

myHR Learn Training Course HRP003: E-Verify/Electronic I-9 Training

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Training Goals

The goal is to train I-9 Processors on the policies and procedures to correctly process a new employee's Form I-9.

This training is required for anyone who will complete section 2 (and possibly Section 3) of Form I-9. This includes department administrators, program assistants, hiring managers, or anyone else that assists in the hiring process.

After completion of this training and submission of HR Systems General Access Request Form, you will be given access to the I-9 Service Center.

What is covered in training

1. What are the Form I-9 and E-Verify?
2. Compliance and Deadlines for Section 2
3. Acceptable Documentation and Photo Matching
4. Remote I-9s
5. Section 3 Rehire
6. Short Learning Assessment

I-9 Introduction

I-9 and E-Verify

All U.S. employers are required to hire only individuals authorized to work in the U.S.

- The **Form I-9** is the federal form used to determine employment eligibility
- The **I-9 Service Center** is the website Northwestern uses to electronically complete and submit Form I-9
- **E-Verify** is operated by the Department of Homeland Security (DHS) and U.S. Citizenship and Immigration Services to compare and verify some I-9 information with DHS and Social Security Administration information

Form I-9 Sections

The Form I-9 consists of three sections:

- **Section 1:** Employee Information (completed by Employee)
- **Section 2:** Employer Verification of Documents (completed by Department/Human Resources)
- **Section 3:** Employer Rehire (completed by Department/Human Resources).

Compliance and Deadlines

Compliance and Deadlines

Section 1 Deadline:

Must be completed by the
End of the 1st Day of Employment
(10:59pm CST)

- May be completed by the employee as soon as the job offer is accepted.
- **Faculty and Staff:** End of 1st Day in a Paid Status
- **Graduate Students:** 1st Day of Classes
- **International Employees:** must complete, even without an SSN

Compliance and Deadlines

After the employee finishes Section 1, the new employee and an authorized Section 2 processor complete Section 2 together.

Section 2 Deadline:
Must be completed by the
End of the 4th Day of Employment
(10:59pm CST)

- **Faculty and Staff:** End of 4th Day in a Paid Status
- **Graduate Students:** End of 4th Day after classes begin

For example, if the employee starts on a Monday, Section 2 must be completed before the end of the day on Thursday

Compliance and Deadlines: Undergraduate Students

- Undergraduate Student Employees must comply with the same Section 1 and 2 deadlines. If a student starts on a Monday, Section 1 must be done by end of day Monday and Section 2 by end of day Thursday.

Since

- Students often have irregular work schedules
- Students may not have the appropriate documents with them at school
- **Best practice:** identify student employee, have student gather their documents, and complete sections 1 and 2 BEFORE they begin work in your office.

Compliance – In Person Meeting Required

- You must meet in person with the employee to complete Section 2
- You may **not** use a video call for the meeting
- You may **not** complete Section 2 using emailed documents
- If the employee is not able to meet with you in person, refer them to the Central HR Office askHR team for the remote verification procedure. Only askHR team members are allowed to conduct remote verification meetings.

Compliance

Failure to complete Section 2 by the 4-day deadline is violation of federal law and may subject Northwestern University to fines or revocation of all federal contracts.

When completing Section 2, you are attesting, under penalty of perjury, that you have met in person with the employee and seen the employee's original documentation.

Other data entered by you in Section 2 – including the employee's Hire Date – is submitted under penalty of perjury.

What Happens if the I-9 is not Completed by Day 4?

- Complete as soon as noncompliance is discovered
- A reason the I-9 form is delinquent is required in the system
- May be a delay in pay for new employee
- The University may be subject to a fine for each offense

Acceptable Documentation and Photo Matching

Acceptable Documentation

Section 2 requires you to view the employee's documentation and validate I-9 information.

