



I-9 Management Services

User Manual



Colorado State University

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Table of Contents

Recommendation	3
Overview	3
Employee Site	4
Employer Site	7
Access	7
Login:.....	Error! Bookmark not defined.
Risk Based Authentication for Remote Agents ONLY	8
Login ID	8
Password.....	8
Main Menu.....	9
Quick Search.....	9
Searching for an employee under one of the Quick Search options.	9
Pending	10
Reverification Due	11
SSN Applied For	12
E-Verify.....	13
Section 2	14
Employer Electronic Signature.....	15
Duplicate SSN	15
Errors.....	16
Employee Detail	17
Changing Values	17
My Account.....	17
Help	18
Search For Employees.....	18
First Name and/or Last Name.....	19
SSN	19
Type of I-9	19
Group	19
Location.....	19
Date Range	19

Recommendation

Before using this manual it is recommended that you review the Form I-9, Employment Eligibility Verification form issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services and the Handbook for Employers, Guidance for Completing Form I-9 (Employment Eligibility Verification Form) M-274, and training information located on CSU's HR website.

Overview

I-9 Management consists of two sites:

- The Employee site
- The Employer site

The Employee site, allows an employee to independently complete Section 1 of their Form I-9 and sign it electronically. This process creates what I-9 Management refers to as a Pending I-9.

The Employee site is designed to:

- Have the employee complete Section 1 of Form I-9 on their own
- Provide a new hire packet prior to the first day of work
- Complete the SSA 1945
- Utilize I-9 Management for remote employees to complete Form I-9

The Employer site is designed for HR professionals, hiring managers, remote agents, and administrators.

This site allows authorized users to:

- Complete Section 2
- Reverify an employee's work authorization
- Update Receipts
- Update SSNs that had been applied for

Federal immigration laws make it mandatory for employers to verify the employment eligibility of all workers hired after November 6, 1986. This requirement is fulfilled through the completion and storage of a Form I-9 Employment Eligibility Verification form. Completed Forms I-9 **MUST** be maintained by the employer for three years after the date of hire or one year after employment ends, whichever is later. **An individual may not begin employment unless Form I-9 is completed.** Failure to comply with the Immigration Reform and Control Act of 1986, as amended, will subject employers to civil or criminal penalties including fines. For more information see:

- I-9 Central website at: <http://www.uscis.gov/I-9Central> Because immigration law and employment eligibility verification regulations can change over time, we encourage you to periodically check I-9 Central at www.uscis.gov for updated Form I-9 information.

- U.S. Department of Homeland Security (DHS) website at: <http://www.dhs.gov>
- U.S. Citizenship and Immigration Services (USCIS) website at: <http://www.uscis.gov>
- E-Verify website at: <http://www.dhs.gov/e-verify>
- Handbook for Employers Guidance for Completing Form I-9 (Employment Eligibility Verification Form) M-274 (Rev. 03/08/2013) N at: <http://www.dhs.gov/e-verify>
- English and Spanish versions of Form I-9 from the U.S. Citizenship and Immigration Services (USCIS) site at www.uscis.gov. To order Forms I-9 or a print copy of the Handbook for Employers (M-274) by telephone, call the USCIS Forms Request Link toll-free at 1-800-870-3676.

I-9 Management allows you to efficiently complete, maintain, and retrieve Forms I-9 electronically for every individual you hire. I-9 Management also helps eliminate liability and maintain compliance with federal regulations to avoid penalties and fines.

Employee Site

Employees will need to be provided a link by the departmentally authorized representative. Links are being provided for individual departments

Equifax Employee Department Links: employees can complete Section 1 of the Form I-9 using the following URL: <https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX>, where “XXXX” is the four-digit CSU department number.

Once the employee clicks on the link, it will send them to that link’s specific department location in Equifax to complete their Section 1 and SSA 1945 form.

The screenshot displays a web interface for Colorado State University's online new hire packet. At the top left, it says "Onboarding" and "Logout" is at the top right. The date "December 21, 2016" is shown. The Colorado State University logo is on the left, and the user's "Location: Human Resources" and "Position: STD" are on the right. A prominent red banner reads "Online New Hire Packet". Below this is a tab labeled "Instructions". The main content area contains a welcome message and instructions for completing the I-9 and SSA-1945 forms. A green "Get Started >" button is centered at the bottom of the content area. The footer includes copyright information for Equifax Workforce Solutions and links to "Privacy Policy" and "Terms and Conditions".

