I-9 Form and Reports

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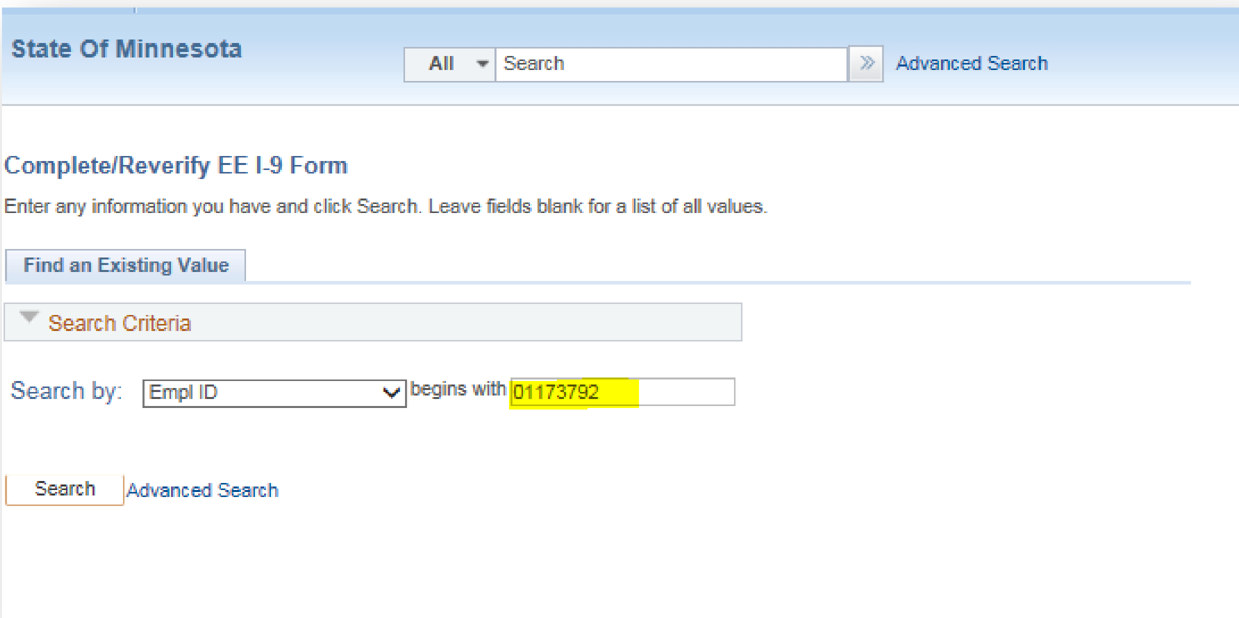
A new I-9 form is required for new hires and rehires. It is also required for transfers and those adding a concurrent job if the employee is being appointed to a new agency.

Once an employee submits the I-9 Form in the Activity Guide (Self Service), follow the steps below.

I-9 Form

Step 1: Verify that the employee has submitted the form in Self Service

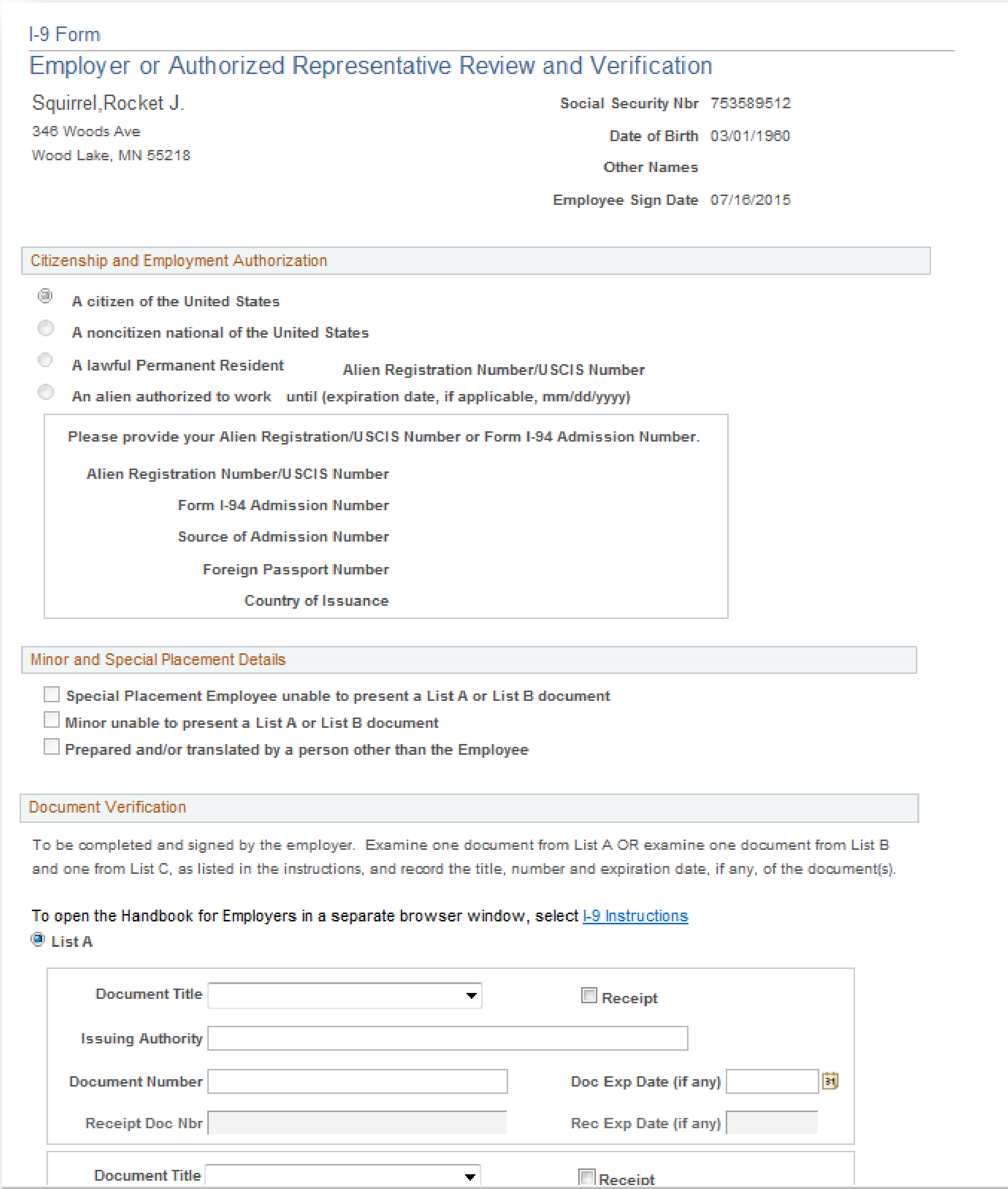
Navigation: Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form



