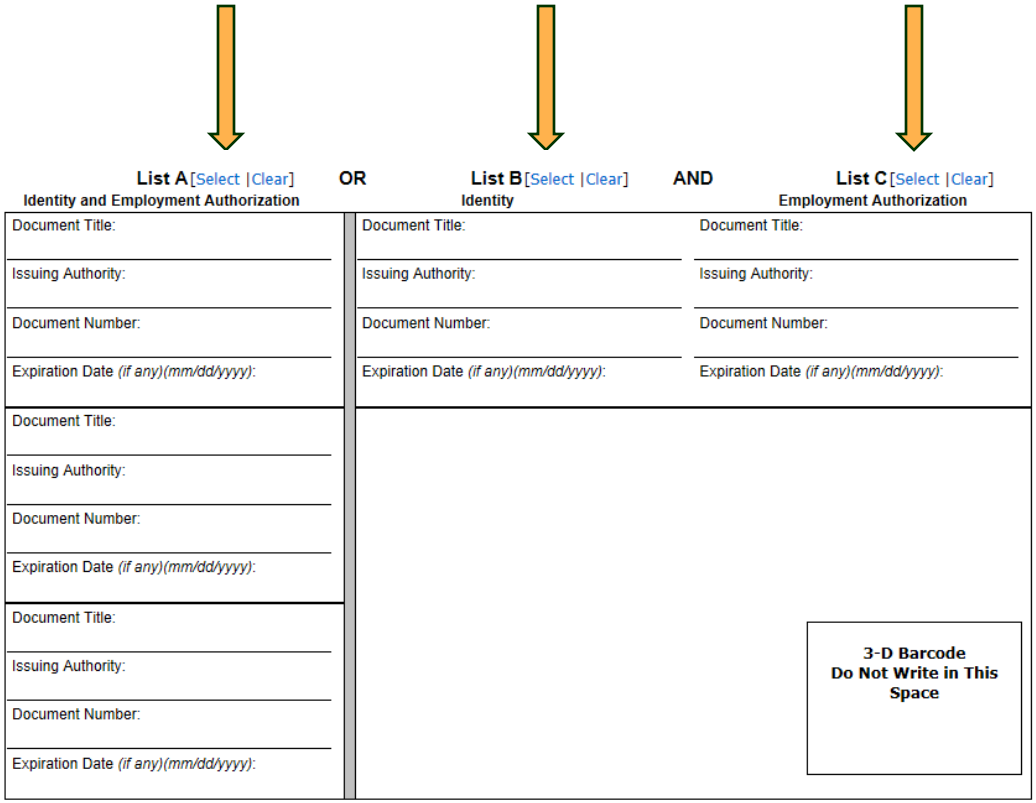
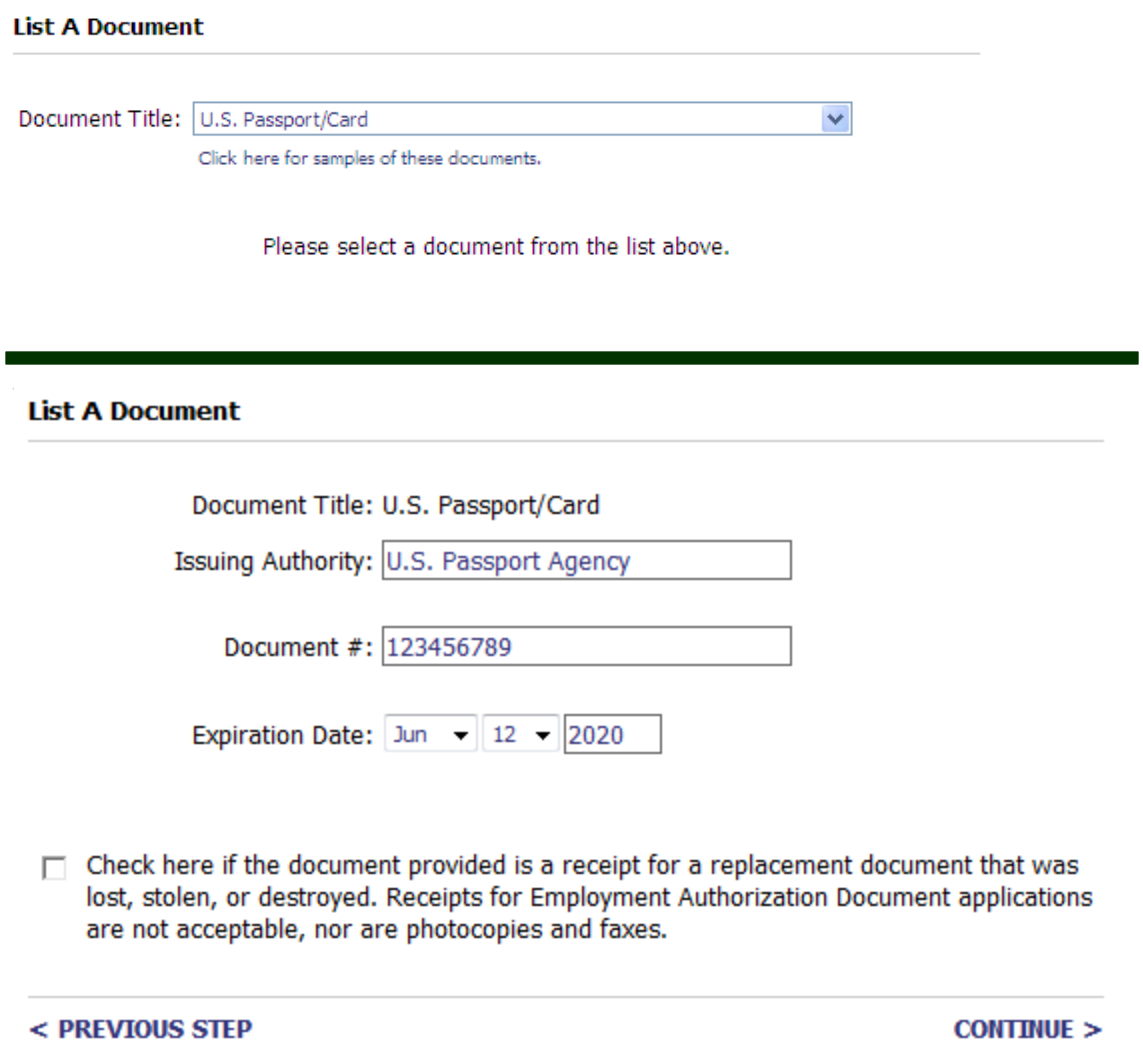
Section 2

- Scroll down to Section 2 to begin. Depending upon which original document(s) the employee has presented to you, click “Select” for List A, or B and C and follow the steps in the pop-up wizard.
- **You cannot complete A & B or C.**



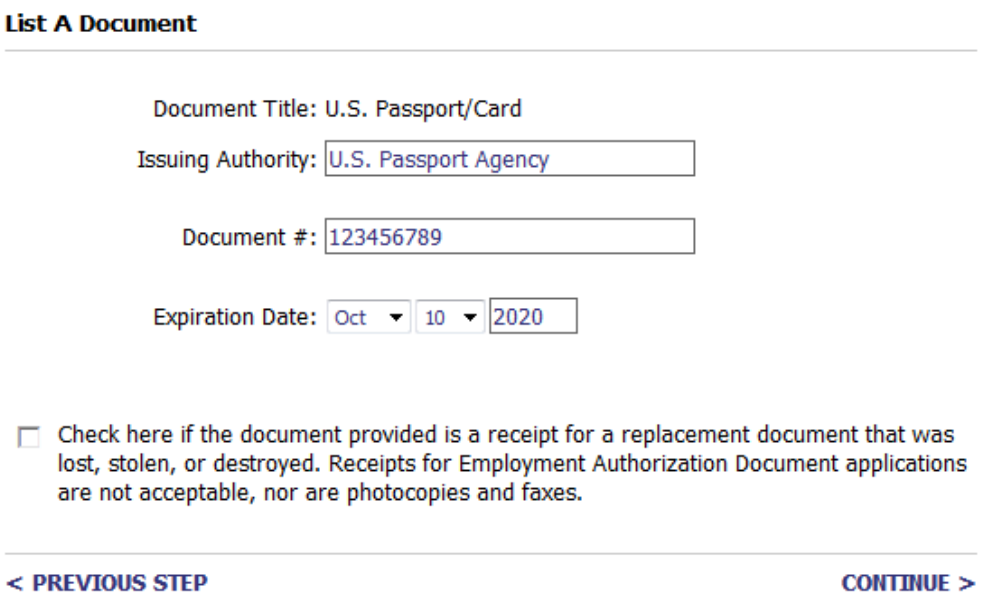
Section 2 continued

- For example, if the employee presents you with a U.S. Passport, click on “Select” in List A. In the pop-up window, select U.S. Passport.
- Enter the requested information. When finished, click “Continue.”



Section 2 Receipts

- In limited circumstances, the employee may provide a receipt in lieu of the original document.
- This is only allowed if the original document was lost or stolen, the employee may provide a receipt in lieu of the original document for 90 days.
- Only in these cases, you will mark the receipt box and the Electronic I-9 Service Center will track the 90 period and then the employee will need to provide original documentation .



Section 2 Error Message

- If you encounter an error message as shown here, please make any necessary corrections by clicking “Previous Step” and then proceed as instructed.

List A Document

One or more errors were discovered when attempting to enter this document:

- You must specify a "Document #" .