The employee will be prompted to enter their data in the Personal Information tab. On this tab the following fields are required:

- Social Security Number (Can select No SSN or SSN Applied For if they are a foreign national that has not yet received their SSN. If this option is selected, the employee's SSN will need to be updated in the future in Equifax.)
- First Name
- Last Name
- Street Address
- Zip Code (will populate city, state, and provide options for county)
- City
- State
- County
- Telephone
- Date of Birth

They will be required to enter their initials after reading the statement provided.

The screenshot shows the 'Online New Hire Packet' interface for Colorado State University. The 'Personal Information' tab is active, displaying a form with the following fields and options:

- No SSN or SSN Applied For
- *Social Security Number:
- *Confirm Social Security Number:
- *First Name:
- Middle Initial:
- *Last Name:
- *Street Address:
- Apt:
- *Zip code:
- *City:
- *State:
- *County:
- *Telephone:
- Email Address:
- *Date of Birth: MM DD

Below the form, there is a section for electronic signing with the following text:

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

*Your Initials:

Navigation buttons at the bottom include: < Previous Form, Cancel and Return to Summary, and Save and Continue >

Footer text: Copyright © 2016 Equifax Workforce Solutions, a/i/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. Privacy Policy | Terms and Conditions

The employee's information from the Personal Information tab will be seen in the Section 1 of the Form I-9. Instructions for completing the Form are located via the Form I-9 Instructions – English or Form I-9 Instructions – Spanish html links on the page. The employee should enter other last names (if any) or note N/A and enter an E-mail address (optional).

Onboarding TEST TEST | Logout
December 21, 2016

Colorado State University
Location: Human Resources
Position: STD

Online New Hire Packet

Instructions Summary I-9

Personal Information
I-9
SSA 1945

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services
USCIS
Form I-9
OMB No. 1815-0047
Expires 03/31/2016

Form I-9 Instructions - English Form I-9 Instructions - Spanish

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)		
TEST	TEST				
Address (Street Number and Name)		Apt. Number	Zip Code	City or Town	State
123 TEST			01111	Springfield	MA
Date of Birth	U.S. Social Security Number	E-mail Address	Telephone Number		
1/1/1980 (mm/dd/yyyy)	<input checked="" type="checkbox"/> SSN Applied For	(optional)	5555555555 (optional)		

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

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

Employee Electronic Signature

*By initialing I attest to the following:

- By clicking Continue, I agree to electronically sign this document.
- 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 understand that the employer may electronically verify my work authorization with the United States government.

Preparer and/or Translator Certification

Check this box ONLY if someone helped you complete Section 1 above.
If you check the box, the person who helped you complete Section 1 MUST enter their own information below. The person MUST also click the Preparer Electronic Signature checkbox to electronically sign the form.

< Previous Form Cancel and Return to Summary Save and Continue >

The employee select the appropriate box to indicate whether they are a U.S. citizen or noncitizen national, lawful permanent resident of the U.S., or an alien authorized to work in the U.S. and complete any additional fields as necessary based upon their selection.

The employee must then ready the statement, enter their initials to electronically sign, and then select Save and Continue.

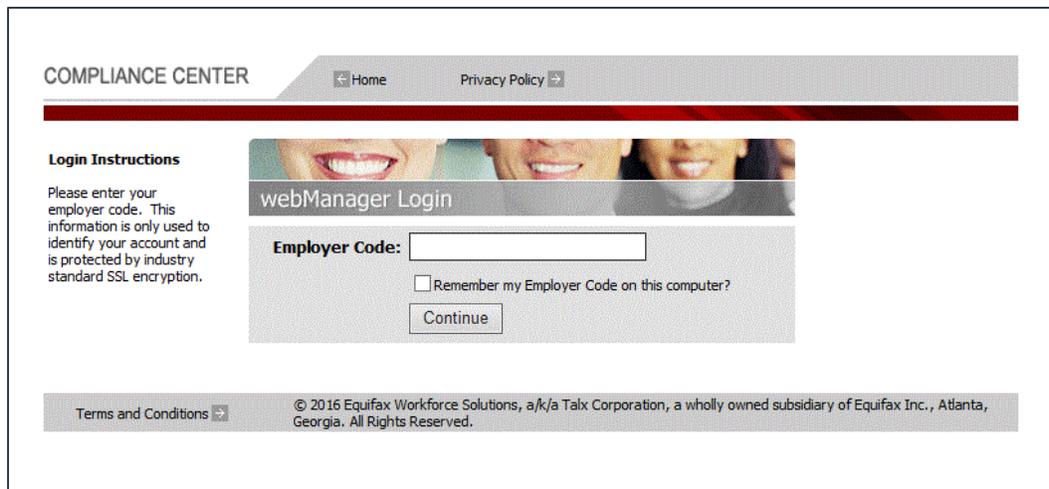
The next screen to populate is the SSA 1945 form. Information from the Personal Information page will populate the Employee Name and Employee #ID. The employee should read the form and enter their initials to electronically sign. They may then select Finish with Packet and they have completed their portion of the I-9 and SSA 1945 in Equifax.

