

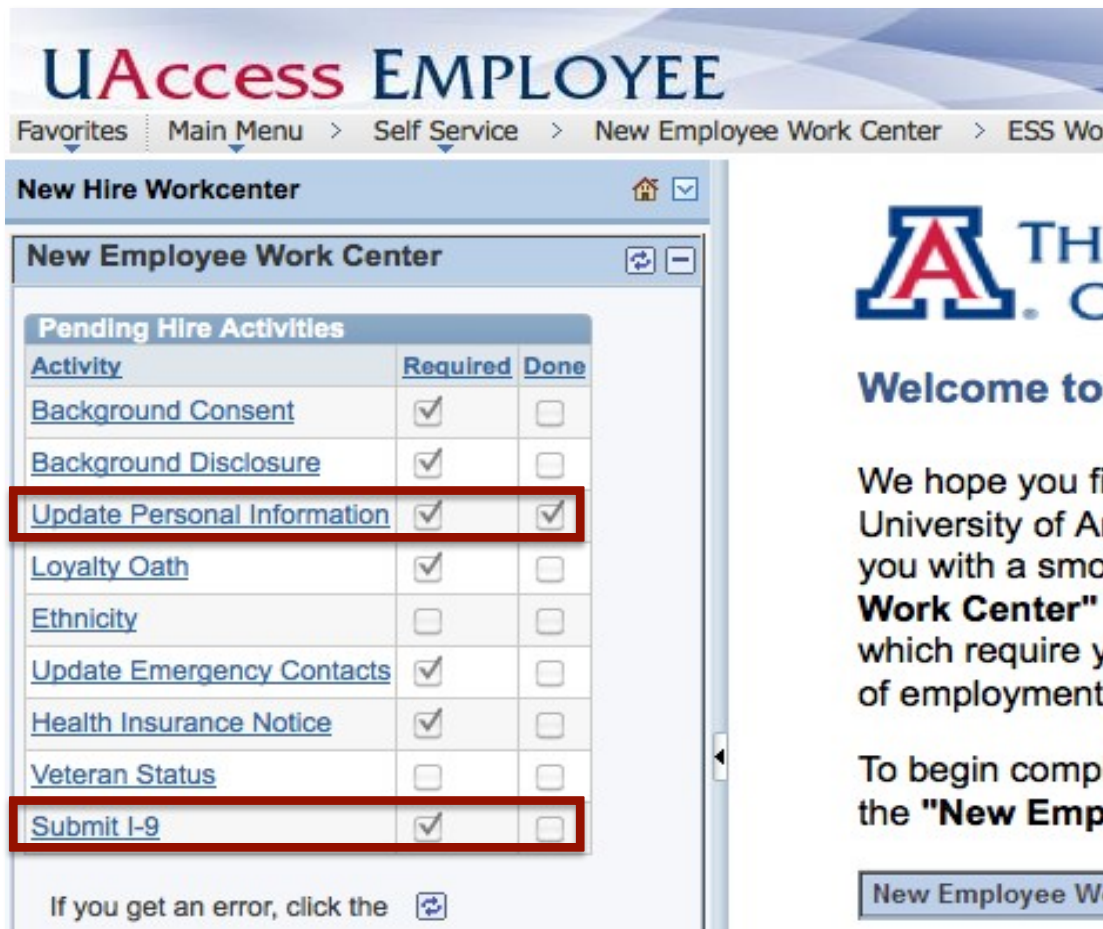
The electronic I-9 is triggered by submitting the New Hire Request form and is included in the New Employee Work Center. Hiring departments/colleges should instruct the new hire to complete their hiring forms as soon as possible to avoid compliance issues with the I-9.

All electronic hiring activities can be accessed through the New Employee Work Center. The electronic Personal Information form is used to pre-fill the I-9; therefore, it must be completed first.

Once the new hire has completed and submitted their portion of the I-9, the document routes separately from the hiring request. It will have its own transaction number and unique I-9 Approvers.