< PREVIOUS STEP

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Section 2 Final Steps

1. After you have entered the document information and clicked "Enter Information", please review for accuracy
2. Complete the date of hire field
3. Click the “Continue" button to sign the I-9

1

List A [Select | Clear] — Identity and Employment Authorization

Document Title: U.S. Passport/Card
Issuing Authority: U.S. Passport Agency
Document Number: 123456789
Expiration Date *(if any)(mm/dd/yyyy)*: 10/10/2020

Document Title:
Issuing Authority:
Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:

Document Title:
Issuing Authority:
Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:

OR

List B [Select | Clear] — Identity

Document Title:
Issuing Authority:
Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:

AND

List C [Select | Clear] — Employment Authorization

Document Title:
Issuing Authority:
Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:

3-D Barcode Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

2

The employee's first day of employment *(mm/dd/yyyy)*: 06/03/2013 ***(See instructions for exemptions.)***

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title of Employer or Authorized Representative
		Tax Compliance Supervisor

Last Name *(Family Name)*	First Name *(Given Name)*	Employer's Business or Organization Name
Gwinn	Angela	Northwestern University

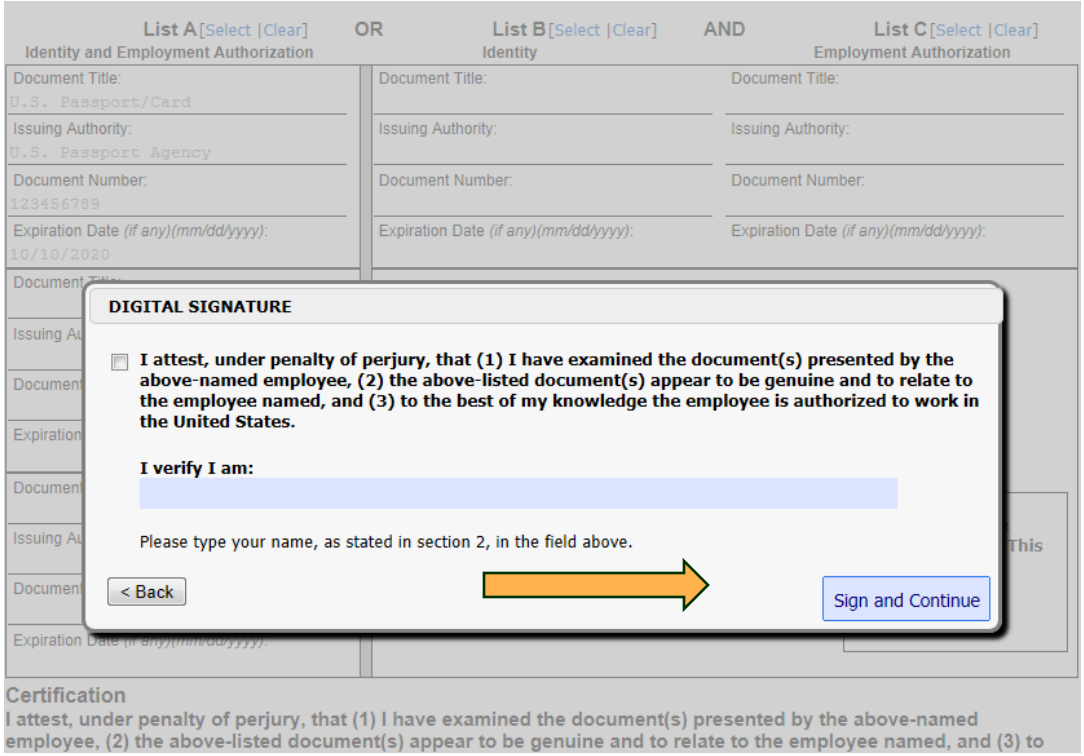
Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	Zip Code
633 Clark Street	Evanston	IL	60208

3

Click this Button to Continue > Continue >

Section 2 Electronic Signature

- Please make sure to review the I-9 for accuracy.
- Please read the attestation language in the digital signature box. If acceptable, click the checkbox and type in your full name. Please complete your digital signature by clicking “Sign and Continue.”



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Viewing Only Original Documents

- Remember that you are signing under penalty of perjury that you have viewed both the individual and the original documents in person.
- Copies or faxes are never acceptable.
- If the document appears to be genuine and relate to the employee presenting them, you must accept the document as long as it fits the List A, B, or C requirements.
- Employees that do not have original documents on campus will need to go through the remote hire process.

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Photo Matching Tool

- Photo match requires us to compare the picture on the document the individual presents with the picture in the government database.
- This is required for any U.S. Passports, Permanent Resident Cards, and Employment Authorization Cards.
- You will need to scan, upload a copy, and complete the Photo Matching tool for these three documents.
- If you do not have a scanner, we recommend you send those individuals to Payroll to complete.

- Remember- **DO NOT** upload any documents except those required for Photo Matching.

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Photo Matching Tool

- Upload the copy of the employee's Permanent Resident Card (Green Card), Employment Authorization Card (EAD), or U.S. Passport.
- **Even if you do not upload the document at this time, you must press "continue" to complete the photo matching.**

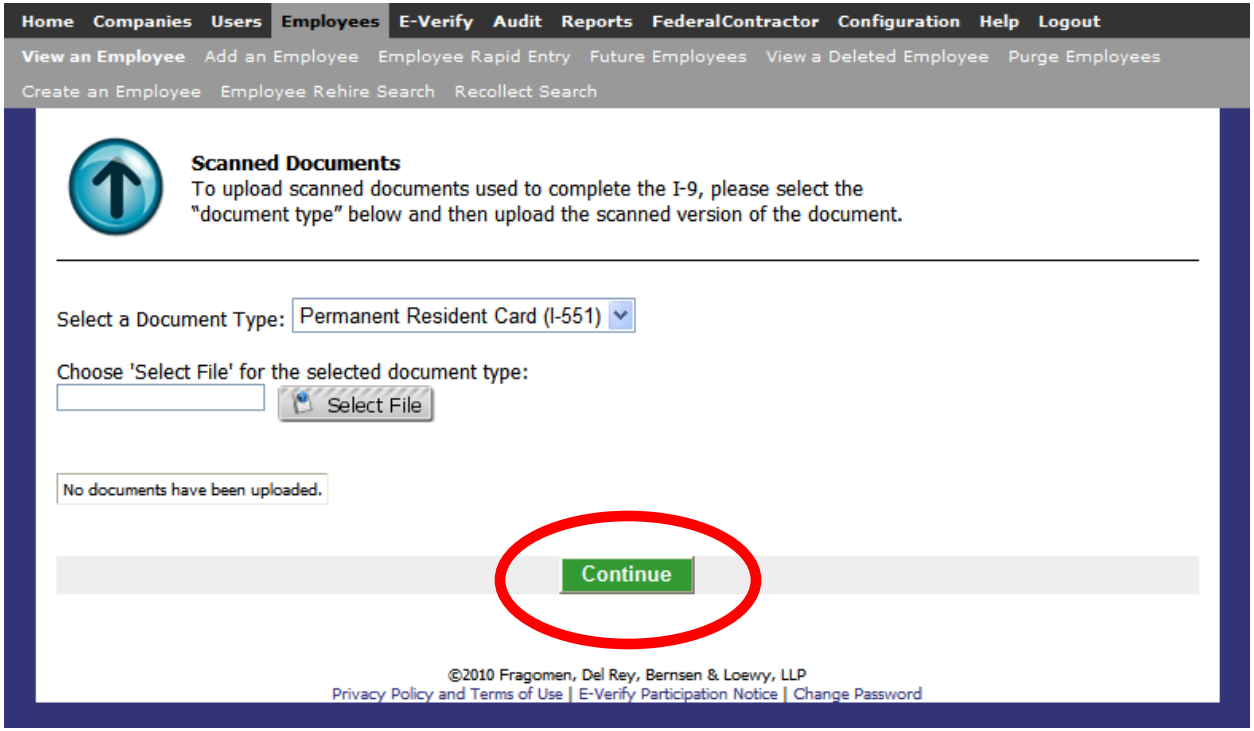

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Photo Matching Tool cont.

- Compare the photo you uploaded to the photo provided in the I-9 Service Center for an exact match.
- If you did not upload a copy of the document you can match the document to the photo in the Service Center.
- Remember you are comparing the photographs to each other and NOT the photo to the employee.

