Electronic I-9 Program

April 11, 2014
Administrative Professional's Affinity Group
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What’s New

- UIN Manager
- Guardian Electronic I-9
- The paper I-9 will be removed from hire packet.
- All other new hire docs will be completed as usual and faxed to X5871.
Electronic I-9 System

I-9 may be created on Day 1 when the new hire is on campus using the One Minute I-9 feature.

HR User sends I-9 email to New Hire before start date.

New hire completes Section 1 of I-9 on or before Day 1

Single Sign On Access Request Form

Access UIN Manager Guardian
UIN Manager - Main

Dear Administrator:

The TAMUS UIN Manager screen is designed for the TAMU-CC UIN Manager to verify and update UIN information for employees. This tool is a resource for ensuring that UINs are accurate and up-to-date.

By submitting this form, I certify that I have verified the information entered above and that it matches the corresponding data in an official government document (e.g., Social Security card, driver's license, passport, etc.). If the information is incorrect, the TAMUS Employee must correct the error in the UIN system. If the information is correct, the TAMUS Employee must provide the error details.

Certification:
- I certify that I have reviewed the information provided by the employee.
- I have verified the accuracy of the information provided.
- I have provided the necessary updates to the UIN system.
- I have instructed the employee to correct any errors.

Submit

UIN FOUND Contact HR

EE already has UIN

EE has Valid I-9 Left TAMUCC < 3 years ago

EE has expired I-9

HR will update with new hire date

HR User creates a new I-9

New UIN Created

UIN not found

HR User Create I-9
When EE is on-site

For EE's with future start dates.

Select the One Minute I-9 link to begin.
Enter the employee's social security number to begin the system search.

Note: If the employee does not yet have an SSN, select the checkbox instead and refer to the tutorial, Employees Without Social Security Numbers for further information.

Enter all required information, select Electronic I-9 and click Create I-9 for New Employee.

UIN must be correct. Please double check it.
Employee must confirm his/her identity before the system reveals the PIN. The Employee confirms his/her First Name.

EE checks boxes to confirm name and DOB.

The Employee clicks to accept the Statement of Identity.
The Employee enters the System-generated PIN.

The Employee clicks the button to electronically sign Section 1.
F-1 Students & J1 Exchange Visitors

Section II - Employer Review and Verification

User selects employee-presented document(s) from List A OR List B and C. Note: If the location is enabled for E-Verify and a List B document is provided, it must contain a photo (user will be prompted to confirm this).
User may select None to reset selections.

User clicks Check Form to perform system check.
User confirms his/her identity and clicks attestation box.

HR User enters UIN and hits the Electronically Sign Button

User clicks Mark Completed.
Uploading Documents

Create a folder in on of your drives or on your desk top to temporarily store scanned documents taken For I-9 purposes.

Documents library
- Favorites
- Desktop
- Downloads
- Recent Places
- Documents

Libraries
- Document
- Music
- Pictures
- Videos

Computer
- Windows (C)

Employees

Locate the employee record.
Select the OnDocs tab.

Click Upload Document.
Select Document Type.

Click Browse to locate the scanned document.
Select the document and click Open.

Click Send This File to complete the upload.
Confirmation of file upload.

Click the document date link to view the details page or click the PDF link to view the document.
Employment Eligibility Verification Form I-9

Day 1/Day 3 Rule
No Exceptions! No Extensions! No Excuses!

Federal Law dictates that:

- Employee MUST complete Section 1 of the I-9 ON OR BEFORE FIRST DAY OF WORK.
- Employer MUST complete Section 2 of the I-9 by the end of the third day of employment.
- An I-9 processed outside of these timelines is NON COMPLIANT and subject to Employer Sanctions which include fines of up to $1100 per each I-9 violation.
- An employee should not be allowed to work if the I-9 is not completed by the end of the third day of employment for lack of documentation to establish right to work in the U.S.

Best Practice: Person hiring the worker (the PI, Professor, Business Manager, etc.) should send new employee to the department's I-9 administrator before employee starts to work.
I-94 for Employment Eligibility Verification

FNs who entered the US before May 2013 may still have an old paper I-94.

FNs who entered the U.S. after May 2013 must retrieve the I-94 electronically. To obtain the I-94 the employee must:

1) visit www.cbp.gov/94 2) Answer 7 Questions & 3) Retrieve a New Electronic I-94

For F-1 Student

Bio Page of Passport

I-94

I-20
For J1 Exchange Visitors
(students, visiting scholars & professors)

Passport

I-94

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Thank You!

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