- Only the indicated acceptable documents may be used.
- You may not specify which of the acceptable documents the employee should present.
- Documents ***must be seen in person and be original.*** No scans, copies, photos, emails, or faxes may be accepted.
- If you are not sure you understand the document(s), contact askHR or encourage the employee to complete the process in the askHR Office

Proof of Identity & Eligibility to Work

- One document from List A
- OR
- Combination of one document from List B and one document from List C
- Two List B documents or two List C documents are not sufficient
- Document cannot be expired

LISTS OF ACCEPTABLE DOCUMENTS		
All documents containing an expiration date must be unexpired. * Documents extended by the issuing authority are considered unexpired. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. Examples of many of these documents appear in the Handbook for Employers (M-274).		
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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.		
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. • Receipt for a replacement of a lost, stolen, or damaged List C document.

Proof of Identity & Eligibility to Work

Examples of acceptable documentation:

- ✓ U.S. Passport
- ✓ Driver's license *and* Social Security Card
- ✓ School ID card with photo *and* certified copy of birth certificate

We may not specify which documents an employee presents.

Any documents from this list in the correct combination must be accepted.

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<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. Receipt for a replacement of a lost, stolen, or damaged List C document.

Uploading Documents

You must have access to a scanner when completing Section 2.

For U.S. Passports, Permanent Resident Cards, and Employment Authorization Cards **only**.

- Scan the original document.
 - For US Passports, scan both the biographical and the bar code pages.
 - For US Passport Cards, Permanent Resident Cards, and Employment Authorization Cards, scan both the front and the back of the card.
- Save to a secure folder
- Upload it to the I-9 Service Center in Section 2
- Delete from secure folder after confirming upload


E-Verify Photo Match

- **E-Verify** is an internet-based system, operated by the U.S. Citizenship and Immigration Services (USCIS), which enables employers to verify employment eligibility of their workforces. Data is sent to E-Verify from an employee's electronic I-9 form.
- If the employee presents a U.S. Passport, Permanent Resident Card, or Employment Authorization Card, Photo Match in E-Verify is required after the documents have been scanned and uploaded.

Photo Match Example


Compare the E-Verify photo that appears to the photo on the document you scanned and uploaded (NOT to the employee in front of you).

Select “Yes” or “No” based on whether the photos match do or do not match.


E-Verify Photo Match 

Indicate whether the photos below are reasonably identical. This selection will be sent to the government.

E-Verify



Employee's Image



Yes, the photos match

No, the photos do NOT match

No photo displayed: E-Verify did not display a photo, or the image does not depict a person

[Continue](#)

Remote I-9s

Remote I-9s

Request a Remote I-9 *only* if the employee is not able to be on campus within the 4-day deadline.

- **Step 1:** The employee submits a remote I-9 appointment request using the online request form on the HR website.
- **Step 2:** An askHR team member conducts a live virtual meeting with the employee. The employee must have the original version of the document for the meeting.
- **Step 3:** Employee notifies hiring department once their I-9 has been completed.

<https://hr.northwestern.edu/essentials/hr-systems/e-verify/completing-your-i9.html>

Only the Central HR office askHR team is authorized to complete remote I-9s because of the complex DHS regulations for this alternative process.

Departmental / school administrators are never allowed to use a video call for Section 2 verification.

Rehires (Section 3)

Rehires

Only one **active** Form I-9 is needed for all appointments at Northwestern even if from a previous position or different department.

- Some rehires require no action
- Some require completion of Section 3 of Form I-9.
- And some require a new Form I-9 Sections 1 and 2.

Let's look at a few situations.

Full description of all cases can be found the [Section 3 job aid](#).

Rehires

You must first determine whether the employee's I-9 is active. Go to the I-9 Service Center's Employee Search Page.

- Enter a few characters of both the first and last name (this returns better results than using the full name).
- Check “Include Terminated Employees”.
- If search returns a result, cross reference with birthdate.