Enter the employee ID number and click 

.

The employee’s I-9 form will open.


I-9 Form

Employer or Authorized Representative Review and Verification

Squirrel,Rocket J.
346 Woods Ave
Wood Lake, MN 55218

Social Security Nbr 753589512
Date of Birth 03/01/1960
Other Names
Employee Sign Date 07/16/2015

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 until (expiration date, if applicable, mm/dd/yyyy)

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

Alien Registration Number/USCIS Number
Form I-94 Admission Number
Source of Admission Number
Foreign Passport Number
Country of Issuance

Minor and Special Placement Details

- 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

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 | Receipt
Issuing Authority
Document Number | Doc Exp Date (if any)
Receipt Doc Nbr | Rec Exp Date (if any)

Document Title | Receipt

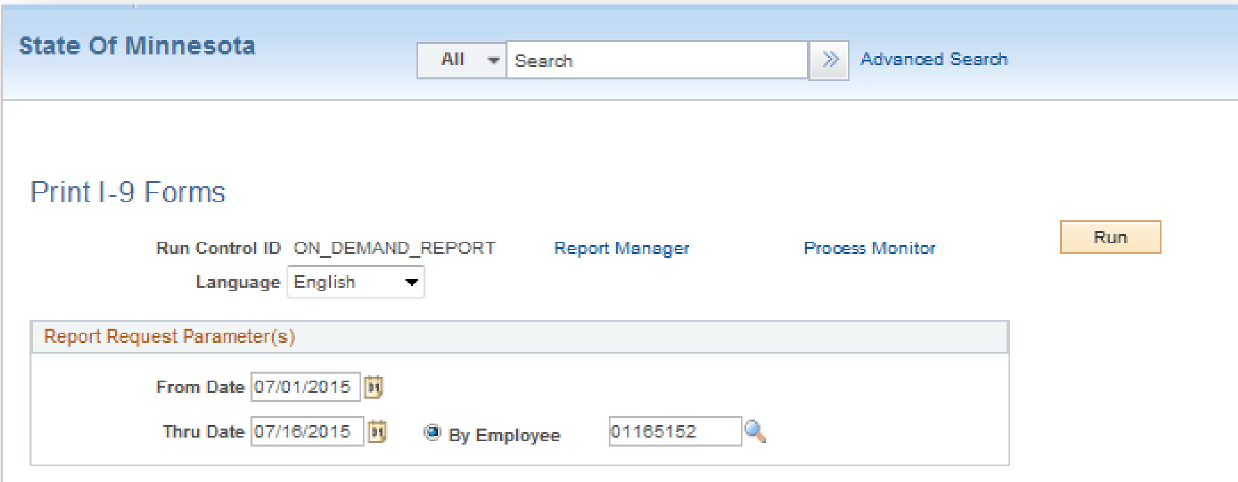
Open the form when you meet with the employee to review and complete the I-9 form as explained in the I-9 Form policy on MMB’s website. [MMB HR/LR Policies]

When the form is complete, click Accept at the bottom of the form and continue to Step 2 for printing.

