

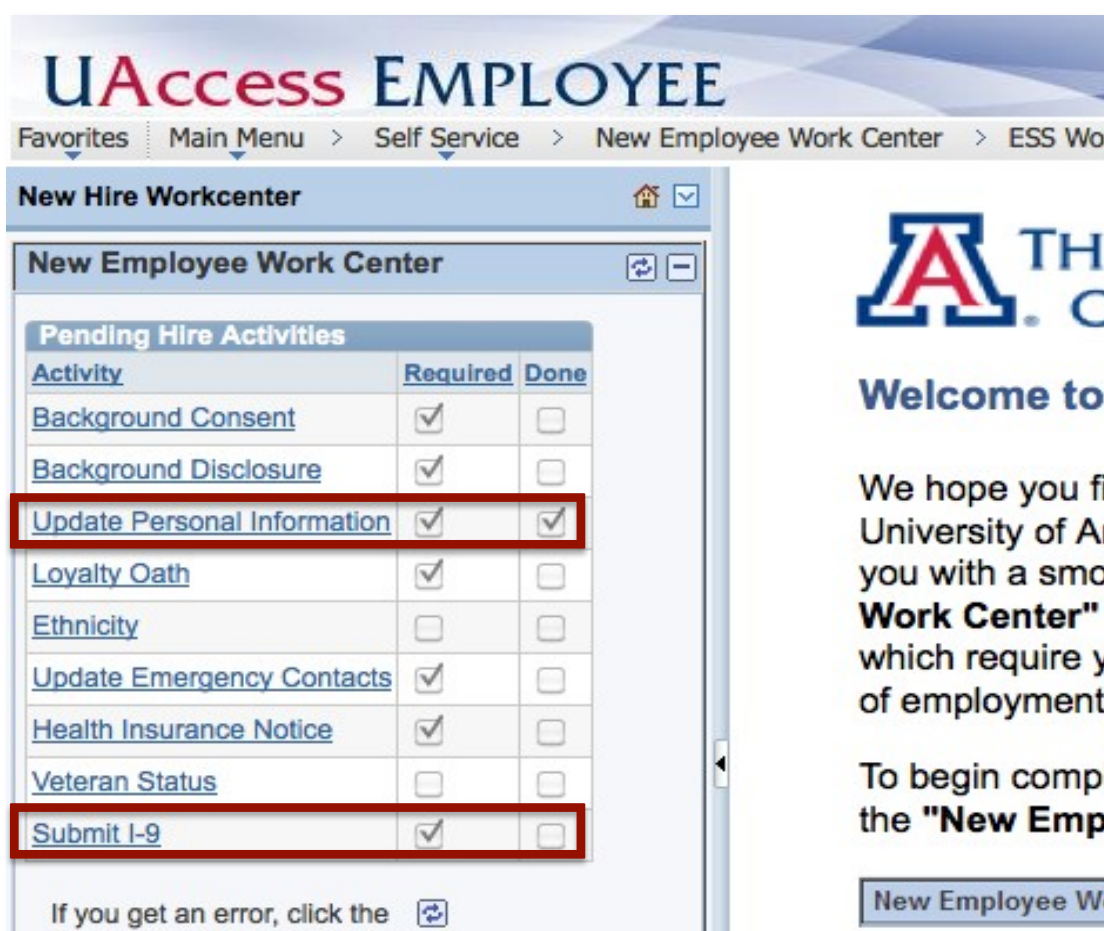
The electronic I-9 is triggered by submitting the New Hire Request form and is included in the New Employee Work Center. Hiring departments/colleges should instruct the new hire to complete their hiring forms as soon as possible to avoid compliance issues with the I-9.

All electronic hiring activities can be accessed through the New Employee Work Center. The electronic Personal Information form is used to pre-fill the I-9; therefore, it must be completed first.

Once the new hire has completed and submitted their portion of the I-9, the document routes separately from the hiring request. It will have it's own transaction number and unique I-9 Approvers.

The I-9 approver must be provisioned separately from all other roles. To prepare for the initial I-9 implementation, Systems Control will work directly with Colleges using spreadsheets to identify and provision the appropriate individuals for these roles. Beyond this process, provisioning for these roles must be requested using the standard UAccess provisioning website.

Unlike the new hire request, the I-9 has a pushback feature for error corrections.




**UAccess EMPLOYEE**

Favorites Main Menu > Self Service > New Employee Work Center > ESS Workcenter

**New Hire Workcenter**

**New Employee Work Center**

Activity	Required	Done
<a href="#">Background Consent</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Background Disclosure</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update Personal Information</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Loyalty Oath</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Ethnicity</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update Emergency Contacts</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Health Insurance Notice</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Veteran Status</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Submit I-9</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you get an error, click the 

**THE UNIVERSITY OF ARIZONA**

**Welcome to**

We hope you find this "New Employee Work Center" which require your attention of employment

To begin completing the "New Employee Work Center"

[New Employee Work Center](#)

## New Hire completes I-9

Information in the following fields is either pre-filled from the Personal Information form or entered directly into the I-9 by the new hire, in either case, these fields remain editable.