If the employee would like, they can select the Summary tab to locate and print the information they entered for their own records. This is not required.

The employee may select Logout or close their browser.

Employer Site

The Employer site is for HR professionals, hiring managers, and administrators. This site allows the user to create a Pending I-9, complete Section 2, reverify an employee's work authorization, update receipt information and SSN applied for cases. An Oracle HR System User Role Request Form (<http://www.hrs.colostate.edu/pdfs/form-hr-system-access.pdf>) must be completed to gain access to Equifax. This form only requires Name, eName, the I-9 Completer (Equifax) box check, departments that you need access to, Employee and Department Head signatures. These forms may be scanned to HR IS to set up access. Same day access cannot be granted.



The screenshot shows the 'COMPLIANCE CENTER' login page. At the top, there are links for 'Home' and 'Privacy Policy'. Below this is a 'Login Instructions' section with a warning: 'Please enter your employer code. This information is only used to identify your account and is protected by industry standard SSL encryption.' The main login area is titled 'webManager Login' and features a photo of three smiling people. It includes an 'Employer Code:' input field, a checkbox for 'Remember my Employer Code on this computer?', and a 'Continue' button. At the bottom, there is a 'Terms and Conditions' link and a copyright notice: '© 2016 Equifax Workforce Solutions, a/k/a Talx Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All Rights Reserved.'

Access

To use the Employer site you MUST access the site and enter your Employer Code, Login ID, and Password. To begin:

1. Go to the Administrative Applications and Resources webpage (AAR: <https://aar.is.colostate.edu/>) and select I-9 System from the list of Application Systems on the right. The list may need to be expanded to see this option
2. Enter your CSU eID credentials to login

Next, you are prompted to enter your credentials on two Risk Based Authentication pages.

Caution: I-9 Management system access is intended for authorized users only. Members should be trained and/or advised to only release to default PIN or user ID information to authorized individuals.

Risk Based Authentication for Remote Agents ONLY

A Remote Agent Access Form (http://hrs.colostate.edu/pdfs/i9_remote_agent_access.pdf) must be completed prior to gaining access to Equifax. They will be sent information and credentials after they have been granted access in the system.

Login ID

The Remote Agent will be prompted you to enter your Login ID. Enter your Login ID and click **Continue**.

The image displays two sequential screenshots of a web-based login interface. Both screenshots have a dark red header with the text "Log In" and a close button. The main heading is "New Employer Code for I-9 Basic Pilot".

The first screenshot shows the prompt "Enter your User ID to log in." Below this is a text input field labeled "User ID:" and a "Continue >" button.

The second screenshot shows the prompt "Enter your PIN." Below this is a text input field labeled "PIN:". To the left of the PIN field is a yellow notification box with the text: "In an effort to adopt a new, simplified yet equally secure login process, we are no longer displaying the security image feature". Below the notification box is a link that says "Do not show me this message in the future". To the right of the PIN field is a link that says "Forgot your PIN?". At the bottom of the second screenshot are two buttons: "< Back" and "Log in".