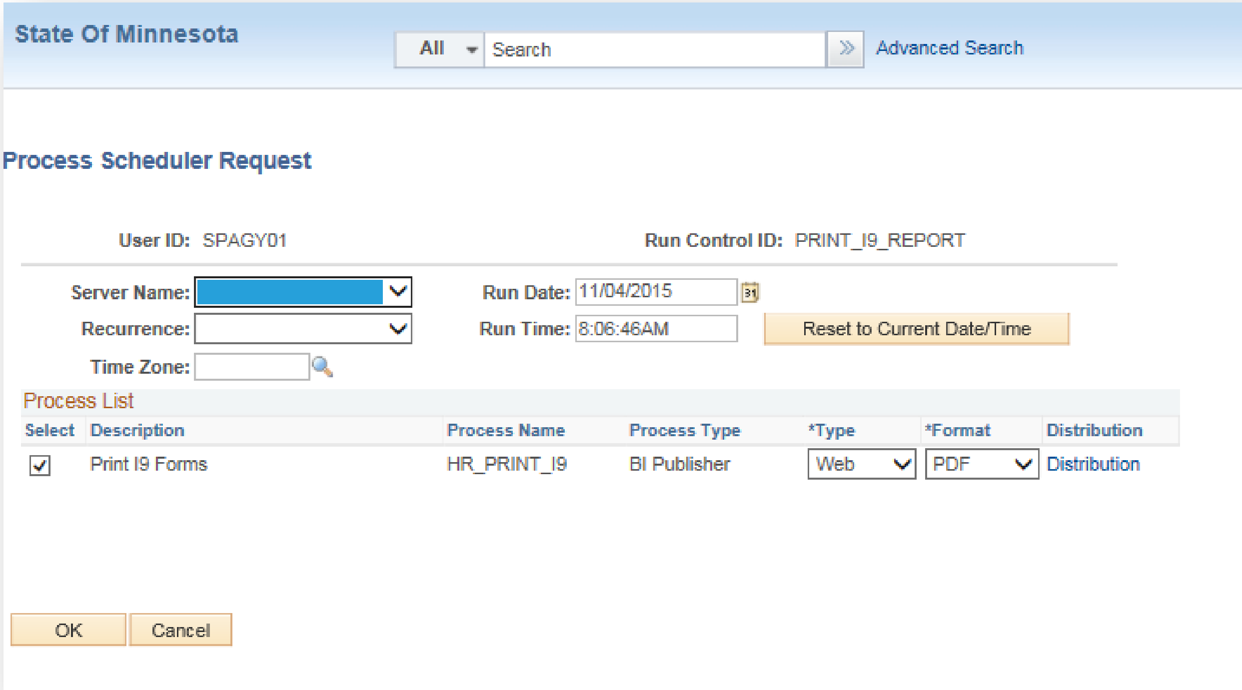
Step 2: Print I-9 Form

This report allows you to print I-9 forms from SEMA4.

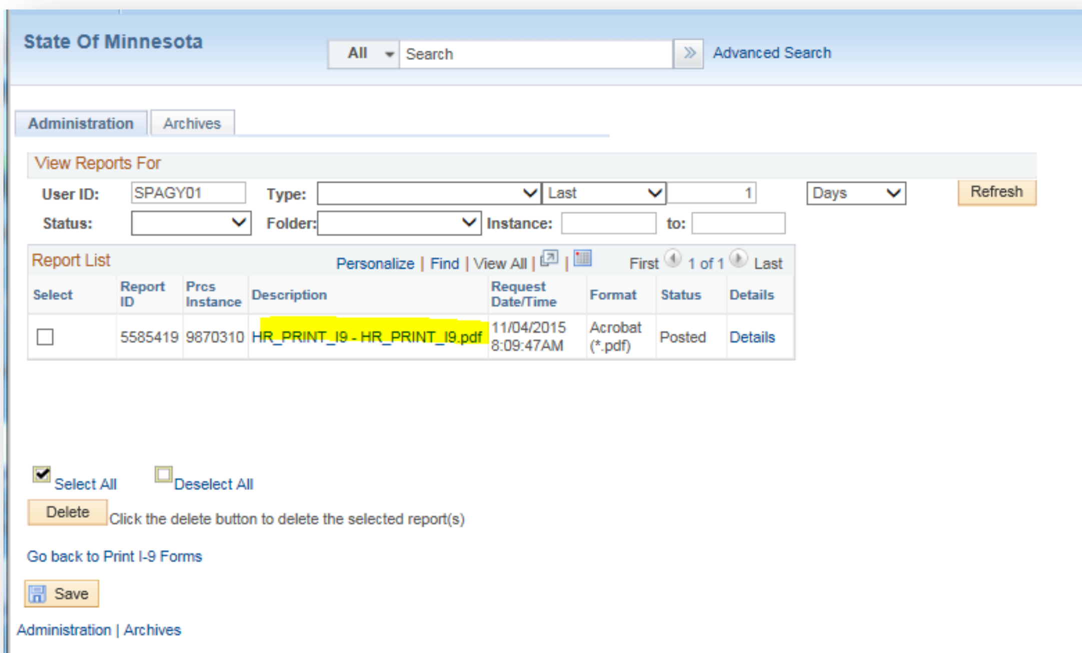
Navigation: Workforce Administration > Personal Information > I-9 Forms > Print I-9 Forms



The From Date and Thru Date reflect the date the employee submitted the I-9 form in Self Service. Select a date range, enter the employee ID number and click **Run**.