- Social Security # (pre-filled from Personal Information form)
- Address (pre-filled from Personal Information form)
- Email address (optional)
- Telephone (optional)
- Add Other Names (for example, a maiden name)

**Note:** The Date of Birth is not editable. This information is pre-filled from the original hiring request form.

### Employee Information and Attestation

Wilma Wildcat

Social Security #: 888-88-8888

Date of Birth: 01/01/1993

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please 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 eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

To open the complete instructions in a separate browser window, select [I-9 Instructions](#)

#### Home Address

Address 1: 123 N College

Address 2:

Address 3:

City: Tucson

State: AZ Postal: 85711 Country: USA

#### Contact Information (optional)

Email Address:

Telephone:

#### Other Names Used (if any)

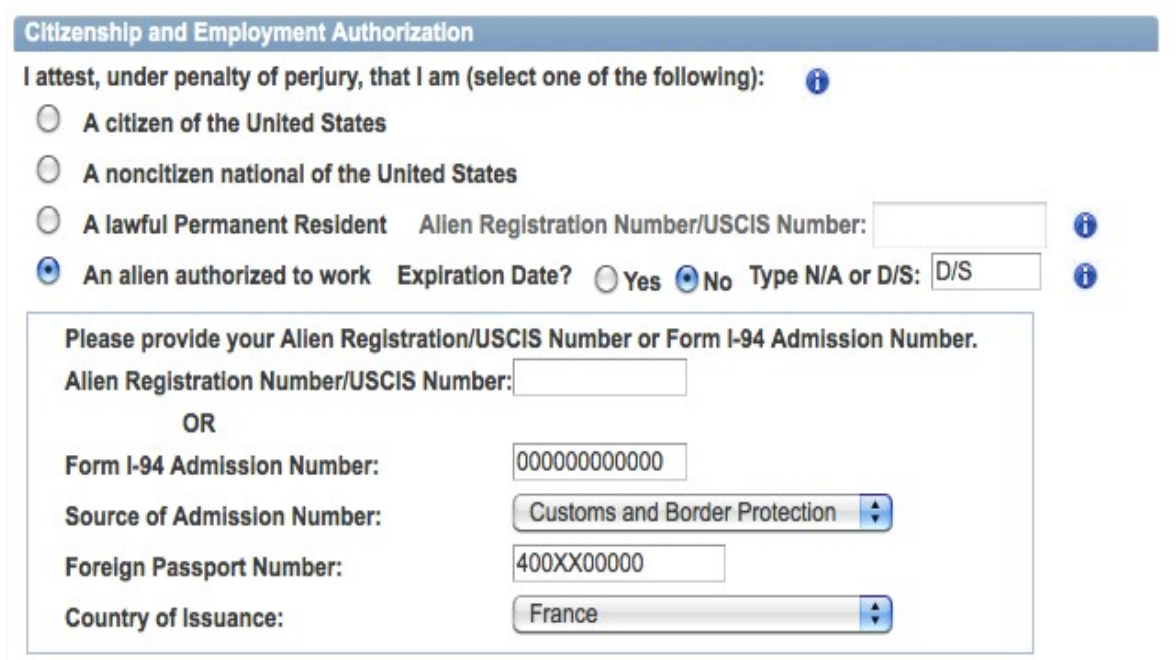
Other Names: Bobcat, Wilma (Last, First)

## New Hire completes I-9 (cont.)


### *Citizenship and Employment Authorization section*

The new hire must select one of the following options: (once an option is selected, applicable fields remain open for updating, all others are greyed out.)

- Citizen of United States
- Noncitizen national of the United States
- Lawful Permanent Resident
  - Must provide Alien Registration/USCIS Number
- Alien authorized to work -
  - Expiration Date
    - If "Yes" is selected must provide the date in mm/dd/yyyy format
    - If "no" is selected must enter either N/A or D/S
  - Alien Registration or Form I-94 Admission and Foreign Passport Numbers must be completed
  - Source of Admission Number and Country of Issuance types must be selected




**Citizenship and Employment Authorization**

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

☐ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful Permanent Resident Alien Registration Number/USCIS Number:

☒ An alien authorized to work Expiration Date? ☐ Yes ☒ No Type N/A or D/S:  

Please provide your Alien Registration/USCIS Number or Form I-94 Admission Number.

Alien Registration Number/USCIS Number:

OR

Form I-94 Admission Number:

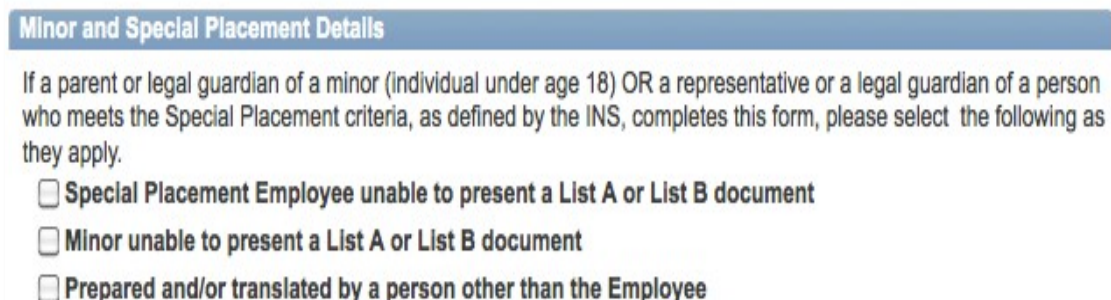
Source of Admission Number:

Foreign Passport Number:

Country of Issuance:

### *Minor and Special Placement Details*

The New Hire should select any of the following options that apply.



