



I-9 Form and Reports

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I-9 Form and Reports

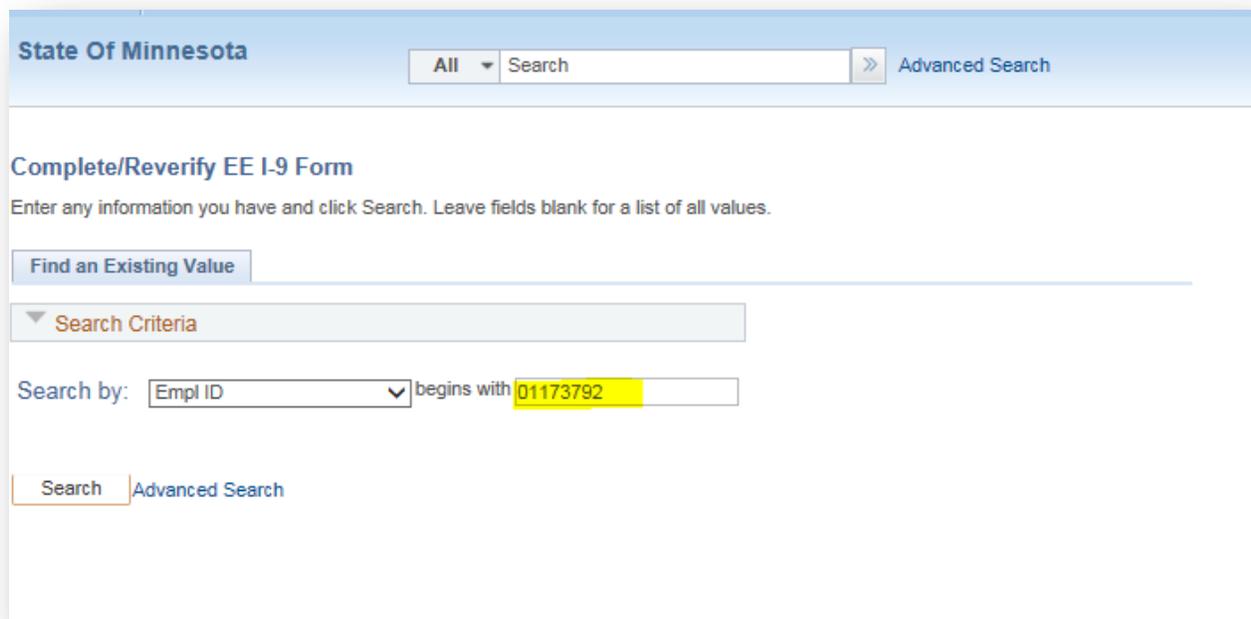
A new I-9 form is required for new hires and rehires. It is also required for transfers and those adding a concurrent job if the employee is being appointed to a new agency.

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



The screenshot shows the 'State Of Minnesota' header with a search bar containing 'All' and 'Search', and an 'Advanced Search' link. Below the header is the title 'Complete/Reverify EE I-9 Form' and the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. Underneath is a 'Search Criteria' section with a dropdown menu set to 'Empl ID' and a text field containing 'begins with 01173792'. At the bottom of the search criteria are 'Search' and 'Advanced Search' buttons.

Enter the employee ID number and click .

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 screenshot shows a web interface for the 'Print I-9 Forms' report. At the top, there is a header for 'State Of Minnesota' with a search bar containing 'All' and 'Search', and an 'Advanced Search' link. Below the header, the title 'Print I-9 Forms' is displayed. The interface includes several configuration options: 'Run Control ID' set to 'ON_DEMAND_REPORT', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. A 'Language' dropdown menu is set to 'English'. A section titled 'Report Request Parameter(s)' contains a 'From Date' field with the value '07/01/2015', a 'Thru Date' field with the value '07/16/2015', a radio button selected for 'By Employee', and an input field with the value '01165152'.

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**.

State Of Minnesota All Advanced Search

Process Scheduler Request

User ID: SPAGY01 Run Control ID: PRINT_I9_REPORT

Server Name: Run Date: 11/04/2015

Recurrence: Run Time: 8:06:46AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print I9 Forms	HR_PRINT_I9	BI Publisher	Web	PDF	Distribution

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.

State Of Minnesota All Advanced Search

Administration | Archives

View Reports For

User ID: SPAGY01 Type: Last 1 Days

Status: Folder: Instance: to:

Report List Personalize | Find | View All | | First 1 of 1 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5585419	9870310	HR_PRINT_I9 - HR_PRINT_I9.pdf	11/04/2015 8:09:47AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Print I-9 Forms](#)

Administration | Archives

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) Zotz		First Name (Given Name) Eric		Middle Initial N/A	Other Names Used (if any) N/A	
Address (Street Number and Name) 123 Main			Apt. Number	City or Town Monroe	State MN	Zip Code 55479
Date of Birth (mm/dd/yyyy) 9/5/1961	U.S. Social Security Number 3 8 4 - 4 4 - 7 2 5 6		E-mail Address N/A		Telephone Number 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: 1 2 3 4 5 6 7 8 9

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 screenshot shows the 'I-9 Receipt/Expiration Report' configuration page. At the top, there is a header for 'State Of Minnesota' with a search bar containing 'All' and 'Search', and an 'Advanced Search' link. Below the header, the title 'I-9 Receipt/Expiration Report' is displayed. The page includes several controls: 'Run Control ID' set to 'ON_DEMAND_REPORT', 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Language' dropdown menu is set to 'English'. A 'Report Request Parameter(s)' section contains two rows: 'From Date' (01/01/2015) and 'Thru Date' (12/30/2015), both with calendar icons; 'Expired Documents' (checked); and 'Application Update Needed' (checked). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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**.