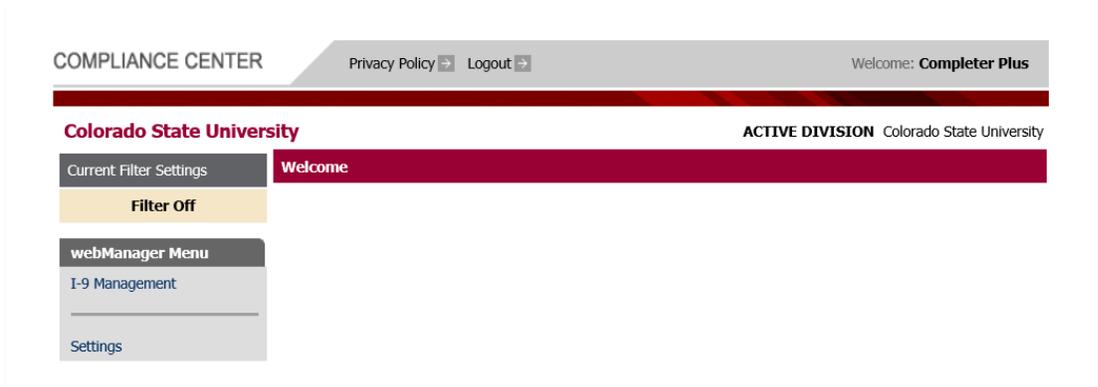
Password

The Remote Agent will be prompted you to enter their given Password and click **Continue**.

The first time the Remote Agent logs in using Risk Based Authentication (RBA) they will be required to enroll, which means they will be entering the answers to your security questions. RBA determines your risk level at the point of login. If your risk level is high enough they will be asked to answer your security questions to complete their login. If their risk level is determined to be too high, they will not be allowed to complete their login.

Main Menu

After logging in, users can take action on a Form I-9 by clicking the I-9 Management link on the left navigation. The options displayed on the Main Menu page depend on your assigned user Role. You will typically use the Employer site for such functions as completing Section 2, reverifying an employee's employment eligibility, updating Form I-9s in which receipts were used, and updating SSN applied for instances.



Quick Search

The Quick Search box serves two purposes. First, it gives you a real-time view of the number of Forms I-9 that require action or follow-up of some kind. Second, it gives you one-click access to specific categories of Forms I-9. The different categories listed in the Quick Search box are described below. When viewing your quick search, always Refresh All first.

Quick Search		Refresh
Pending	1	
Reverification Due	0	
Receipt Due	0	
SSN Applied For	0	

[Refresh All](#)

Searching for an employee under one of the Quick Search options.

An employee's Pending, Reverification Due, Receipt Due, or SSN Applied For Form I-9 can be located by searching either by first name, last name, or SSN. Additional search refinements can be selected. You may also review the pending list and scroll through the results presented by default. The search function will not allow partial entry searches (ex: search "Alex" under the first name search field will not produce results for Alexander).

I-9 MANAGEMENT Completer Plus
Colorado State University

Home [←](#) Privacy Policy [→](#) Help [→](#) Logout [→](#)

← Back to Compliance Center

Main Menu

Search For Employees

My Account

Help

Search For Employees

Select one or more search criteria below to search for employees.

First Name:
Last Name:
SSN:
Type of I-9:

Group:

Location:

Date Range: (mm/dd/yyyy)
 Start Date
 End Date
 Current Location Only

Search Results: Pending

Type:
 E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, D=Receipt Due, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment
P	Bond, James	Human Resources	5552	

Showing 1-1 of 1

Pending

A Pending I-9 is one with Section 1 completed, but not Section 2. Every time Section 1 of Form I-9 is completed electronically a Pending I-9 is created. The reason for creating a Pending I-9 is that Section 1 and Section 2 have different timing requirements for completion. **Section 1 MUST be completed on or before the employee's first day of work. Section 2 MUST be completed no later than 3 business days after the employee's first day of work.** Since signature dates are automatically populated when each section is signed, therefore, a Pending I-9 MUST be created to preserve the date the employee actually signed Section 1.

All Forms I-9 completed using the Employee site are Pending I-9s because while the employee has completed Section 1, they still need to present documentation for you to complete Section 2.

A Pending I-9 is not retained forever. A Pending I-9 is removed in the following situations.

- Section 2 is NOT completed within the retention period (180 days), if the integration with The Work Number is turned **ON**, the employee does not have a record in The Work Number indicating that they are being paid.
- Section 2 IS completed.

Click the **Pending** link in the Quick Search box to display the list of Pending I-9s. Click the employee's name to complete Section 2 of their Form I-9.