The Process Scheduler Request page will appear. Click **OK**. Click the **Report Manager** link. Click the **Refresh** button until you see the line for the I-9 you are printing.



Click on the .pdf document name listed in the Description column to open the .pdf.

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)*
Zotz	Eric		N/A

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code
123 Main		Monroe	MN	55479

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
9/5/1961	384-44-7256	N/A	N/A

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) 11/1/2015 . 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:

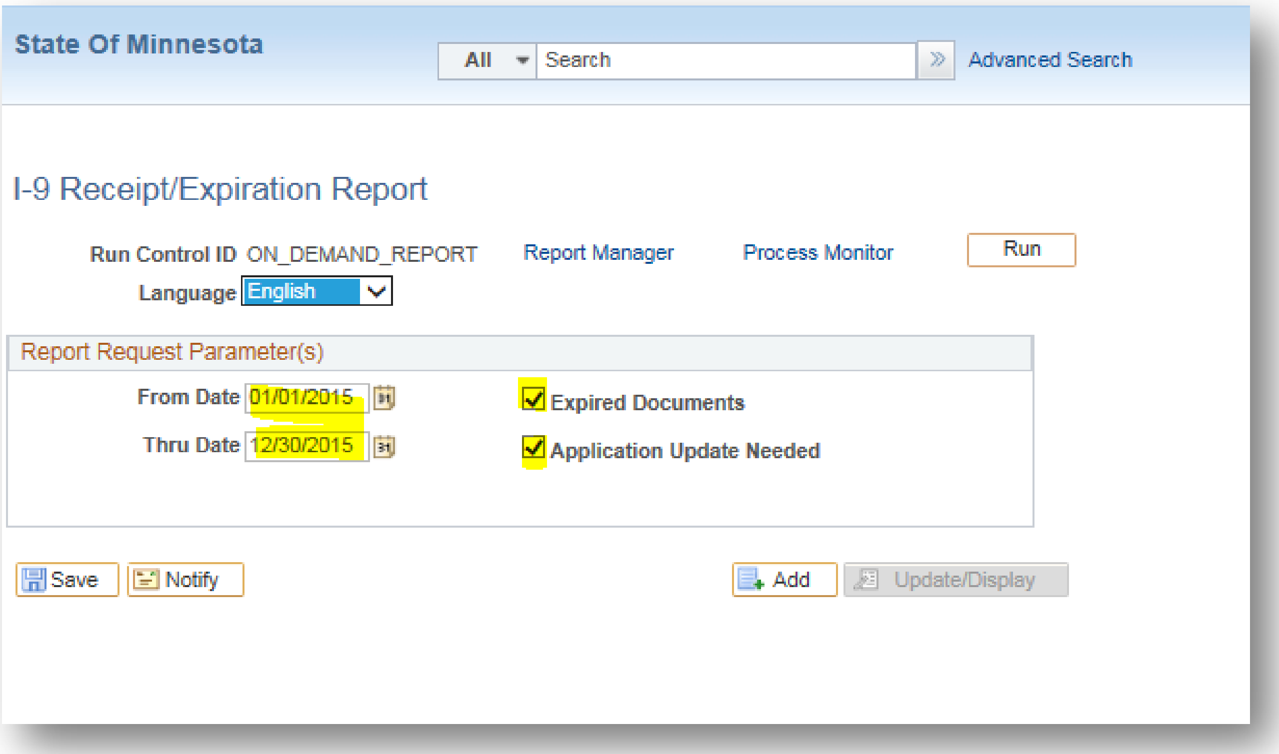
3-D Barcode
Do Not Write in This Space

Print as you would print any .pdf. Sign the document at the bottom and file.