**Minor and Special Placement Details**

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

☐ Special Placement Employee unable to present a List A or List B document

☐ Minor unable to present a List A or List B document

☐ Prepared and/or translated by a person other than the Employee

## New Hire submits I-9

### *Electronic Acceptance*

The new hire will submit the I-9 by clicking the “Electronic Acceptance” button once the form is complete.

**Request Comments (2000 char)**

**Submitted By:** Barack Obama  
**Submit Date:**

**Last Updated By:**  
**Last Updated:**

**Electronic Acceptance**

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 acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

## I-9 Department (or I-9 College) Approver completes employer portion

(Referred to as "Employer or Authorized Representative" on transaction.)

1. Notified by pagelet upon the new hire's acceptance
2. Meets with new employee to view original Identification documents
3. Copies documents presented by the employee and writes I-9 transaction number on upper right-hand corner
4. Completes employer portion of I-9 and approves
5. Sends copies of identification documents to E-Verify representative if applicable

**Note:** If desired, Dept/Colleges may establish an additional Reviewer at this level.

The top portion of the I-9 displays the I-9 transaction number as well as the Employee Sign Date and the Hire Date. The I-9 approver is alerted with a warning if the I-9 is out of compliance. Refer to the I-9 FAQ for specific instructions on how to handle this situation.

**I-9 Verification**

**Employer or Authorized Representative Review and Verification**

Wilma Wildcat  
123 N College  
Tucson, AZ 85711

Empl ID: 23130490  
Social Security #: 888-88-8888  
Date of Birth: 01/01/1993  
Other Names: Bobcat, Wilma  
**Employee Sign Date: 12/18/2013**  
Trans Nbr: 435004  
Status: Pending

**Hire Date:** 12/23/2013  [View New Hire Information](#)

### The I-9 approver steps:

1. Review the information entered by the new hire

**Citizenship and Employment Authorization**

☐ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful Permanent Resident    Alien Registration Number/USCIS Number: 

☒ An alien authorized to work    Expiration Date? ☐ Yes ☒ No    Type N/A or D/S:  

Please provide your Alien Registration/USCIS Number or Form I-94 Admission Number.

Alien Registration Number/USCIS Number:

OR

Form I-94 Admission Number: 000000000000

Source of Admission Number: Customs and Border Protection

Foreign Passport Number: 400XX00000

Country of Issuance: France



*The I-9 approver steps: (cont.)*

2. Completes the Document Verification section based on the original Identification documents provided by the new hire

**Document Verification**

To be completed and signed by the employer. Examine one document from List A OR examine one document from List B and one from List C, as listed in the instructions, and record the title, number and expiration date, if any, of the document(s).  
To open the Handbook for Employers in a separate browser window, select [I-9 Instructions](#)

☒ **List A**

Document Title: Foreign Passport

☐ Receipt

Issuing Authority: France

Document Number: 400XX00000

Expiration Date? ☒ Yes ☐ No

Exp. Date: 05/13/2020

Receipt Doc #:

Rec Exp Date (if any):

**Document from List B**

Document Title:

Issuing Authority:

Document Number:

Receipt Doc #:

Document Title:

Canadian Driver's License

Clinic, Dr. or Hospital Record

Day-care/Nursery School Record

Government ID Card

Military Dependent's ID Card

Native American Tribal Doc

School ID Card

School Record/Report Card

US Coast Guard/Mariner Card

US Driver's License or ID Card

US Military Card

Voter's Registration Card

**Document from List C**

Certi.Report of Birth(DS-1350)

Certification of Birth(FS-545)

Employment Authorization Doc

Native American Tribal Doc

Resident Citizen ID Card

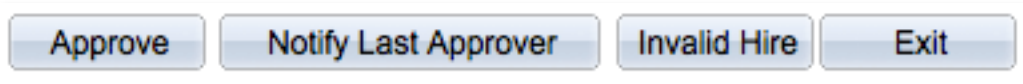
US Birth Certificate

US Citizen ID Card

US Social Security Card

*The I-9 approver steps cont.)*

3. Approve



## E- Verify

The E-Verify representative completes and submits the E-verify case using copies provided or retained (if same person) by the Employer Representative. The E-Verify representative forwards the E-Verify case results with copies of the I-9 identification documents to Systems Control. The pushback feature is available for I-9 issues encountered during the E-Verification or College Approval step.

## Systems Control

Systems Control attaches Identification documents and reviews and approves the completed I-9. Systems Control will use the pushback feature to route the I-9 to the Employer Representative for corrections. See flowcharts for additional workflow routing details.

## Routing Path

(See flowcharts for details)