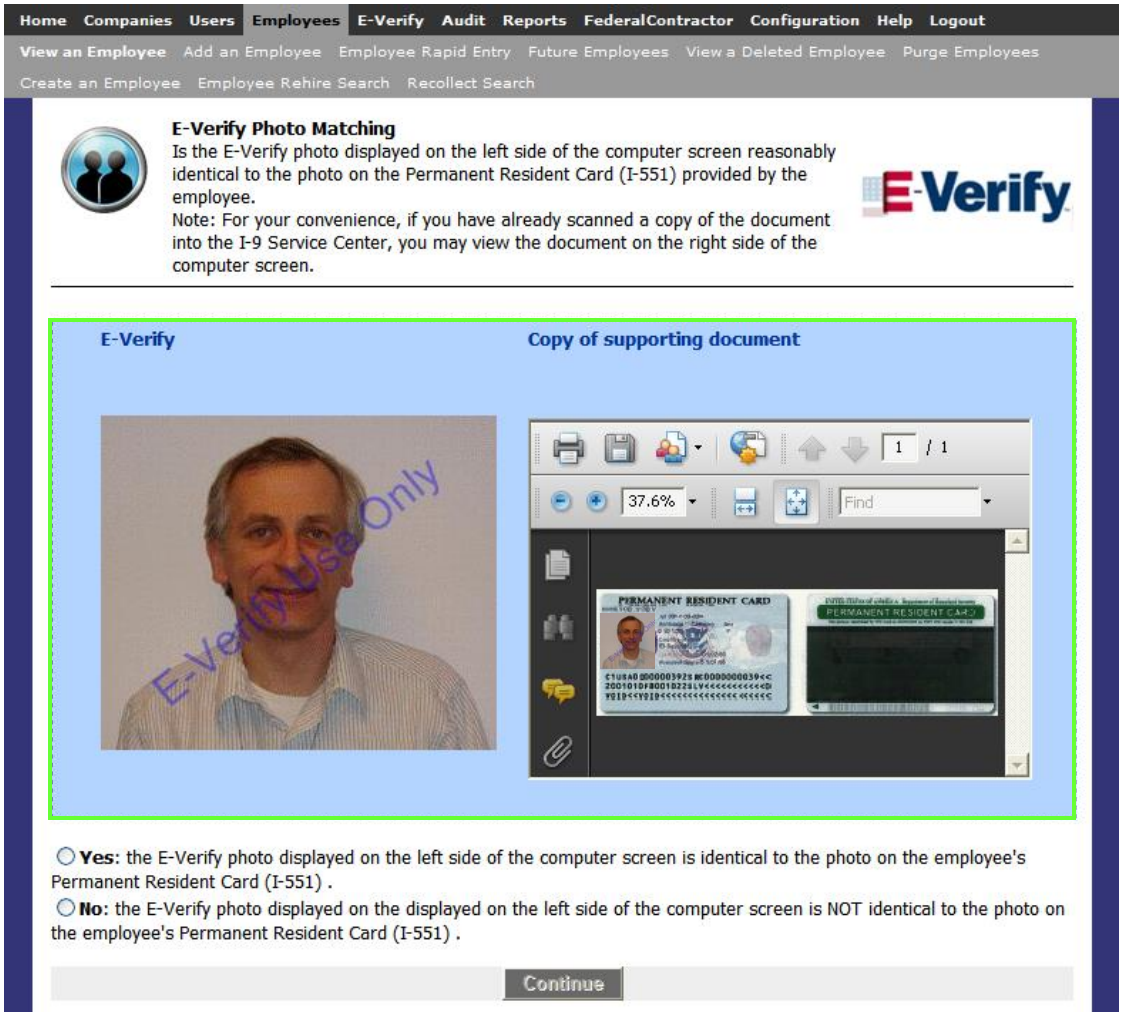

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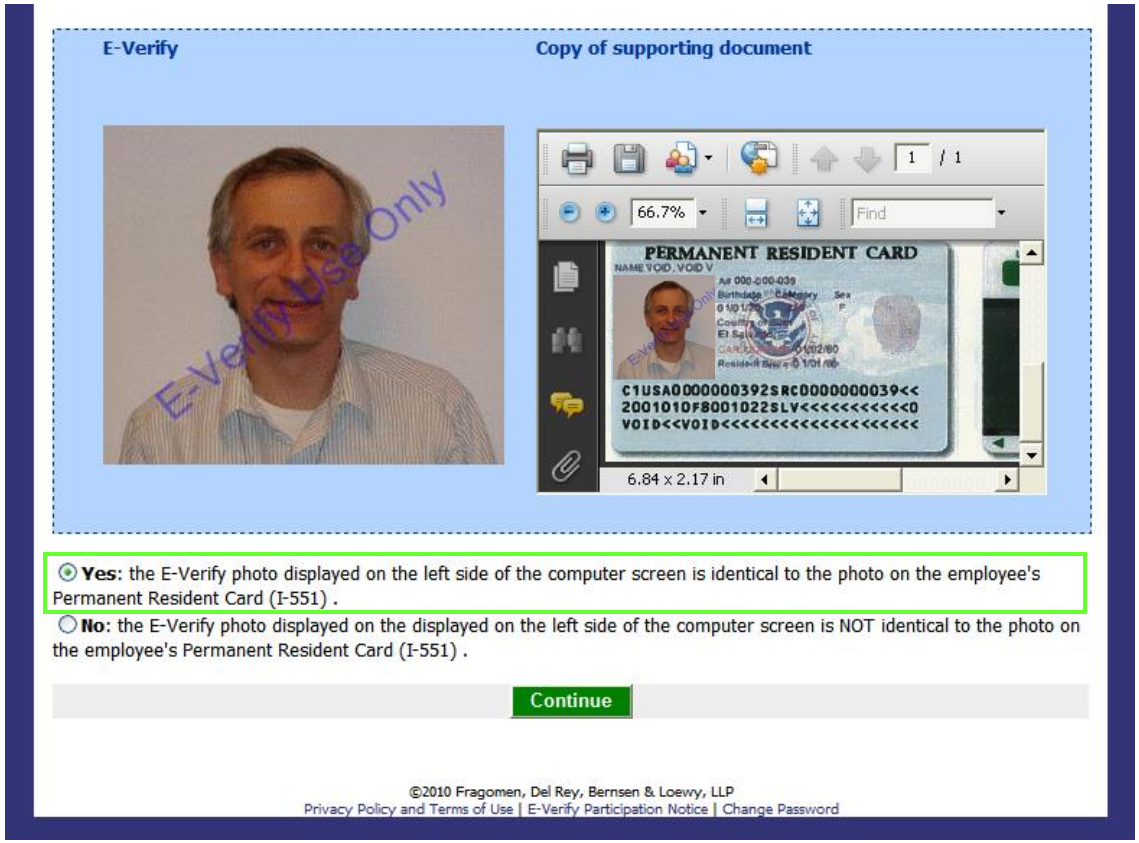
Photo Matching Tool cont.

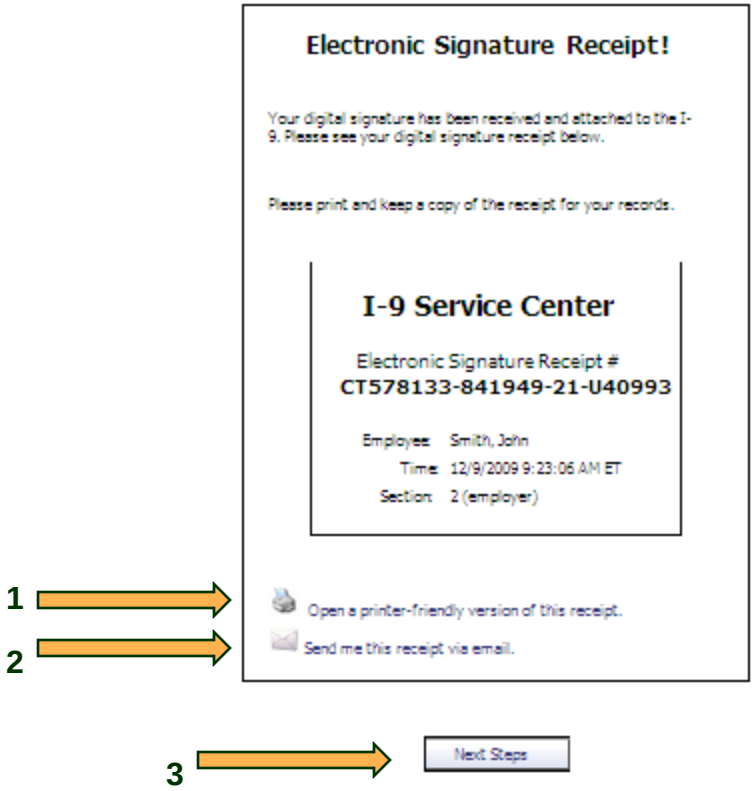
- After confirming if the photographs match, make your selection below.



Electronic Signature Receipt

1. There are two ways to obtain a receipt. If you are connected to a printer, open a printer-friendly version of the receipt and print.
2. You can also select to email the receipt to yourself.
3. Once you are finished, please click “Next Steps.”

We must offer a receipt under electronic I-9 regulations, but you are not required to print or keep a receipt.



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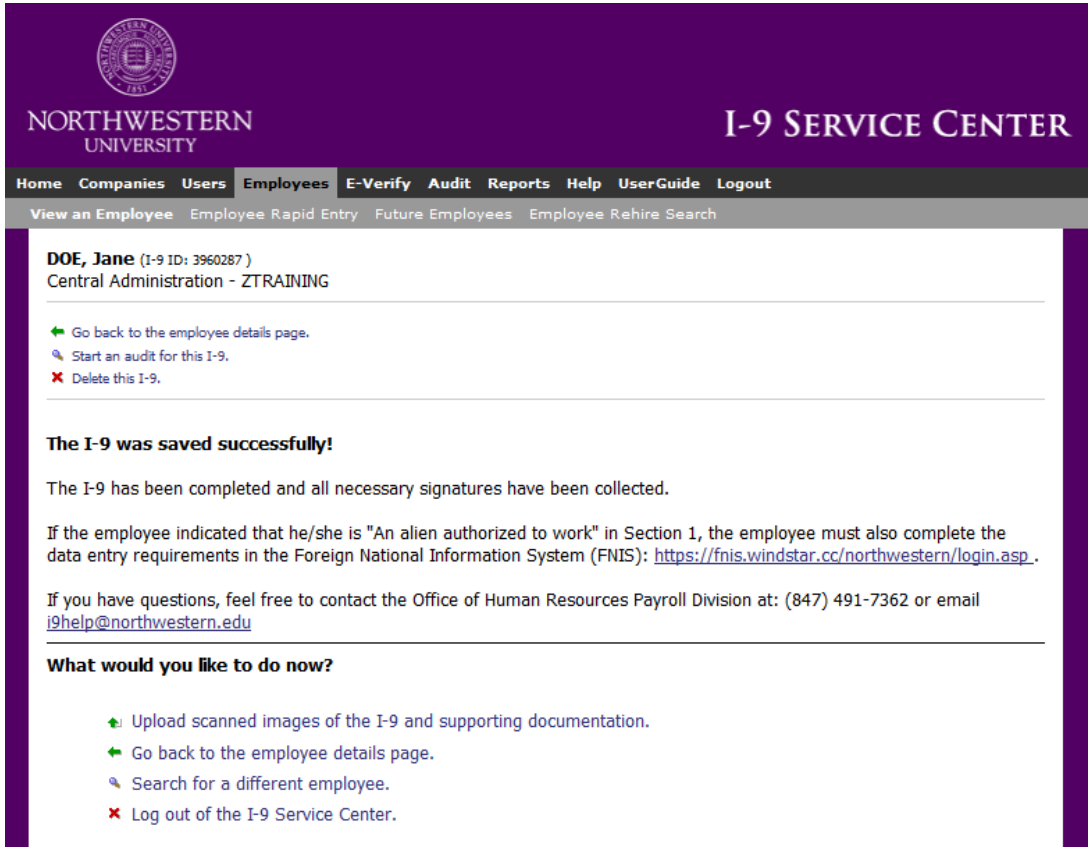
Complete

- Congratulations! You have successfully completed Section 2 of the employee's Form I-9.
- We estimate this will take you approximately 5 minutes to complete.



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Foreign I-9s

- Payroll will continue to provide assistance to foreign individual's I-9s.
- If they cannot come to Payroll by day 3 of employment with their original documents, then someone in the department must help complete Section 2 or they must do a remote I-9.
- Employees must reverify their work eligibility by coming to the Payroll Office no later than the date their current status expires.
- Remember that EAD and Permanent Resident Cards will need to be uploaded to the electronic I-9 service center if that document is used for Section 2.

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Foreign I-9 Section 1

- The only difference for the foreign I-9s is they check the last box, “an alien authorized to work until.”
- They must enter their I-94#, if on a visa, and their EAD/A#, if they are on an Employment Authorization Card, the expiration date for their work authorization (from their immigration document and/or I-94), their foreign passport number and country of issuance (if entering on a visa).

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (*Family Name*)	First Name (*Given Name*)	Middle Initial	Other Names Used (*if any*)
			Type N/A if you have had no other names.

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number	E-mail Address	Telephone Number

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.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode Do Not Write in This Space

Signature of Employee:	**Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below.**	Date (mm/dd/yyyy):

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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

Signature of Preparer/Translator:	Date (mm/dd/yyyy):

Last Name (*Family Name*)	First name (*Given Name*)

Address (*Street Number and Name*)	City or Town	State	Zip Code

Click this Button to Continue > Continue

Foreign I-9 Section 2

- Most individuals on visas, will only be able to use their unexpired foreign passport, I-94 card, and current, Northwestern sponsored, immigration document as their Section 2 documents.