State Of Minnesota

All Search >> Advanced Search

Process Scheduler Request

User ID: FIKAP04 Run Control ID: ON_DEMAND_REPORT

Server Name: PSNT Run Date: 09/22/2015

Recurrence: Run Time: 8:51:29AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	I9 Receipt and Expiration Rpt	HR_I9_VERIFY	BI Publisher	Web	HTM	Distribution

OK Cancel

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.

State Of Minnesota All Search >> Advanced Search

Administration Archives

View Reports For

User ID: SPAGY01 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Procs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5585421	9870311	HR_I9_VERIFY - HR_I9_VERIFY.htm	11/04/2015 8:14:05AM	HTML Documents (*.htm)	Posted	Details
<input type="checkbox"/>	5585419	9870310	HR_PRINT_I9 - HR_PRINT_I9.pdf	11/04/2015 8:09:47AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to I-9 Expiration/Tracking Report](#)

Save

Administration | Archives

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

The screenshot shows the 'State Of Minnesota' I-9 Form Reverification interface. At the top, there is a search bar with 'All' and 'Search' options, and links for 'Advanced Search' and 'Last Search Results'. The main content area is divided into several sections:

- Issuing Authority:** A table with columns for 'Document Number', 'Receipt Doc Nbr', 'Doc Exp Date (if any)', and 'Rec Exp Date (if any)'. There are two rows of data.
- Document Title:** A section with a 'Receipt' checkbox.
- Employer Representative Details:** A section containing fields for 'Name', 'Title' (State Prog Admin Intermediate), 'Sign Date' (09/22/2015), and 'Address' (400 Centennial Building, 658 Cedar Street, St Paul, MN 551551616).
- Reverification and Rehires:** A section with instructions to open the Handbook for Employers, and fields for 'New Name' and 'Date of Rehire'.
- Current Employment Eligibility:** A section with a 'Document Title' dropdown menu, a 'Receipt' checkbox, and input fields for 'Document Number', 'Doc Exp Date (if any)', 'Receipt Doc Nbr', and 'Rec Exp Date (if any)'. The 'Document Title' and 'Document Number' fields are highlighted in yellow.
- Accept:** A section with a text box containing an attestation: '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'. Below this is a yellow 'Accept' button.
- Select:** A section with the text 'Request employee to complete and submit a new I-9 Form.' and a yellow 'Select' button.

At the bottom of the form, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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**

The screenshot displays the 'Regional' tab for a person's profile. At the top, the name 'VanPelt, Linus M' and 'Person ID 01164966' are visible. Below this, there are tabs for 'Biographical Details', 'Contact Information', and 'Regional'. The 'Regional' tab is active, showing the following sections:

- Ethnic Group:** Regulatory Region: USA (United States), Ethnic Group: WHITE (White). There is a 'Primary' checkbox.
- History:** Effective Date: 03/03/2015, Date Entitled to Medicare: [empty], Citizenship (Proof 1): [redacted], Citizenship (Proof 2): [redacted]. There is a checked box for 'Eligible to Work in U.S.'.
- Veteran:** Military Status: Not indicated.
- Smoker History:** A table with columns '*Smoker' and '*As of'. The first row shows '1' in the '*Smoker' column and an empty date field in the '*As of' column.

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.

The screenshot shows the 'Citizenship/Passport' form for 'VanPelt, Linus M' (Person ID 01164966). The form is divided into two sections: 'Citizenship/Passport' and 'Passport Information'. In the 'Citizenship/Passport' section, the '*Country' field is set to 'USA' and the 'Citizenship Status' is set to 'Citizen'. The 'Passport Information' section contains fields for '*Passport Number', 'Issue Date', 'Expiration Date', 'Country' (set to 'USA'), 'State', 'City', 'Authority', and 'Comment'. The 'Country' and 'Citizenship Status' fields are highlighted in yellow.

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.

The screenshot shows the 'Visa/Permit Data' form for 'Squirrel, Rocket J.' (Person ID 01165152). The form is divided into two sections: 'Visa/Permit Data' and 'Visa / Permit History'. The 'Visa/Permit Data' section contains fields for '*Country', '*Type', '*Effective Date' (07/20/2015), '*Status', 'Duration', 'Issue Date', 'Date of Entry into Country', 'Issuing Authority', and 'Issue Place'. The 'Visa / Permit History' section contains fields for '*Status Date' (07/20/2015), '*Type of Duration' (Months), 'Number', and 'Expiration Date'. The 'Visa/Permit Data' section is highlighted in yellow.

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**.