The screenshot displays the 'Enter Your Search Criteria' form. The form includes the following fields and options:

- Location: [Dropdown menu]
- Last Name: [Text input: Tes]
- First Name: [Text input: Tes]
- Fragomen ID: [Text input]
- I-9 ID: [Text input]
- Employee ID: [Text input]
- I-9 Status: [Dropdown menu: Any Status]
- WAE: [Dropdown menu: Any WAE]
- Eligibility: [Dropdown menu: Any Eligibility]
- Date Of Birth: [Month: Jan], [Day: 2], [Year: 1999]
- DOH (Min): [Month: ---], [Day: --], [Year: yyyy]
- DOH (Max): [Month: ---], [Day: --], [Year: yyyy]
- Verify Case Number: [Text input]
- Include Terminated Employees
- [Search] [Clear Criteria]

Rehires

Frag. ID	Employee ▲	Company	DOB	DOH	Employee ID	WAE	Status / Elig. / I-9 DOB
26712547	TESTING, Testing	Location Not Found		10/20/2022			(27369284) Completed / USC / (01/01/1970)

CASE 1:

Employee records shows in Employee Search

- ✓ I-9 Status: **Completed**
- ✓ The record does NOT have **(Term)** next to the name

This indicates that the employee previously completed the I-9 and has not been terminated.

NO ACTION NEEDED

Rehires

CASE 2:

If employee search shows only terminated records--**(Term)** after name--click the I-9 link to review the documentation.

If Original I-9 is Terminated, but...

- ✓ Information is accurate
- ✓ Documents have not expired
- ✓ Original I-9 was completed within last 3 years
- ✓ Employee was a US citizen or permanent resident.

→ Click the “Do Rehire” and complete Section 3.

→ No additional documentation needed from the employee

Directions on page 3 of [Section 3 Rehire](#) job aid.

Rehires

CASE 3:

If Original I-9 is Terminated, and...

- ✓ Information is no longer accurate
 - ✓ Documents have expired
 - ✓ Original I-9 was completed more than 3 years ago
- or**
- ✓ Employee was not a US citizen or permanent resident.

→ **New Section 1 and Section 2 must be completed.**

For any other cases such as Seasonal Employee or Foreign Nationals, please consult the [Section 3 Rehire](#) job aid and/or the askHR Team at askHR@northwestern.edu or 847-491-4700

Additional Information

Reminders & Tips

- Only one active I-9 is necessary for an employee.
- Always check whether the employee has active and current I-9. Do not complete an I-9 if another department has already done so.
- If an employee has entered duplicate I-9s, contact askHR to remove the duplicate(s).
- If you have a foreign document that you don't understand, please contact askHR or recommend that the employee completes the process in the askHR office.

Reminders & Tips

- After completion of this training, myHR Security will give you access to the I-9 Service Center.
- The first time you log in, you will be asked to complete an E-Verify training. That is a separate training than this.
- Complete the training before you need to do your first Section 2 verification.

We have updated E-Verify training in the I-9 Service Center. As a registered E-Verify user, you must complete the updated E-Verify training program. It should take you no more than 30 minutes. At the end of the session you will be prompted to take a quick test to demonstrate your knowledge of the program.

[Complete training later](#)

[Complete training now](#)

More Information

- HR Systems Access Request Form
<https://www.northwestern.edu/hr/documents/forms/myhr-adminform.pdf>
- I-9 Service Center
<https://northwestern.i9servicecenter.com/Login.aspx>
- I-9/E-Verify Website
<https://hr.northwestern.edu/essentials/hr-systems/e-verify/>
- E-Verify Training Guides
<https://www.northwestern.edu/hr/essentials/hr-systems/e-verify/training.html>
- Section 2 (including Remote Appointment Request form)
<https://hr.northwestern.edu/essentials/hr-systems/e-verify/completing-your-i9.html>
- askHR Contact Information
847-491-4700 askHR@northwestern.edu

**Thank you for completing
HRP003 I-9/E-Verify Training**