List A [Select | Clear] Identity and Employment Authorization	OR	List B [Select | Clear] Identity	AND	List C [Select | Clear] Employment Authorization
Document Title: Foreign Passport with I-94 Card (I		Document Title:		Document Title:
Issuing Authority: Republic of China		Issuing Authority:		Issuing Authority:
Document Number: G12345678		Document Number:		Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*: 10/19/2020		Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:
Document Title: (F-1)				
Issuing Authority: DHS				
Document Number: 67167247720 (exp: D/S)				
Expiration Date *(if any)(mm/dd/yyyy)*: 2/28/2015				
Document Title:				

Foreign I-9 Section 2

- The pop-up wizard will assist in selecting the correct documents to enter such as the I-94 card and expiration date.
- After entering the Section 2 information, you will complete Section 2 the same way as all I-9s.

List A Document

Document Title: Foreign Passport with I-94 Card

Issuing Authority: Republic of China
Country of Passport

Document #: 123456789
Passport Number

Expiration Date: Apr 7 2020
Passport Expiration Date

Visa Type: F-1

Document #: 12345678911
I-94 Card Number

This employee must provide a SEVIS Form I-20, Certificate of Eligibility for Nonimmigrant Students, endorsed for employment with Northwestern University. The employment authorization must be currently valid (future employment authorization commencement dates are not acceptable).

I-20 Document #: N0001234567

Expiration Date: Jun 15 2018
I-20 support document expiration.

☑ Check here if Duration of Status (D/S) is specified on the I-94 card.

< PREVIOUS STEP CONTINUE >

Foreign I-9 Section 2

- If you select a document that does not match with the Section 1 citizenship information, you will receive an error message that needs to be corrected.

List A Document

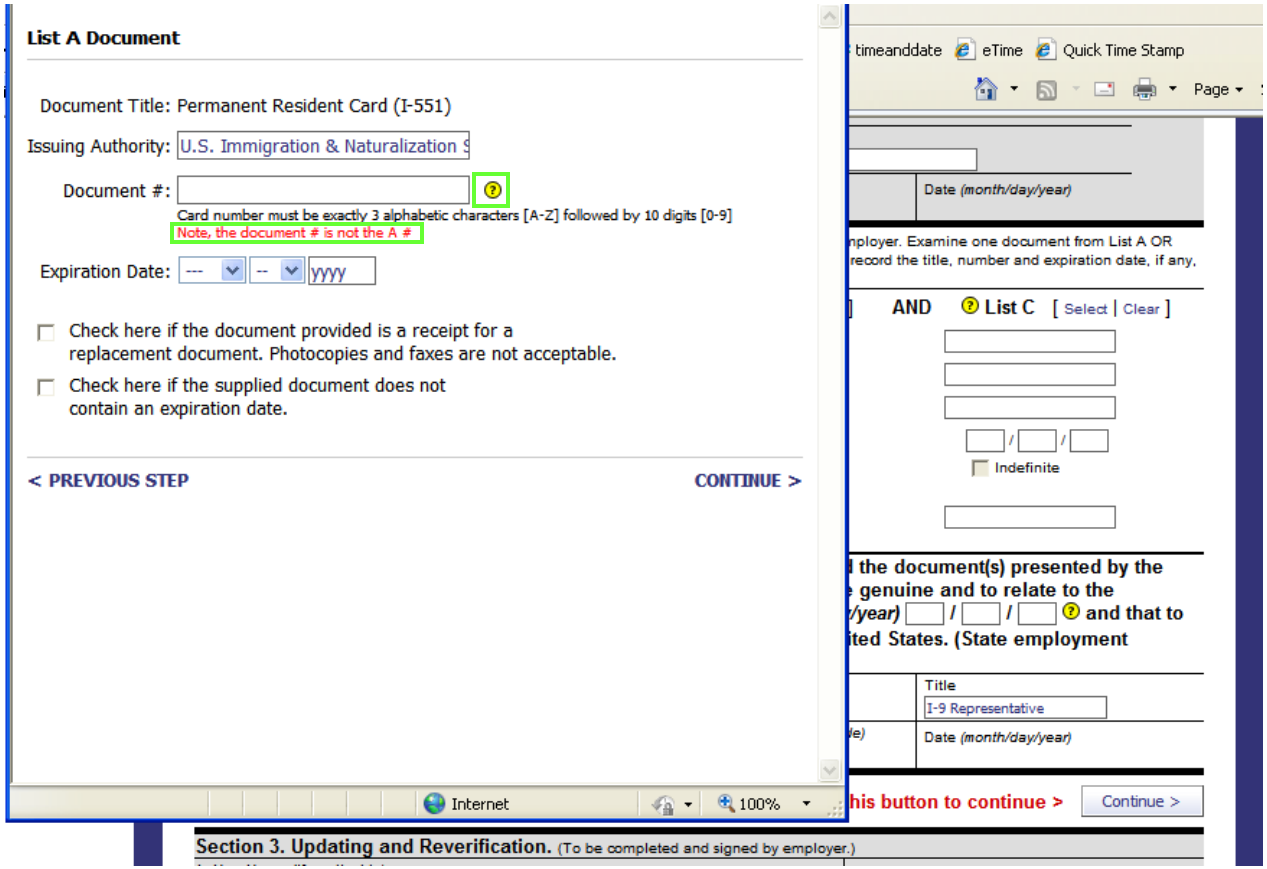
Document Title: U.S. Passport/Card

This document is not valid for an Authorized Alien (section 1 of this I-9 specifies that this individual is an Authorized Alien). Please go back and select a different document.

If you would like to ignore this error and continue anyway, click the "Next Step" link.

New E-Verify Requirement

- Permanent Resident Cards (green cards) and Employment Authorization Cards must use the Card # instead of the A# or USCIS# previously used.
- You will see the prompt when you select that document type for Section 2.



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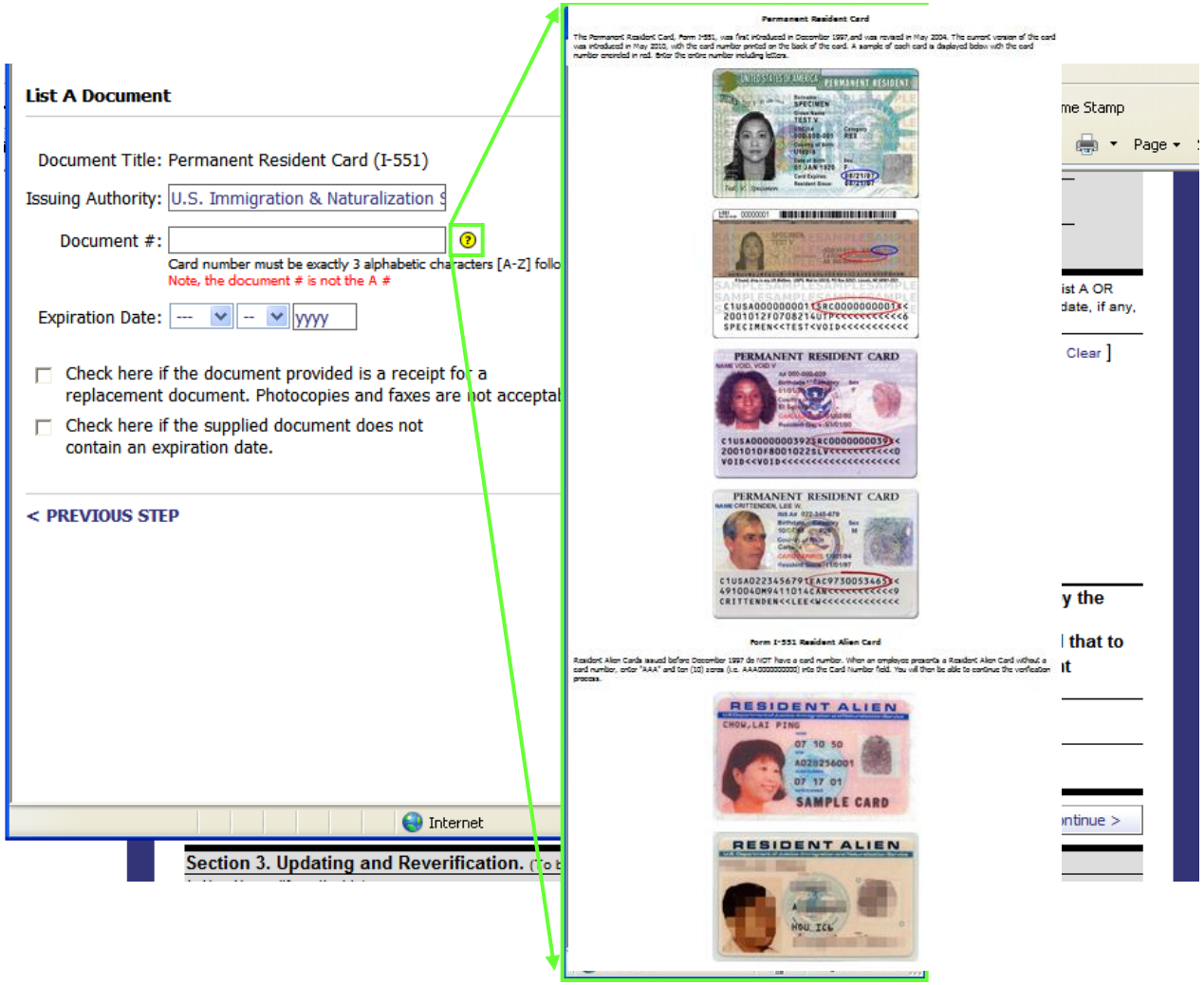
New E-Verify Requirement

- When using the Permanent Residency Card and Employment Authorization Card number in Section 2, click on the question mark next to the Document # if you are unsure where to find that number on the card.