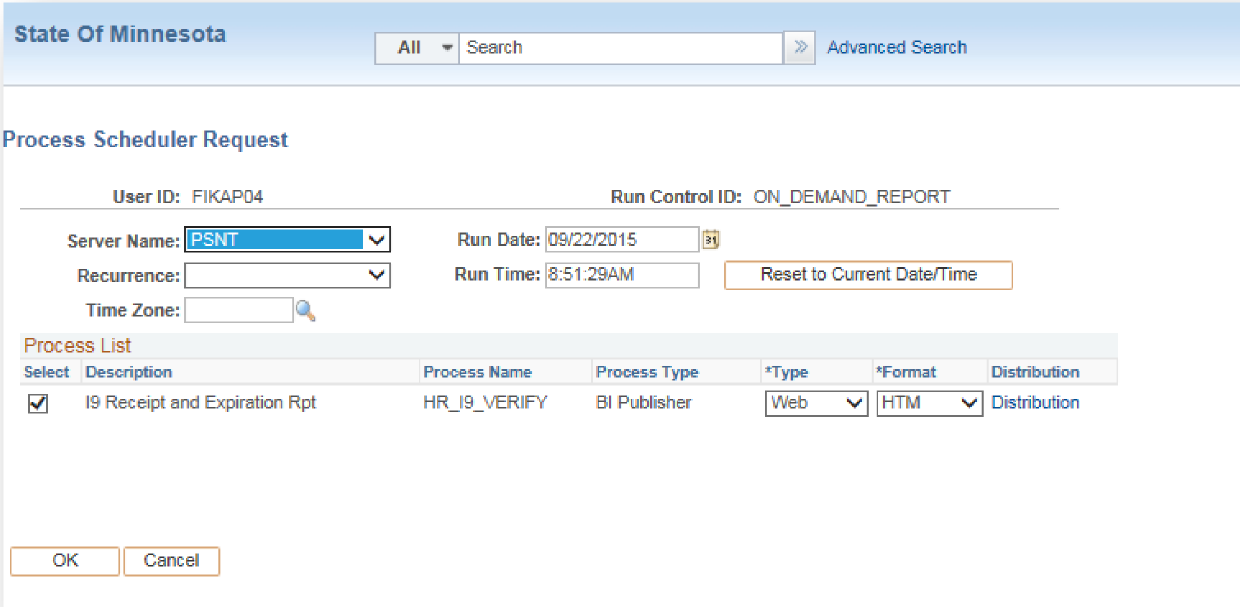
I-9 Receipt/Expiration Report

The I-9 Receipt/Expiration Report provides a list of expiring I-9 documents or applications in a selected date range.

Navigation: Main Menu > Workforce Administration > Personal Information > I-9 Forms > I-9 Receipt/Expiration Report



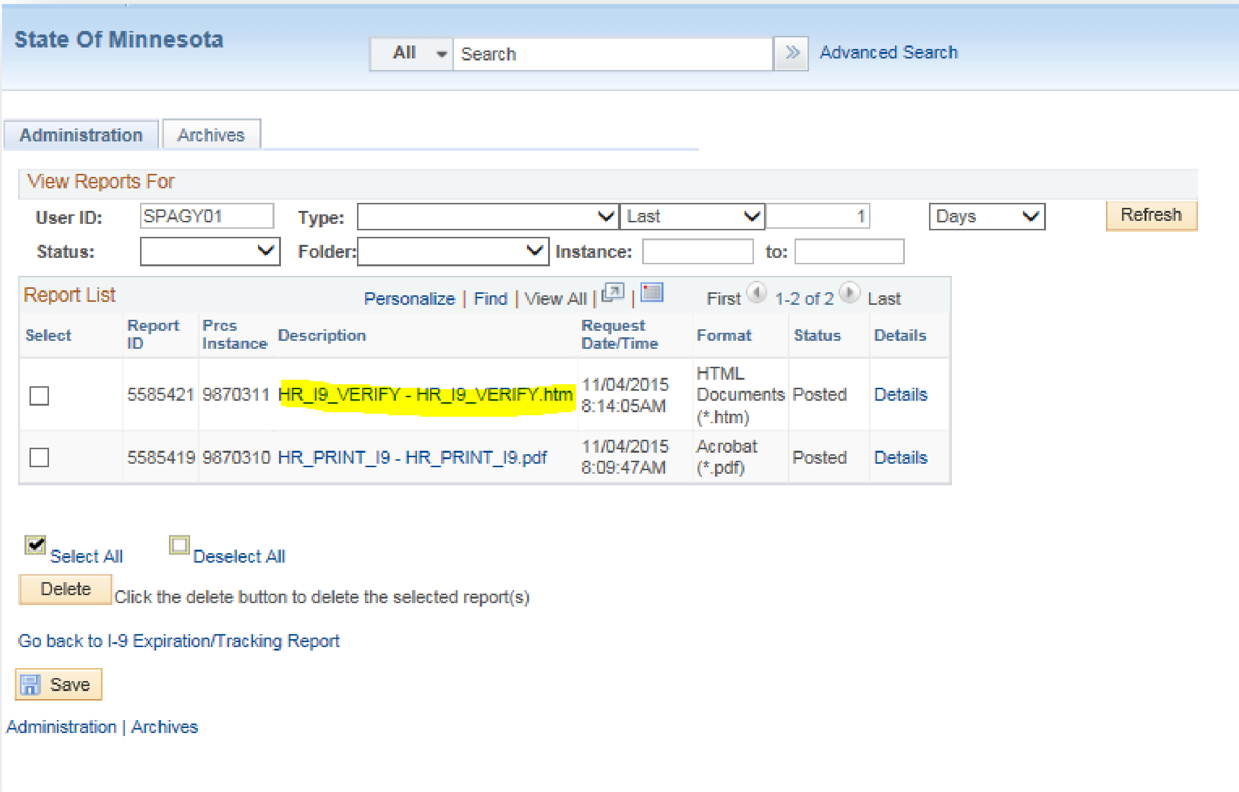
The From Date and Thru Date reflect the expiration dates for I-9 documents.
Enter the date range and select the type of report you are running. Click **Run**.