Reverification Due

A Form I-9 is categorized as Reverification Due if an alien employee's employment eligibility is about to expire. Employees listed in this category are specific to your Location access. Employee's with expiring employment authorization will still be available in on the I-9 Expiration Report in VistaPlus and should be reviewed monthly by the departmental HR Liaison. The employee should not have to take any action within Equifax for a reverification. If you do not see the employee under the Reverification Due section in Equifax, contact HR Records or Student Employment (depending on the employee type) for assistance.

Click the **Reverification Due** link in the Quick Search box to display the list of employees with employment eligibility expiring within your Reverification Window. Next, click the employee's name to access the employee's Employee Detail page. From there, click the **Section 3** button to complete a reverification for the employee.

The screenshot displays the 'I-9 MANAGEMENT' interface. On the left is a navigation menu with options: 'Back to Compliance Center', 'Main Menu', 'Search For Employees', 'My Account', and 'Help'. The main content area is titled 'Employee Detail' and shows information for Jim Henson. At the bottom, there are buttons for 'Back', 'Section 3', 'New I-9', 'Colorado Affirmation Form', and 'Receipt Update'. The 'Section 3' button is highlighted with a red circle.

I-9 MANAGEMENT Home Privacy Policy Help Logout **Comp** Colorado St

Employee Detail

Name: Jim Henson
Other Names Used:
U.S. Social Security Number: XXX-XX-5555 [Change SSN](#)
Date of Birth: 01/01/1980
Address: 123 Muppet Lane
Randolph, UT 84064
E-mail Address:
Telephone Number: 9704916947
Hire Date: 12/16/2016 [Change Hire Date](#)
TWN Hire Date:
Work Status: An alien authorized to work
Alien Registration Number/USCIS Number:
I-94 #: 13246578900
Receipt Due Date:
Receipt Due Document:
Reverification Due Date: 01/01/2017
Reverification Due Reason: Section 2 List A expiration date
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS: Yes
Group: Vice Pres for University Operations Group
Location: Human Resources
Previous Locations:
Form I-129 Filing Date:

Back **Section 3** New I-9
Colorado Affirmation Form Receipt Update

Updating and Reverification

Enter new name, or select a document.

Name: Test Employee
Address: 1234 Main Street
Birth Date: 01/01/1990
Social Security #: xxx-xx-1234

Last Name: **First Name:** **Middle Initial:**

Visa Type:

List A or C Documents:

SSN Applied For

This is a list of Forms I-9 with Section 1 completed using the **SSN Applied For** option. This option should be used if the employee does not have a Social Security number or the employee has applied for a Social Security number and it has not yet been issued. The employee should provide their SSN to you within 90 days. I-9 Management will track these employees for you.

[Back to Compliance Center](#)

[Main Menu](#)

[Search For Employees](#)

[My Account](#)

[Help](#)

Employee Detail

Name: Test Subject

Other Names Used:

U.S. Social Security Number: Applied for [Change SSN](#)

Date of Birth: 01/01/1980

Address: 123 Testing St.
Blue Diamond, NV 89004

E-mail Address:

Telephone Number: 9704916947

Hire Date: 12/16/2016 [Change Hire Date](#)

TWN Hire Date:

Work Status: An alien authorized to work

Alien Registration Number/USCIS Number:

I-94 #: 12345678901

Receipt Due Date:

Receipt Due Document:

Reverification Due Date: 01/01/2017

Reverification Due Reason: Section 2 List A expiration date

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS: Yes

Group: Vice Pres for University Operations Group

Location: Human Resources

Previous Locations:

Form I-129 Filing Date:

I-9 History

Hire/Entry	Type (click to view)	Actions
12/16/2016	SSN Applied For	

[Back to Compliance Center](#)[Main Menu](#)[Search For Employees](#)[My Account](#)[Help](#)

Change Social Security Number

Edit the employee's SSN or mark the employee's SSN as bad. Click Continue to save your changes. Click Cancel to return to the Employee Detail page.

Name: Test Subject
Address: 123 Testing St.
Blue Diamond, NV 89004
Birth Date: 1/1/1980

Social Security #: Edit SSN Mark SSN as bad[Back to Compliance Center](#)[Main Menu](#)[Search For Employees](#)[My Account](#)

Employee Detail

 The Employee Social Security Number was successfully updated.