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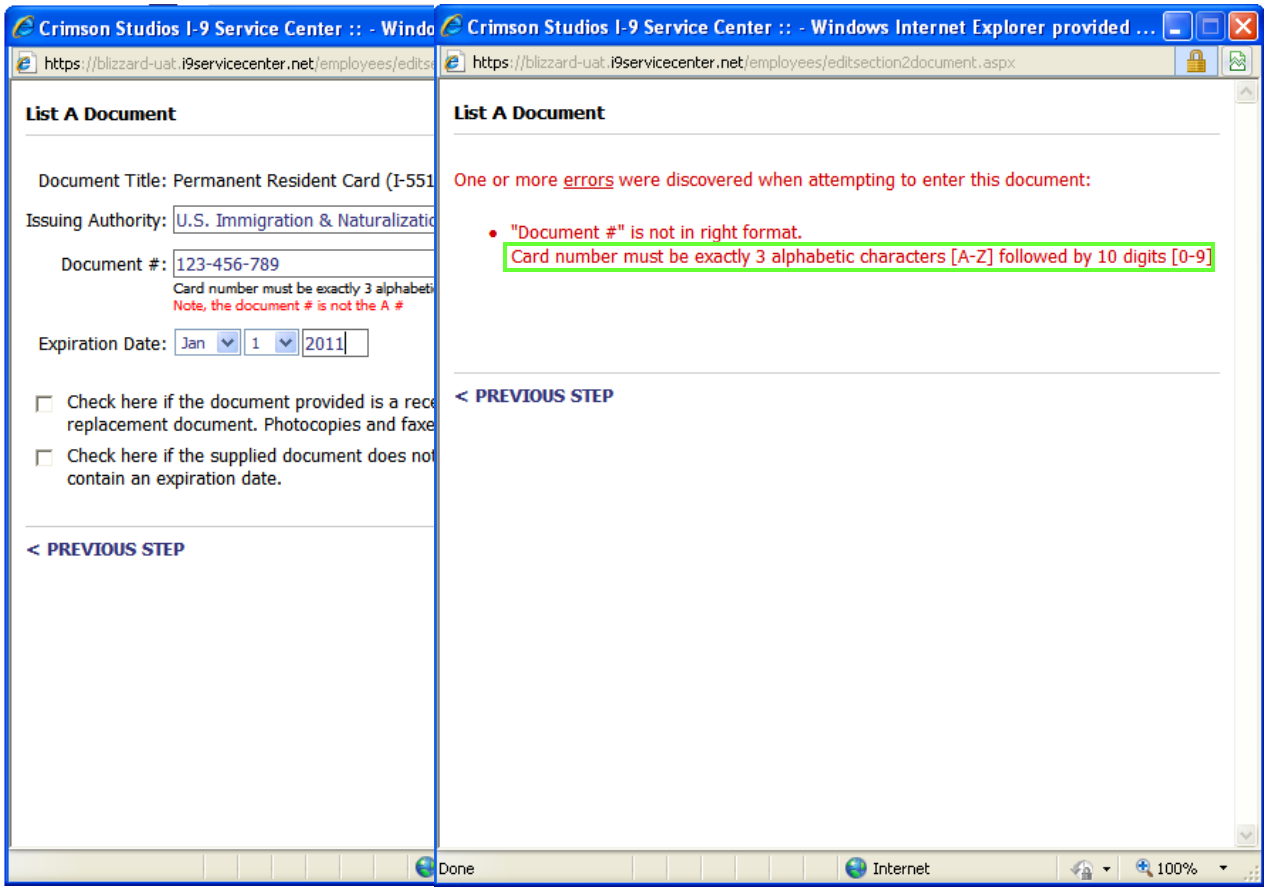
New E-Verify Requirement

- If you try to use the A# instead of Card# you will receive an error message.
- Click Previous Step and fix the number.



Sample Permanent Residency Card (Green Card)

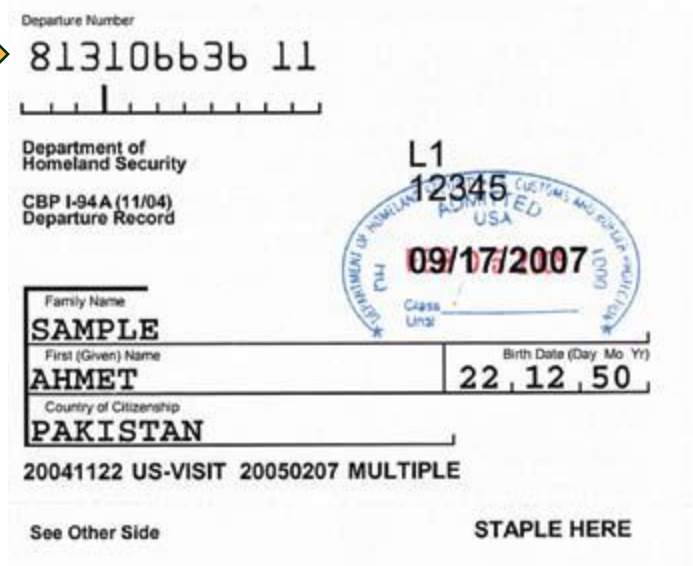
- Copies of the Permanent Residency Card (Green Card must be uploaded to the electronic I-9 (or forwarded to payroll if you don't have scanning capabilities).
- This document is also used in the photo matching tool for E-Verify.
- The Card# is highlighted in red.

Sample Employment Authorization Card

- Copies of the Employment Authorization Card (EAD) must be uploaded to the electronic I-9 (or forwarded to payroll if you don't have scanning capabilities).
- This document is also used in the photo matching tool for E-Verify.
- The Card# is highlighted in red.

Sample I-94

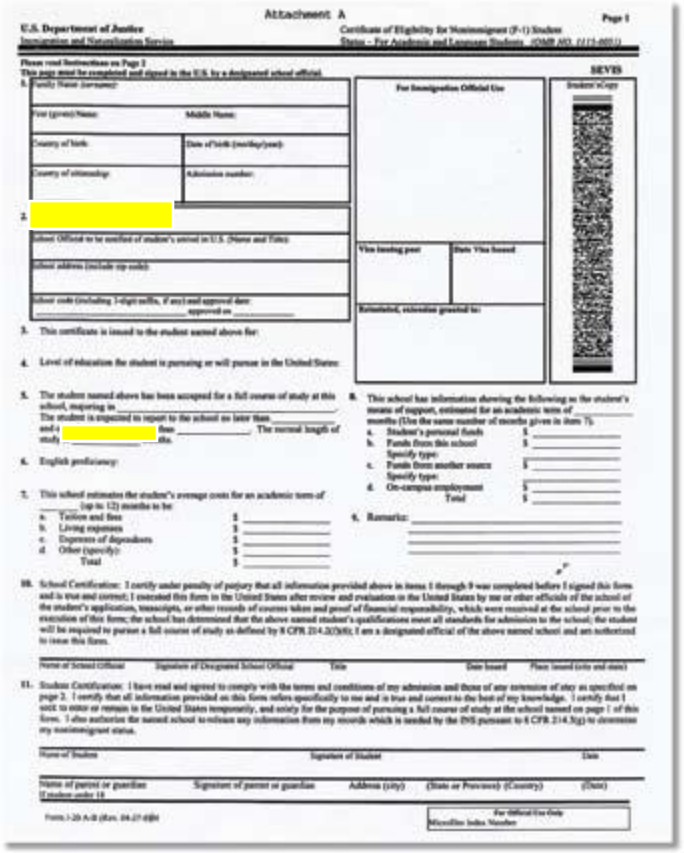
I-94 cards are issued when the individual enters the country. They have traditionally been given on paper and stapled in the passport. Starting in April 2013 they are issued electronically and can be printed out from the CBP website (this is being phased in and O'Hare is one of the first airports with the new process).



I-20

Sample I-20 (F-1 student).

Highlighting employer and end date for I-9.


Attachment A

Page 1

U.S. Department of Justice

Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student

Status - For Academic and Language Students (OMB NO. 1115-0051)

Please read Instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official.

SEVIS

1. Family Name (surname):

First (given) Name: Middle Name:

Country of birth: Date of birth (mo/day/year):

Country of citizenship: Admission number:

2.

School Official to be notified of student's arrival in U.S. (Name and Title):

School address (include zip code):

School code (including 1-digit suffix, if any) and approval date: _____ approved on _____

For Immigration Official Use

Visa issuing post | Date Visa issued

Reinstated, extension granted to:

3. This certificate is issued to the student named above for:

4. Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, majoring in _____. The student is expected to report to the school no later than _____ and a _____ fee _____. The normal length of study _____ mo.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:

a. Tuition and fees $ _____

b. Living expenses $ _____

c. Expenses of dependents $ _____

d. Other (specify): $ _____

Total $ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).

a. Student's personal funds $ _____

b. Funds from this school $ _____

Specify type:

c. Funds from another source $ _____

Specify type:

d. On-campus employment $ _____

Total $ _____

9. Remarks: _____

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official | Signature of Designated School Official | Title | Date Issued | Place issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student | Signature of Student | Date

Name of parent or guardian | Signature of parent or guardian | Address (city) | (State or Province) (Country) | (Date)

Student under 18

Form I-20 A-B (Rev. 04-27-01)

For Official Use Only

Microfilm Index Number

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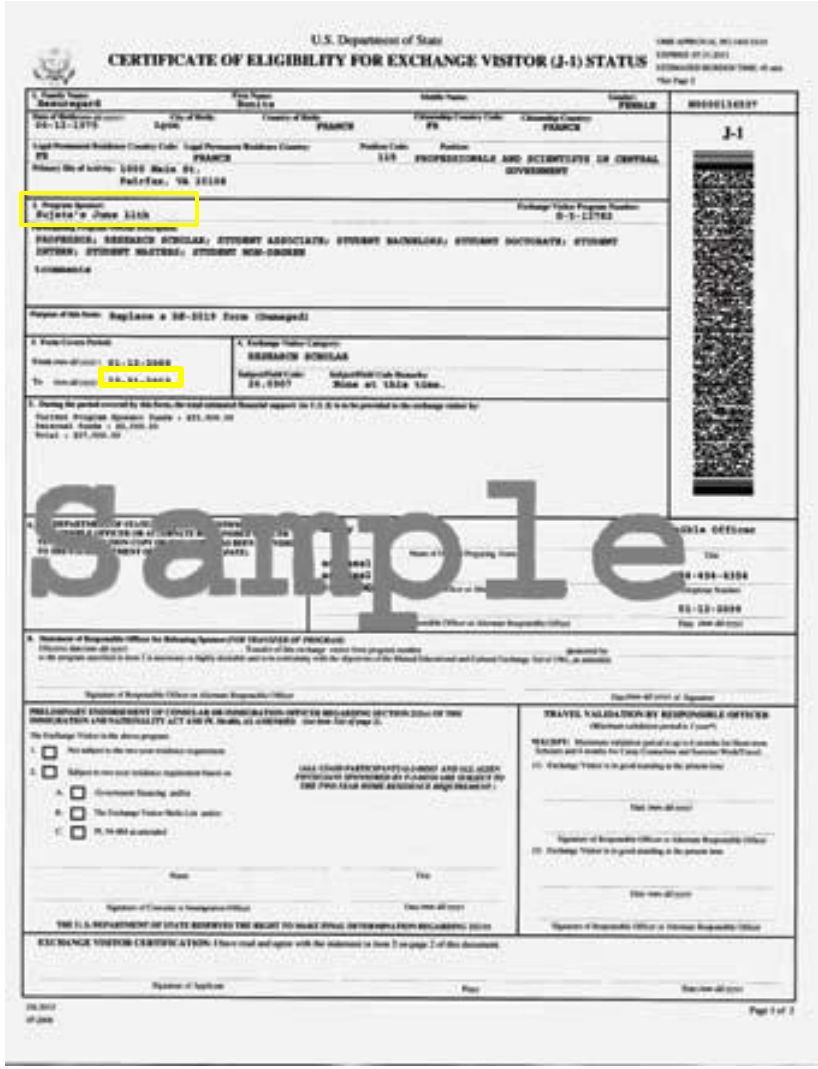
DS-2019

Sample DS-2019 (J-1 student, researcher, teacher).