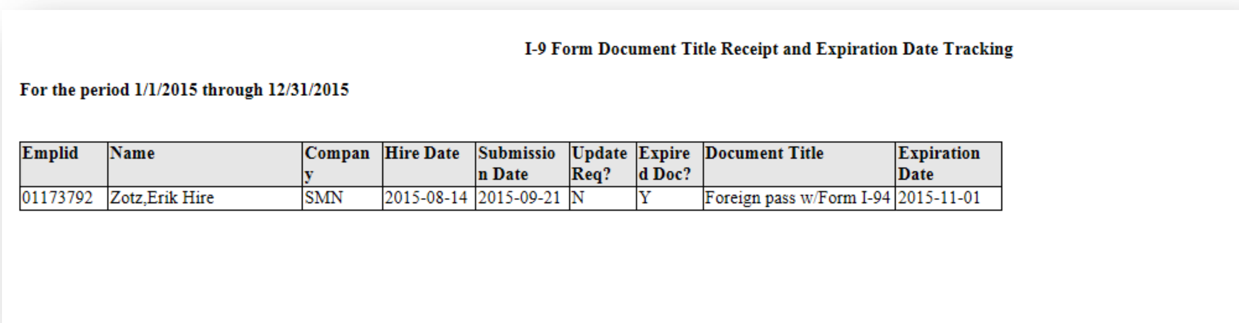
The Process Scheduler Request page will appear. Click **OK**.

You will return to the I-9 Receipt/Expiration page. Click the **Report Manager** link.

Click the **Refresh** button if needed until the name of your report appears in the Reports list.



Click on the .pdf name of the report in the Description column. The report .pdf will open. Print or save as needed.



I-9 Form Document Title Receipt and Expiration Date Tracking

For the period 1/1/2015 through 12/31/2015

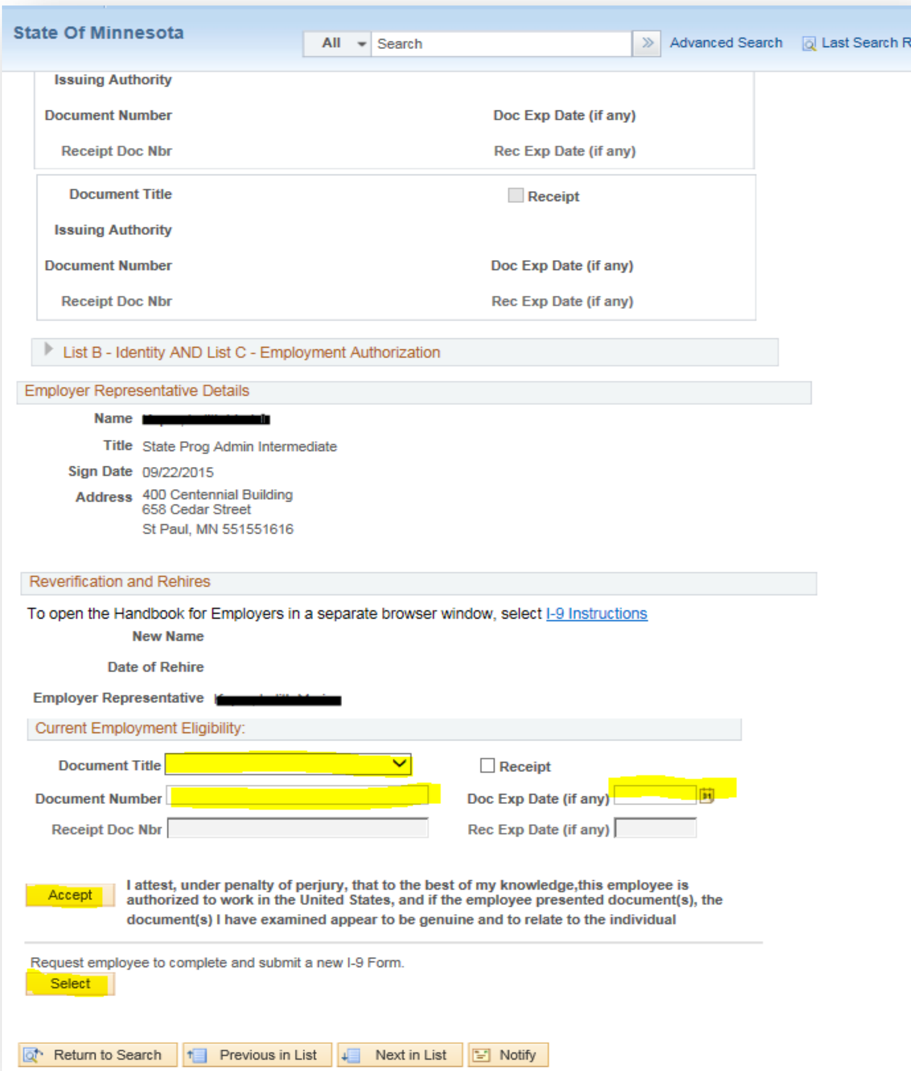
Emplid	Name	Company	Hire Date	Submission Date	Update Req?	Expired Doc?	Document Title	Expiration Date
01173792	Zotz,Erik Hire	SMN	2015-08-14	2015-09-21	N	Y	Foreign pass w/Form I-94	2015-11-01