Name: Test Subject
Other Names Used:
U.S. Social Security Number: XXX-XX-5555

[Change SSN](#)

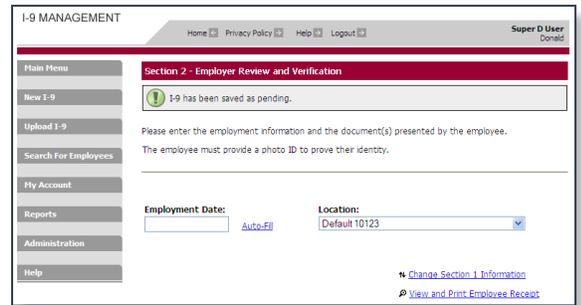
Click the **SSN Applied For** link in the Quick Search box to display a list of employees with a Form I-9 that was completed using the **SSN Applied For** option in Section 1. Next, click the employee's name to access the employee's Employee Detail page. From there you can click the **Change SSN** link to enter the employee's SSN and satisfy the **SSN Applied For** status. Once you have entered the employee's SSN the employee is removed from this category.

E-Verify

Currently, E-verify is not set up to run through Equifax. If you have employees who need to be run through E-verify, please proceed with processing these outside of

Section 2

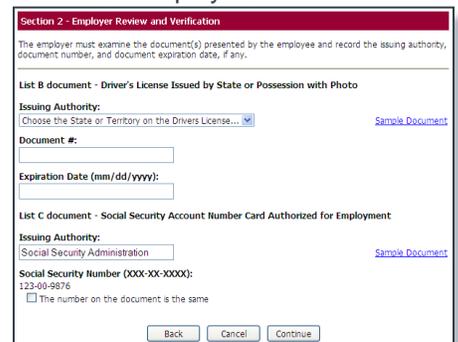
Section 2 is where the HR professional, hiring manager, administrator, or employer representative/agent enters the information on the employee's documentation and electronically signs Form I-9. To complete this section, you **MUST** select the acceptable document(s) that were presented by the employee to verify identity and employment eligibility. There are three lists of documents. The employee can present one List A document to establish both identity and employment eligibility. Or, the employee can present one document from List B to establish identity and one document from List C to establish employment eligibility. You or your representative/agent **MUST** personally inspect, in the physical presence of the employee, the employee's original documentation that establishes the employee's identity and employment eligibility to work in the United States. Except for a certified copy of a United States birth certificate, or a List C document issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal, photocopies or numbers representing original documents are not acceptable. (It is also may be acceptable for the employee to present a receipt for a lost, stolen or damaged document instead of the original document. There are follow-up actions the employee and the employer **MUST** take to update a receipt used to complete Form I-9.)



First, you should enter the employment date. The employment date must match their employment date in Oracle. If the employment date changes after the completion of the I-9, action will need to be taken in Equifax to correct this date. If you determine that information in Section 1 is incorrect, you can click the **Change Section 1 Information** link to allow the employee correct the information and electronically re-sign Section 1.

After inspecting the documentation presented by the employee, you **MUST** select the appropriate list of documents and then the specific document or combination of documents from the drop-down list. When you are finished, click the **Continue** button.

Next, you **MUST** enter information from the documentation presented by the employee. The information you are prompted to enter will match the document(s) you selected on the previous page. Enter the information and click the **Continue** button.



determine which person is the rightful owner of the SSN. Participating in E-Verify can help eliminate the possibility of having Forms I-9 on file with incorrect SSNs.

After you determine which employee rightfully owns the SSN, follow the necessary steps to resolve the SSN mismatch.

Entering a Form I-9 when the SSN already exists;

