

1. I am currently responsible for meeting with new hires and getting the I-9 completed, how does the electronic I-9 process change this?

A new “I-9 approver” role provisioned at either the college or department level has been created for this task. During the initial MSS I-9 implementation, colleges will submit spreadsheets to Systems Control to identify and provision the appropriate individuals for this role. All subsequent provisioning requests will be submitted using the standard UAccess provisioning website.

2. Can I get a copy of the I-9?

Individuals with the appropriate security provisioning can access the I-9 electronically.

3. Do I have to see the new hire’s identification documents before I complete the I-9?

Yes. The I-9 approver must contact the new hire and arrange to see the I-9 identification documents. The I-9 Approver will then complete the Employer Authorization and Verification section of the I-9 and approve the transaction. The identification documents must be copied and sent to the person responsible for processing the E-Verify.

4. Am I able to complete Employer’s section of the I-9 before the New Hire Request is submitted?

No. The electronic I-9 will not be available to the I-9 Approver until after the New Hire Request is submitted and the new employee accesses, completes and submits the I-9 for approval in the New Hire Work Center.

5. We currently schedule the new hire to come in and complete the I-9 so we can get the information needed to submit the New Hire Request. Now it sounds like I have to schedule the new hire to come in twice. Is that true?

Although the I-9 information will not be available in advance to assist with the completion of the New Hire Request, it is not necessary to schedule two meetings with the new hire. The new hire information may be gathered from the job application if applicable, through an email/phone call, or via one of the information worksheets developed for your convenience.

6. What does it mean when I see an I-9 transaction has been placed on Hold?

The “On Hold” workflow status means the I-9 transaction has been pushed-back or returned for corrections.

7. How do I look-up an I-9 transaction?

I-9 Approvers will have a link to pending I-9 transactions in their MSS Approval Summary Pagelet. Once the I-9 transaction has been Approved, Returned for corrections, or marked as Invalid, it will no longer appear in the Pagelet. (I-9 transactions that have been returned for corrections will reappear once the corrections have been completed and the I-9 has been resubmitted.)

I-9 Approvers can also locate the transaction by following this navigation: Main Menu > MSS > MSS Online Forms > Employment and Job > Manage I-9 Forms. Security settings prevent employees who are not I-9 Approvers from having access to this path.

8. Will I get an email when the I-9 is ready to be completed and approved?

No. I-9 Approvers are notified of a pending I-9 by the Pagelet on their homepage in UAccess Employee.

9. How do I complete the New Hire Request if I have new employees who will not give me their social security number?

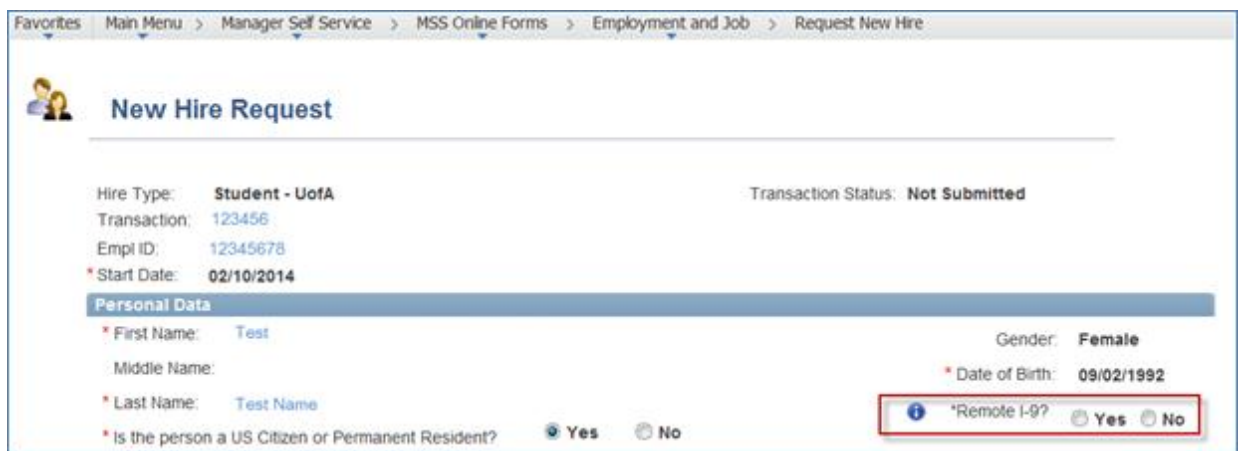
You are not required to enter a social security number—the new hire will provide the number when they complete their forms in the New Employee Work Center.

10. What if my new hire is working remotely and will not be available to present their Employment Eligibility documents in person?

The new hire request has been revised to include a flag for remote hires *not working on campus* and who will not be available to present original I-9 employment authorization or identity documents.

- If the “yes” box is selected, the electronic I-9 will not be generated
- The “no” response will trigger the electronic I-9

The remote hire must complete a hard-copy I-9 form on or before their first day of work, and have it verified by an authorized agent within 3 business days. The new hire request will remain in a pending status until Systems Control receives the completed I-9 and supporting documents.



Favorites Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire

New Hire Request

Hire Type: **Student - UofA** Transaction Status: **Not Submitted**
Transaction: 123456
Empl ID: 12345678
* Start Date: **02/10/2014**

Personal Data

* First Name: Test Gender: **Female**
Middle Name: * Date of Birth: **09/02/1992**
* Last Name: Test Name
* Is the person a US Citizen or Permanent Resident? Yes No

*Remote I-9? Yes No

11. What happens if the New Hire does not complete the I-9 by the start date entered on the Hiring Request form?

<i>No Work Started</i>	The Start Date on I-9 may be adjusted—the I-9 approver will be notified to contact Systems Control immediately to adjust the hiring request
<i>Work Started</i>	The Start Date on I-9 and hiring request may not be adjusted—the Late I-9 Submission document must be completed and forwarded to the Provost’s Office
<i>Exception</i>	Academic Graduate and Faculty Start Dates will reflect the date the employee signs the I-9 and begins employment—the contract rate adjustment may be requested for individuals who have met the conditions of their contract.

12. Can email reminders be sent if the I-9 is at risk of being late?

Yes

- If the employee section of the I-9 has not been completed by the day before the start date, emails are sent to the new hire, department approver, and college approver.
- If the employer section of the I-9 has not been completed by the day before the start date, emails are sent to the department and college approvers.

13. Do the identification and/or employment authorization document(s) have to be attached to the I-9 transaction?

Systems Control will be responsible for attaching the identification and/or employment authorization documents to the I-9 transaction as part of the final new hire and I-9 approval. The College I-9 approver (or the department I-9 approver if the college role is not filled) will continue to hand-deliver the documents to Systems Control as soon as possible to avoid processing delays. They should write the I-9 transaction number on upper right-hand corner of all hand-delivered documents.

The E-Verify certificate should be included with this delivery and the I-9 transaction number should be written on the upper right-hand corner of all hand-delivered documents before sending them to Systems Control.