I-9 Form Reverification for Expiring Documents

To update documents for an employee who is not a U.S. citizen:

Navigation: Workforce Administration > Personal Information > I-9 Forms >

Complete/Reverify EE I-9 Form



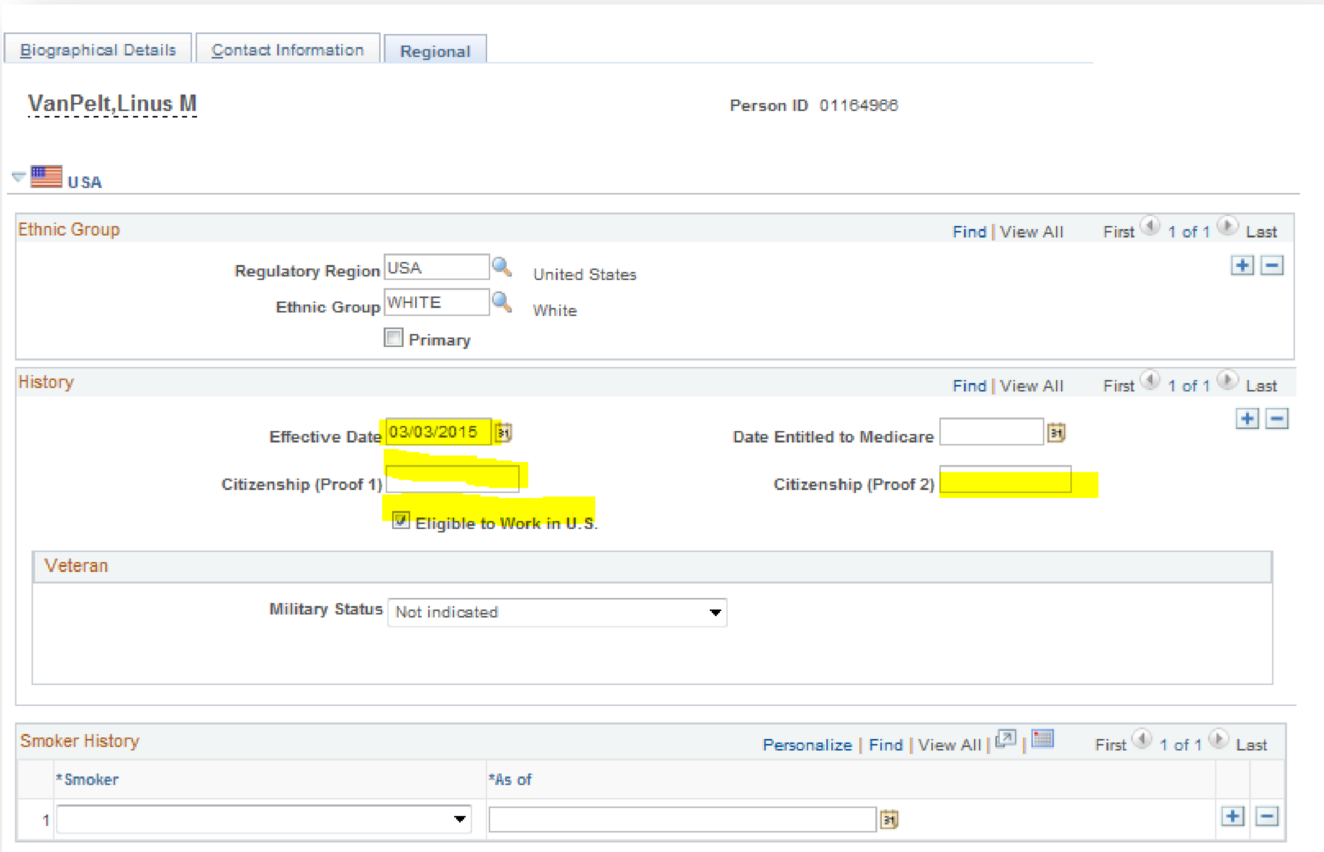
Use the Current Employment Eligibility section of the employee's I-9 to record documents with the reverification for employment. Click **Accept** to save the I-9 with the changes.

If you have already used the Current Employment Eligibility for the previous reverification, click the **Select** button to allow the employee to submit a new I-9 form. On the new I-9 form, you need to complete only the Current Employment Eligibility section instead of sections A, B and C.

I-9 Report via the Regional Page

Your agency may choose to track I-9 completion and expiration dates via the Regional page of the Personal Information and the Identification Data Component. If your agency uses this method, you must manually enter the information.

Select **Workforce Administration > Personal Information > Modify a Person**



Effective Date: Enter the date the form was completed.