1. If the Form I-9 *IS* for a SSN already on file
 - a. Click the **Same** button on the Duplicate SSN page
 - b. Complete Section 2 for the Form I-9
 - c. Electronically sign Section 2 to complete the Form I-9
2. If the Form I-9 is *NOT* for the employee already on file
 - a. The SSN in Section 1 of the Form I-9 is incorrect
 - i. Click the **Different** button on the Duplicate SSN page
 - ii. You will return to Section 1 of the Form I-9
 - iii. Have the employee correct the SSN in Section 1
 - iv. Have the employee re-sign Section 1
 - v. Complete Section 2 of the Form I-9
 - b. If the existing employee's SSN is incorrect, you **MUST** correct the SSN on the existing employee's Form I-9 or mark the existing employee's SSN invalid before you can complete the Form I-9 (If the existing employee's SSN needs corrected and does not reside within your department, please contact HR Records or Student Employment to make corrections)
 - i. Click the **Search for Employees** link on the left side menu
 - ii. Perform a search to find the existing employee
 - iii. Click the employee's name in the Search Results page to access the employee's Employee Detail page
 - iv. Click the **Change SSN** link and either enter the correct SSN
 - v. Return to the Pending I-9 with the correct SSN and follow the normal process to complete Section 2

Note: Search for an employee with the SSN. The employee may or may not have a Form I-9 on file. **ONLY THE EMPLOYEE SHOULD CORRECT SECTION 1.**

Errors

If errors are made, a message for each error displays at the top of the page. Any field in error is highlighted in green. All errors **MUST** be corrected before the user is allowed to continue.

Employee Detail

The Employee Detail page is your view to an employee's current information on file, Form I-9 and, if used and history. There are two ways to access the Employee Detail page.

1. Click the **Continue** button to electronically sign Section 2.
2. Search for an employee and click the employee's name in the Search Results page. This will take you to the Employee Detail page for the employee unless the search result is a Pending I-9. Clicking the employee's name for a Pending I-9 will take you to the Section 2 page allowing you to complete Section 2 of the Pending I-9.

Changing Values

The Employee Detail page allows you to change certain values for the employee. The values you can change are listed below.

- Change SSN – You can edit the employee's SSN or mark it as invalid. Because I-9 Management only allows one employee to be associated with a SSN it could be necessary to mark an employee's SSN as invalid to be able to complete a Form I-9 for the true SSN owner. You can also use this function to enter the SSN for a Form I-9 completed using the SSN Applied For option.
- Change Employment Date – You can change the employment date on the employee's current/active Form I-9. **DHS asks that the employment date on the Form I-9 match the hire date in your payroll system.**

The screenshot shows the 'Employee Detail' page for an employee named Austin Barrymore. It includes fields for Name, Other names used, U.S. Social Security Number, Date of Birth, Address, E-mail Address, Telephone Number, Employment Date, Termination Date, Work Status, Alien Registration Number/USCIS Number, I-9 #, Reverification Due Date, Foreign Passport Number, Country of Issuance, and Obtained I-94 from USCIS. There are also fields for Hire Code, Group, Location, Previous Locations, FICA Exempt, Via Type, Title, and an Audit Report link. At the bottom, there are buttons for Back, Section 3, New I-9, Upload I-9, and Send to E-Verify. Below these are sections for E-Verify (Origination Date, Reason for Delay, FAR E-Verify Status, Current Status, Photo Matching Document) and I-9 History (table with columns for Hire Date, Type, E-Verify, and Actions). There is also a Comments section with a table for Date, Short Description, and Username, and an Add Comment button.

My Account

The My Account section allows you to perform maintenance on your account information for the Employer site. The My Account options allow you to maintain your settings for:

- Phone Number
- Password or PIN
- Personal Security Image
- Security Questions
- 'Remember My Computer' Options

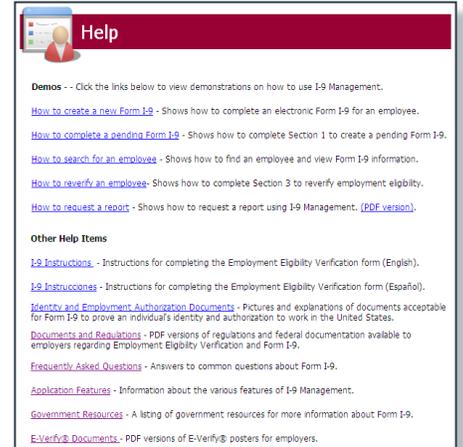
The screenshot shows the 'My Account' page. It has a header with a user icon and the text 'My Account'. Below the header, there are two main sections: 'Personal Information' with a 'Phone' link, and 'Security' with a 'View All' link. Under the Security section, there are links for 'Password', 'Personal Security Image', 'Security Questions', and 'Remember My Computer' Options.