Highlighting employer and end date for I-9.



U.S. Department of State

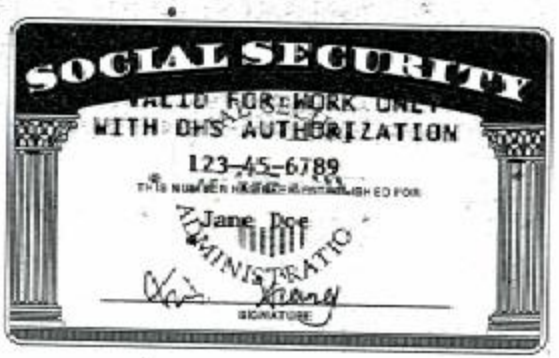
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

J-1

Sample

Social Security Cards

- You cannot use a restricted Social Security Card for Form I-9 (foreign individuals only).
- All SSN must be unrestricted or they cannot be used for the I-9.
- You can tell a card is restricted if there is anything written on it besides the name and SSN on the card.



Section 3

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Section 3

- **Section 3 can be used for:**

  - **Rehires**

  If employee rehired within 3 years of their date of hire from their previous completed I-9, as listed on Section 2 of their I-9.

  - **Reverifications**

  Employee is reverifying/extending their work eligibility without a break in employment. *Send these individuals to Payroll since they also need to update FNIS and the process is different than described here.

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Section 3 rehire tool

- **Do not complete Section 3 rehire for:**

  -Non-resident (Alien Authorized to Work) or Permanent Residents that completed Section 2 with their Permanent Resident Card prior to 12/4/2010, since the regulations regarding these cards changed.

  - Seasonal Employees. Employees with the continued expectation of employment can have their I-9s un-terminated instead of a Section 3 or new Section 1 & 2.

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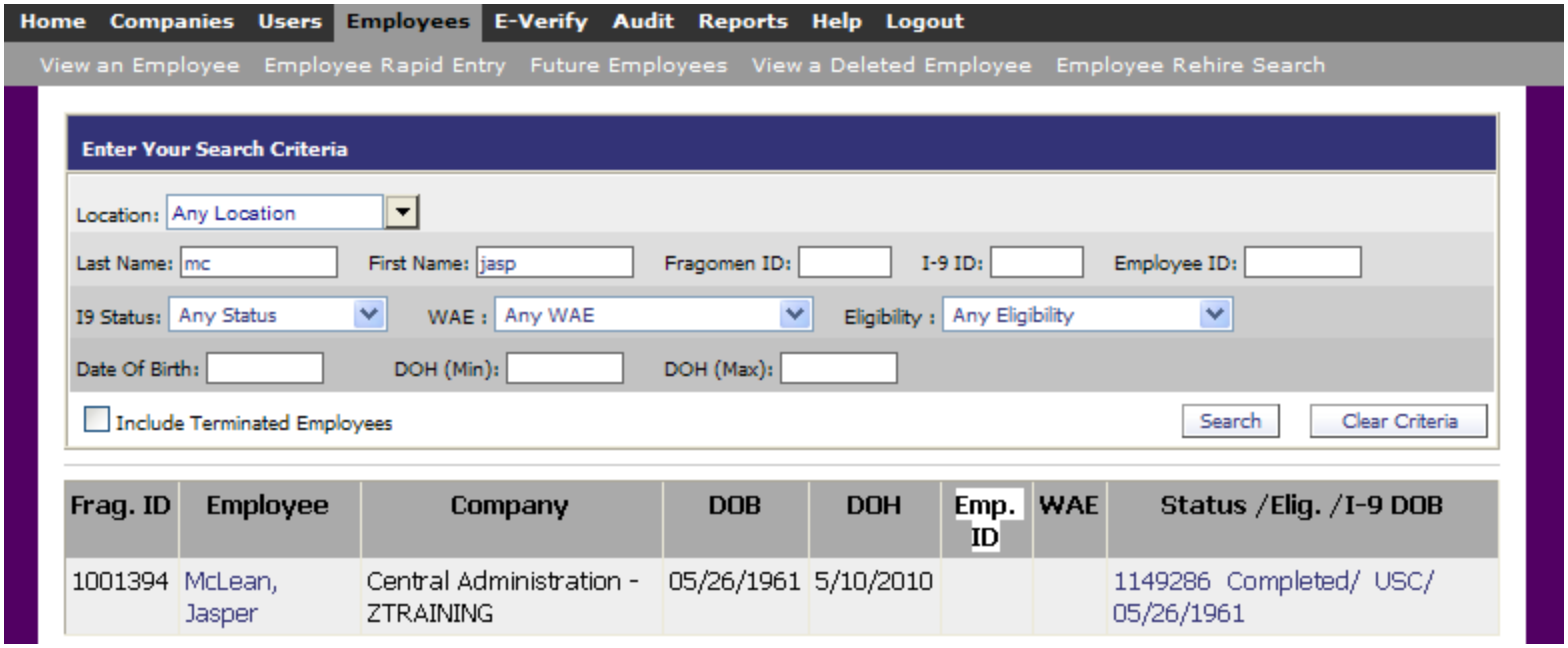
Section 3 Rehire Tool

- **For rehired employees always first search to see if Section 3 is available before completing a new Section 1 & 2.**
- Section 3 requires only the school/department signature as long as the employee is still eligible to work on the same basis as when Form I-9 was completed (no employee action is required).
- If a rehire, Section 3 must be completed by third day of employment .
- Section 3 is only available if the hire date is within 3 years of their hire date on Section 2 of their I-9.

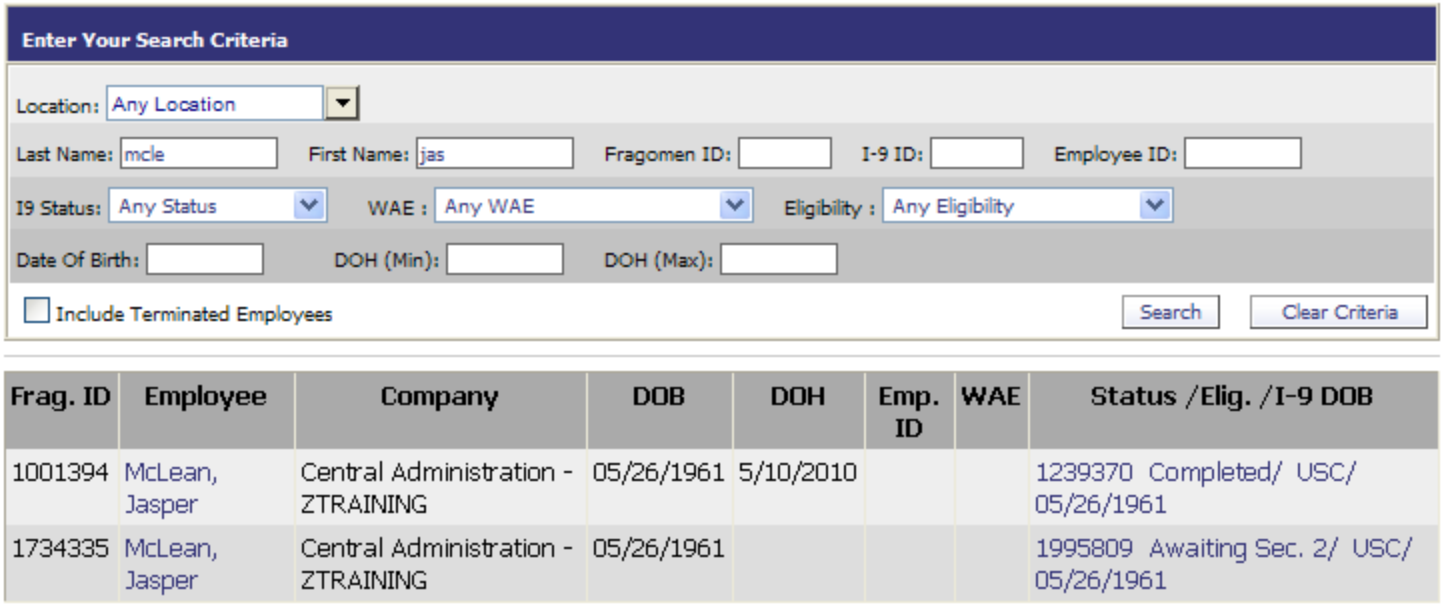
Employee does not need Section 3

- In this example the employee's I-9 is completed and not terminated, and no action needs to be taken.



Employee does not need Section 3

- In this example, the original I-9 is not terminated so the new Section 2 does not need to be done.
- Instead email i9help@northwestern.edu and ask us to delete the extra I-9.