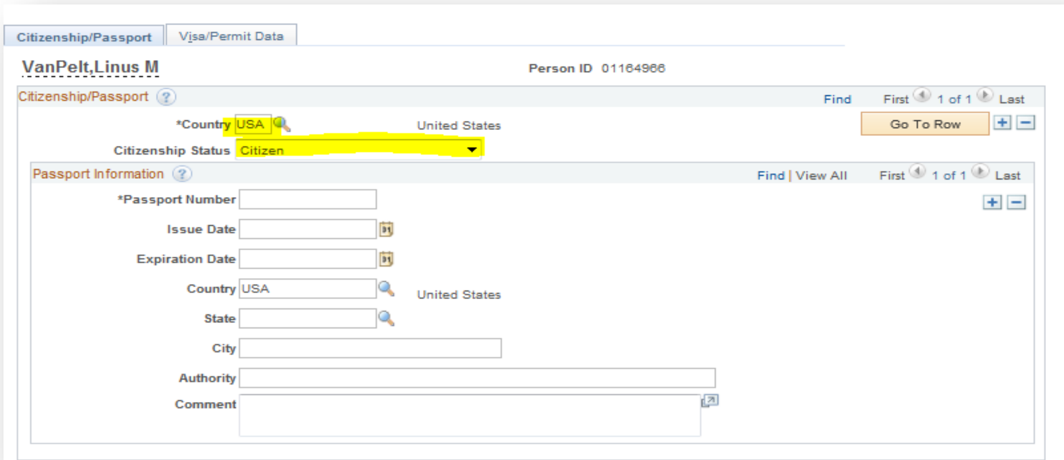
Citizenship Proof 1 and Proof 2: Record the documents viewed to complete the I-9.

Eligible to Work in U.S.: Verify that the box is checked if the new hire is eligible to work in the U.S.

Click **Save**

Select **Workforce Administration > Personal Information > Citizenship > Identification Data**

Complete the Country and Citizenship Status field on the Citizenship/Passport page.

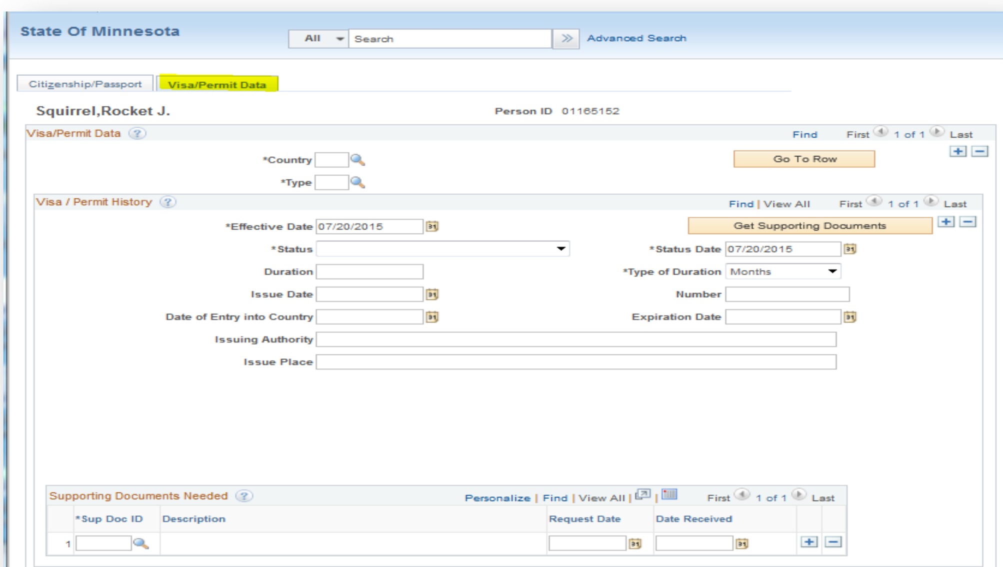


Country: Accept the default, USA.

Citizenship Status: Select the appropriate option from the drop-down menu.

Click **Save**.

If the employee *is **not** a U.S. citizen*, you must complete the Visa/Permit page. This data appears on the Visa Permit Data on-demand report, which can be used to track expiration dates.



Country: Click and select USA.

Type: Click and select the appropriate type code for the visa or permit.

Effective Date: Enter the date you viewed or confirmed the Form I-9 information.

Number: Enter the number of the visa or permit.

Status: Select the appropriate value for the visa or permit.

Status Date: Accept the default or enter the date you viewed or confirmed the Form I-9 information.

Duration: Enter the amount of time that the visa or permit is in effect. Enter a number, and then select the corresponding value: Days, Months or Years.

Issue Date: Enter the date the visa or permit was issued.

Date of Entry into Country: Enter the date the employee entered the country.

Expiration Date: enter the date the visa or permit expires

Issuing Authority: Enter the agency that issued the visa or permit.

Issue Place: Enter the place the visa or permit was issued.

Sup Doc ID: Click and select a value for the identification document the employee provides.

Click **Save**.