Help

Access to the Help feature is only available after you login to I-9 Management. Help is provided for educational purposes and to assist you in completing Forms I-9 that comply with applicable laws and regulations.

Help includes the following.

- Demos – Instructional videos in Adobe Flash format help show you how to perform basic I-9 Management functions.
- I-9 Instructions – View/print a PDF of the Form I-9 instructions in English and Spanish.
- Identity and Work Authorization Documents – You can access sample pictures and explanations of most documents that are acceptable to prove an employee's identity and work authorization.
- Documents and Regulations – View/print PDFs of the Form I-9 regulations.
- Frequently Asked Questions – Answers to many questions about Form I-9 and I-9 Management.
- Application Features – A summary description of the I-9 Management features.
- Government Resources – Other government resources for more Form I-9 information.



Search For Employees

The Search For Employees feature serves several purposes. First, use this feature to find a specific employee and access the employee's Employee Detail page. Second, the Search Results page identifies employees with Forms I-9 that need attention. The Type field on the Search Results page is color coded. A red letter indicates a problem and a bold red letter indicates an urgent problem. You can also export the Search Results as a Comma Separated Value (CSV) format file that is compatible with Microsoft Excel and other third party applications. This will allow you to manipulate the data to create custom reports. The export function is a configuration option.

Search For Employees

Select one or more search criteria below to search for employees.

First Name:
Last Name:
SSN:
Type of I-9:

Group:
Location:

Date Range: (mm/dd/yyyy)
Start Date:
End Date:

Include:
 Active Employees
 Terminated Employees
 Current Location Only

Search Results: Completed

Type: E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9
 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
C	Doe, John	Default 10123	9876	01/01/2009	Resolved: Authorized
E	Doe, John	Default 10123	1080	03/03/2010	
C	Receipt, John	Default 10123	9876	03/04/2013	Resolved: Invalid Data
C	Sample, John	Default 10123	5555	01/03/2013	

Showing 1-4 of 4

There are a variety of criteria you can use to complete a search. If you are using the Location feature and you only have authorization for one Location, the criteria will default to your Location. You MUST enter at

least one specific criterion. For example, the default shows (All) as the criteria for both Location and Type of I-9. Searching for all types of Forms I-9 in all Locations with no other criteria is not permitted.

First Name and/or Last Name

You can search using only the employee's first name or only the employee's last name. However, be aware that this search may take a long time and that the results may not be exactly what you are looking for. The reason for this is that this search uses the Oracle Soundex feature, which assumes you do not know how to spell the name and returns names it thinks 'sounds like' the name you are looking for. This search is not recommended to be used by itself.

SSN

You can search for an employee by entering the employee's SSN. This is the fastest way to find an employee. This is the recommended search option for finding an employee.

Type of I-9

The search field labeled Type of I-9 allows you to narrow your search to return results that include only Forms I-9 with the status selected. This is because it is possible for a Form I-9 to satisfy more than one status. For example, a Reverification Due Form I-9 and an E-Verify Issues Form I-9 are also a Completed Form I-9. Below is a description of the Completed and All category contents.

- Completed – This status includes Forms I-9 that have both Section 1 and Section 2 signed. This includes Reverification Due because these Forms I-9 are also Completed.
- All – The results returned depend on the other search criteria selected.
 1. If you specify a First Name, Last Name, or SSN in your search criteria and you select All as the Type of I-9, the results returned will include any Forms I-9 that satisfy the search criteria (e.g., name and SSN) entered. The search results will include all Pending, Missing, Reverification Due, and Completed Form I-9s that satisfy the search criteria. The purpose for this search is to find an employee's Form I-9 when you know who the employee is, but you do not know the status of the employee's Form I-9.
 2. If you do **NOT** specify a First Name, Last Name, or SSN in your search criteria and you select All as the Type of I-9, the search results will **NOT** include Pending I-9s. The search results will include all other possible Form I-9 types.

Group

You can narrow your search by selecting a Group. The search will only be performed on employees within the Group. If you select a Group and a Location, the search will be performed on the employees within the Location.

Location

You can narrow your search by selecting a Location. The search will only be performed on employees within the Location. If you select a Location and a Group, the search will be performed on the employees within the Location.

Date Range

You can narrow your search to only employees with an employment date (hire date) within the range you specify. If you exclude one of the dates, the search will start or stop at the date you have specified.