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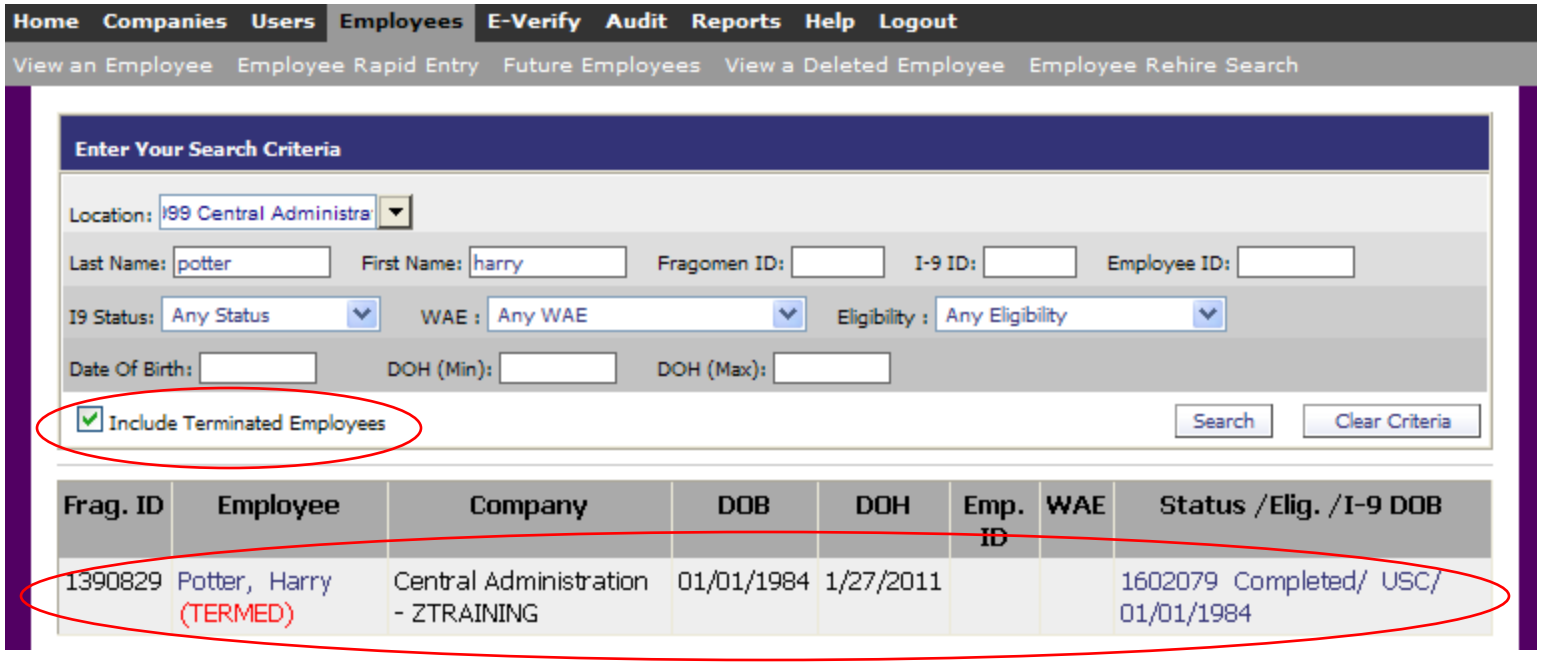
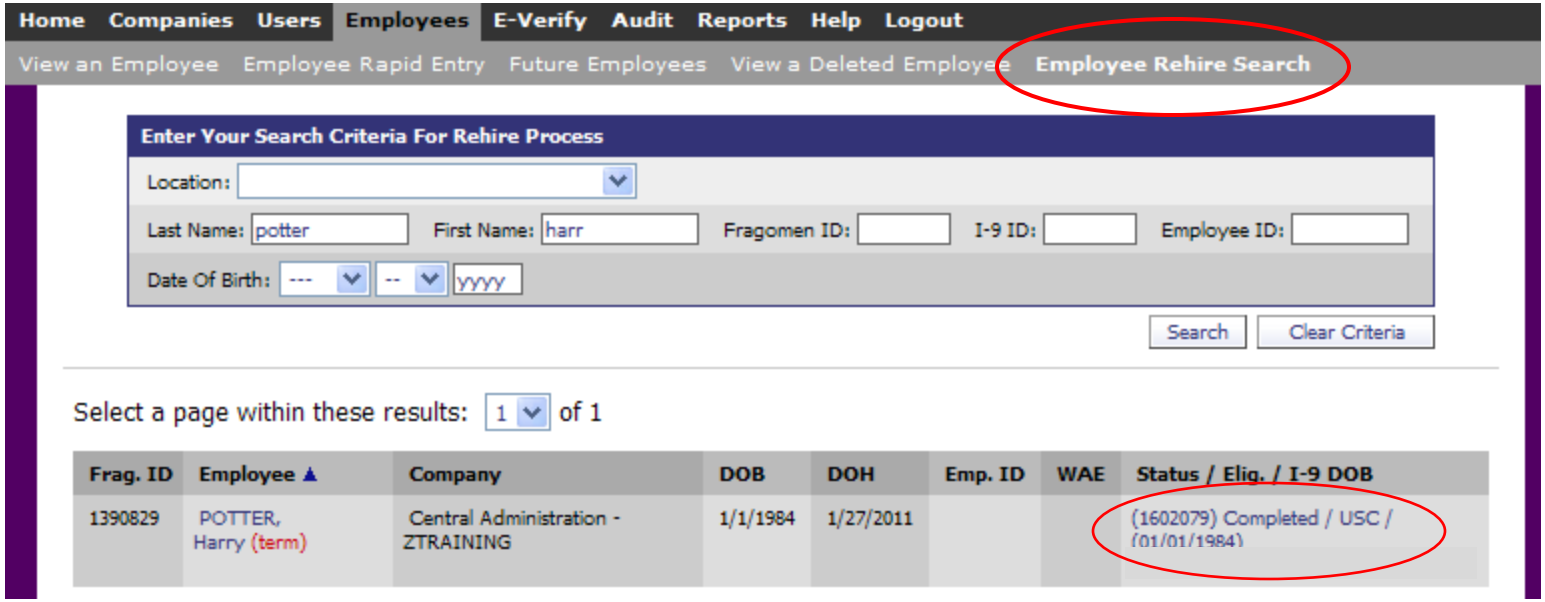
Section 3/ Terminated Record

- Look up the employee on the Employee Search Page making sure to have “Include Terminated Employees” selected.
- You will see the I-9 is complete, but it shows as terminated.



Rehired Employee Search

- Click on Employees Tab, Employees Rehire Search.
- Search for employee by name or emplid.
- If the employee comes up they are eligible for the rehire tool. **If they do not come up they must complete a new Section 1 & 2.**



Rehired Employee

- After you click on the employee's name, the system will provide the relevant I-9. The tool will instruct you to review the previously completed Form I-9(s) to inspect the information and determine whether the Form I-9 data relates to the rehired employee. The processor will also need to confirm the employee is still eligible to work in the United States.

DOE, Jane (I-9 ID: 3960287) (Current) Documentation Received: NO (set date)

Rehire Instructions: Scroll down to review the previously completed Form I-9(s). Please inspect the information to determine whether the Form I-9 data relates to your rehired employee and confirm the employee is still eligible to work in the United States.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE**: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (*Family Name*)	First Name (*Given Name*)	Middle Initial	Other Names Used (*if any*)
Doe	Jane		n/a

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Fake Street		Chicago	IL	60660

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number	E-mail Address	Telephone Number
02/24/1992	*****6789	email@northwestern.edu	312-555-1234

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.
I attest, under penalty of perjury, that I am (check one of the following):

☑ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

3-D Barcode Do Not Write in This Space

Rehired Employee

- Look over Section 2 of the I-9 to assure the document used is still <u>unexpired</u> and review the document used for section 2.
- <u>If the individual used a Passport we must **scan and upload a copy of the document** to use the rehire tool.</u>

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Doe, Jane

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: U.S. Passport/Card		Document Title:		Document Title:
Issuing Authority: U.S. Passport Agency		Issuing Authority:		Issuing Authority:
Document Number: 123456789		Document Number:		Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*: 10/10/2020		Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:

Rehired Employee

- After reviewing the form, scroll to the bottom of the page. The processor will need to make an election to:
  1) log out to completed a new I-9 because the employee's information or work eligibility has changed or
  2) complete a new Section 3 because the previously completed I-9 information relates to the rehire and the employee is still eligible to work in the U.S.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (mm/dd/yyy):	Print Name of the Employer or Authorized Representative:

Form I-9 03/08/13 N

Page 8 of 9

Please Choose From One Of The Options Below

1 → Log Out I have inspected the previously completed Form I-9(s) and have determined the employee's information or work eligibility has changed. The employee must complete a new I-9

OR

2 → Do Rehire I have inspected the previously completed Form I-9(s) and determined the information relates to the rehire individual and that the employee is still eligible to work in the United States. Continue to Section 3.

Rehired Employee

- If Section 3 is appropriate, the system will prompt the processor to enter the new hire date and sign the I-9. The document selection is not required for the rehire process unless the work authorization has changed.

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* Last Name(*Family Name*)	First Name(*Given Name*)	Middle Initial	B. Date of Rehire *(if applicable)* *(mm/dd/yyyy)*:
			06/03/2013

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title: [Select Document | Clear]	Document Number:	Expiration Date (if any) *(mm/dd/yyyy)*:

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (mm/dd/yyy):	Print Name of the Employer or Authorized Representative:
		Angela Gwinn

Click this Button to Continue > Continue >

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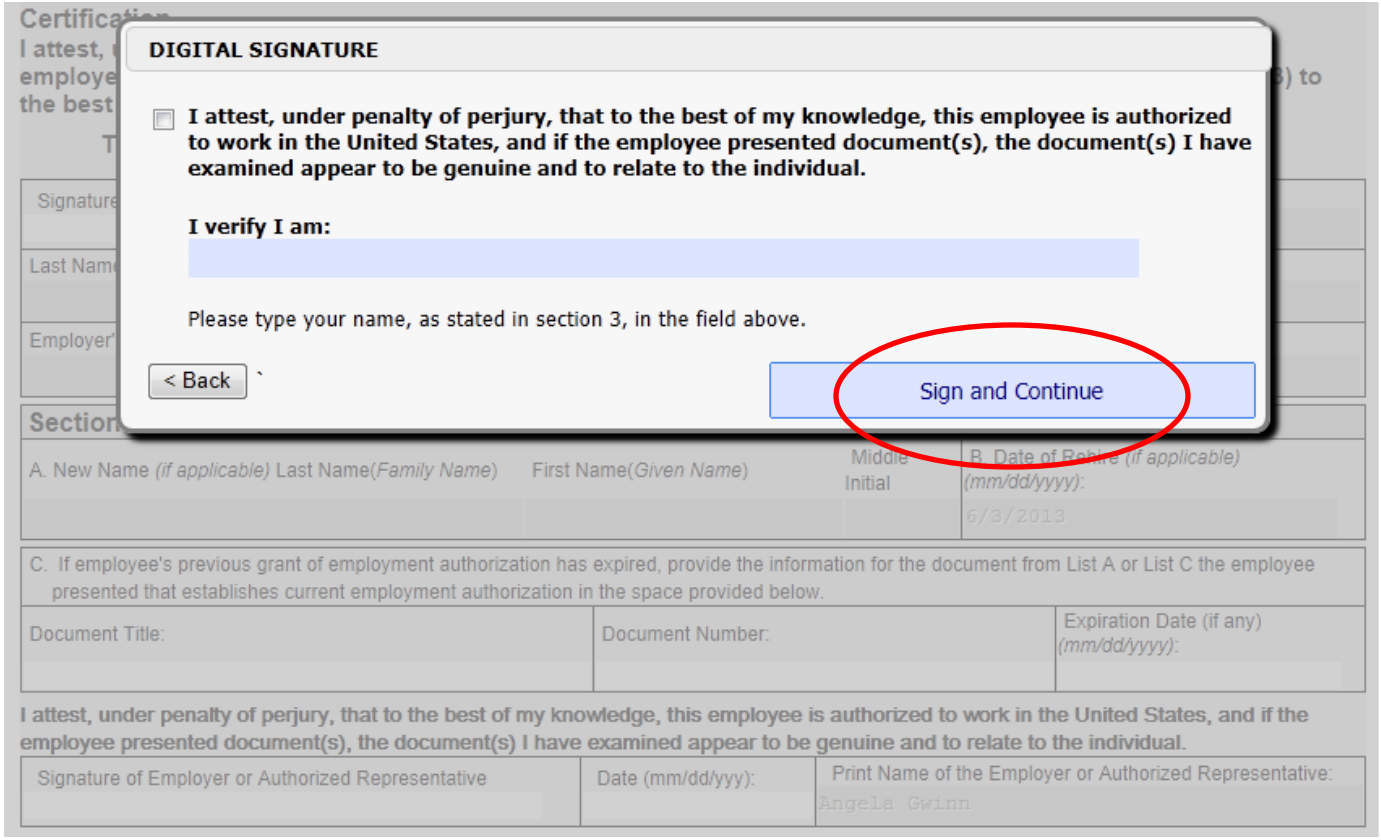
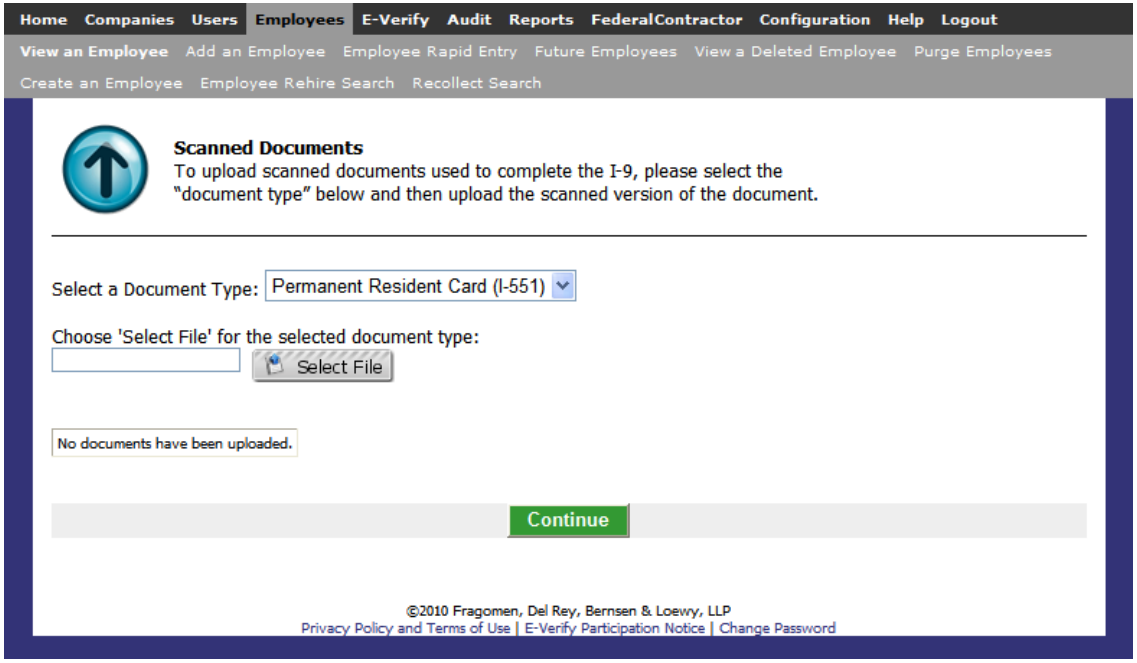
Rehired Employee

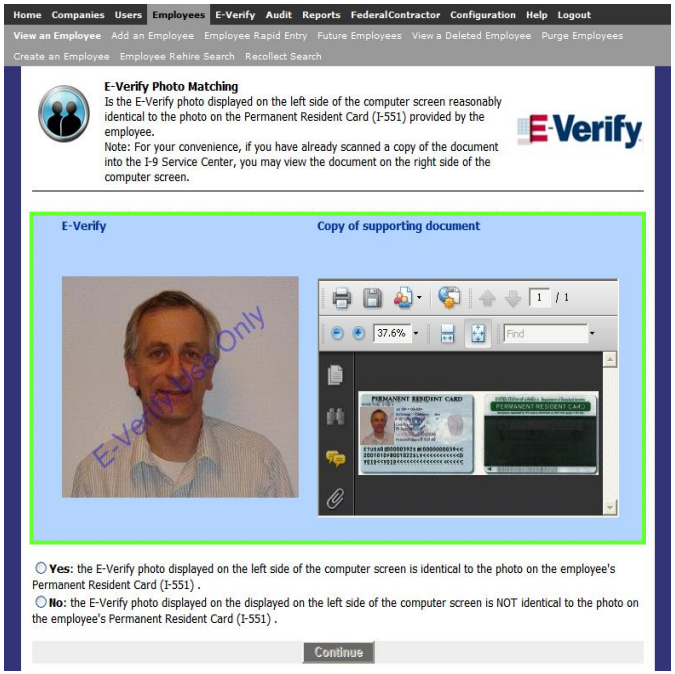
Check the box, type your name, and Press "Sign and Continue"



Rehired Employee

- If processing a rehire on an I-9 that previously used a U.S. Passport or Permanent Resident Card, proceed with photomatching, which includes **<u>scanning and uploading a copy of the document.</u>**



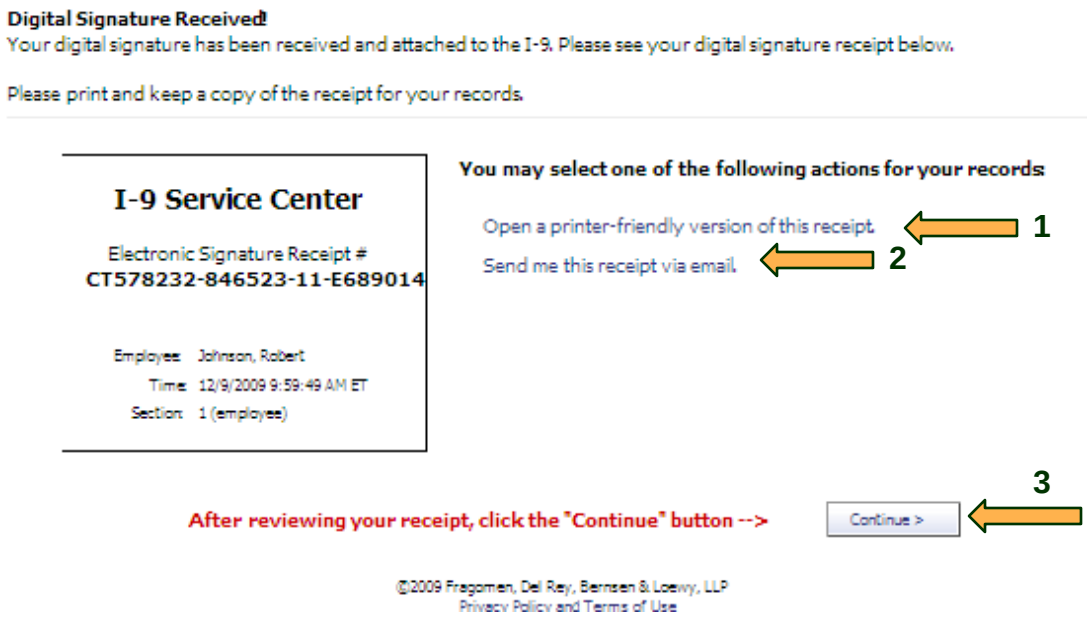


Electronic Signature Receipt

- The same options are available to obtain a receipt.

1) If you are connected to a printer, open a printer-friendly version of the receipt and print.
2) If you are not connected to a printer, follow the instructions to receive the receipt via email
3) Click on “Continue "for next steps.

- We must offer a receipt under electronic I-9 regulations, but you are not required to keep or print a receipt.



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Complete

- Congratulations! You have successfully completed Section 3 of the employee's Form I-9.
- This process only take 1-2 minutes.

DOE, Jane (I-9 ID: 3960736)
Central Administration - ZTRAINING

- Go back to the employee details page.
- Start an audit for this I-9.
- Delete this I-9.

The I-9 was saved successfully!

The I-9 has been completed and all necessary signatures have been collected.

If the employee indicated that he/she is "An alien authorized to work" in Section 1, the employee must also complete the data entry requirements in the Foreign National Information System (FNIS): https://fnis.windstar.cc/northwestern/login.asp .

If you have questions, feel free to contact the Office of Human Resources Payroll Division at: (847) 491-7362 or email i9help@northwestern.edu

What would you like to do now?

- Upload scanned images of the I-9 and supporting documentation.
- Go back to the employee details page.
- Search for a different employee.
- Log out of the I-9 Service Center.

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Reports

- There are multiple reports available to assist you in I-9 compliance.
- All reports are current at of the time they are run
  - Section 1 past due
  - Employees awaiting Section 2 completion
  - Completed I-9s
  - Work Authorization Expiring (non-residents)
  - Receipt for lost documents expiration

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Search Options Continued

- Enter the desired Criteria (SSN & DOB will always be masked)
- Press “Search” and the results will be displayed

Enter Your Search Criteria

Location: 199 Central Administra

Last Name: First Name: Fragomen ID: I-9 ID: Employee ID:

I9 Status: Any Status WAE : 6 Months from Now or Earlier Eligibility : Any Eligibility

Date Of Birth: DOH (Min): DOH (Max):

☐ Include Terminated Employees Search Clear Criteria

Frag. ID	Employee	Company	DOB	DOH	Emp. ID	WAE	Status /Elig. /I-9 DOB
1391393	Smith, Jeff	Central Administration - ZTRAINING	02/04/1981	2/01/2011		10/23/2011	1602775 Completed/ AA/ 02/04/1981
1070806	doe, jane	Central Administration - ZTRAINING	01/27/1979			12/11/2011	1598516 Reverify/ ?/ 01/27/1979
1386122	Lee, Carol	Central Administration - ZTRAINING	03/07/1978			12/11/2011	1608670 Reverify/ ?/ 03/07/1978

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Other search and reporting options

- The Electronic I-9 System also allows you to search by many criteria to assist you in I-9 compliance and tracking.
  - School/Area and Department/Center
  - Name
  - Employee ID
  - Date of Birth
  - Date of Hire (range of dates)
  - I-9 status (employees awaiting section 1, awaiting Section 2, completed, etc).
  - Work eligibility expiration (past due and future expirations).
  - Citizenship status (U.S. citizens, permanent residents, alien authorized to work, etc.).

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Resources

- Please call us if you have questions. You can usually get a live person on the phone for immediate assistance.
- Quick Guides

  http://www.northwestern.edu/hr/managers-administrators/onboarding-procedures/E-verify/e-verify-training-information.html
- Payroll Contact Information

  Payroll 847-491-7362

  i9help@northwestern.edu