The I-9 approver must be provisioned separately from all other roles. To prepare for the initial I-9 implementation, Systems Control will work directly with Colleges using spreadsheets to identify and provision the appropriate individuals for these roles. Beyond this process, provisioning for these roles must be requested using the standard UAccess provisioning website.

Unlike the new hire request, the I-9 has a pushback feature for error corrections.




**UAccess EMPLOYEE**

Favorites Main Menu > Self Service > New Employee Work Center > ESS Workcenter

**New Hire Workcenter**

**New Employee Work Center**

Activity	Required	Done
<a href="#">Background Consent</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Background Disclosure</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update Personal Information</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Loyalty Oath</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Ethnicity</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update Emergency Contacts</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Health Insurance Notice</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Veteran Status</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Submit I-9</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you get an error, click the 

**THE UNIVERSITY OF ARIZONA**

**Welcome to**

We hope you find your new position at the University of Arizona a rewarding experience. This "New Employee Work Center" is designed to help you complete the hiring process, which requires you to complete several forms of employment.

To begin completing the "New Employee Work Center" forms, click the **New Employee Work Center** button.

**New Employee Work Center**







## I-9 Department (or I-9 College) Approver completes employer portion

(Referred to as "Employer or Authorized Representative" on transaction.)

1. Notified by pagelet upon the new hire's acceptance
2. Meets with new employee to view original Identification documents
3. Copies documents presented by the employee and writes I-9 transaction number on upper right-hand corner
4. Completes employer portion of I-9 and approves
5. Sends copies of identification documents to E-Verify representative if applicable

**Note:** If desired, Dept/Colleges may establish an additional Reviewer at this level.

The top portion of the I-9 displays the I-9 transaction number as well as the Employee Sign Date and the Hire Date. The I-9 approver is alerted with a warning if the I-9 is out of compliance. Refer to the I-9 FAQ for specific instructions on how to handle this situation.

I-9 Verification

### Employer or Authorized Representative Review and Verification

Wilma Wildcat 123 N College Tucson, AZ 85711	Empl ID: 23130490 Social Security #: 888-88-8888 Date of Birth: 01/01/1993 Other Names: Bobcat, Wilma <b>Employee Sign Date: 12/18/2013</b>
<b>Hire Date: 12/23/2013</b>  <a href="#">View New Hire Information</a>	Trans Nbr: 435004 Status: Pending

### The I-9 approver steps:

1. Review the information entered by the new hire

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 Expiration Date?  Yes  No Type N/A or D/S:  

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

Alien Registration Number/USCIS Number:  
OR  
Form I-94 Admission Number: 000000000000  
Source of Admission Number: Customs and Border Protection  
Foreign Passport Number: 400XX00000  
Country of Issuance: France

**The I-9 approver steps: (cont.)**

- 2. Completes the Document Verification section based on the original Identification documents provided by the new hire

**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: Foreign Passport  Receipt

Issuing Authority: France

Document Number: 400XX00000 Expiration Date?  Yes  No Exp. Date: 05/13/2020

Receipt Doc #: Rec Exp Date (if any):

**Document from List B**

Document Title:

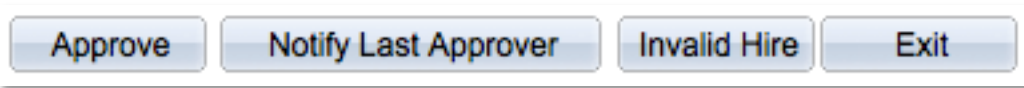
Issuing Authority: Canadian Driver's License  
Clinic, Dr. or Hospital Record  
Document Number: Day-care/Nursery School Record  
Government ID Card  
Receipt Doc #: Military Dependent's ID Card  
Native American Tribal Doc  
School ID Card  
School Record/Report Card  
US Coast Guard/Mariner Card  
US Driver's License or ID Card  
US Military Card  
Voter's Registration Card

**Document from List C**

Certi.Report of Birth(DS-1350)  
Certification of Birth(FS-545)  
Employment Authorization Doc  
Native American Tribal Doc  
Resident Citizen ID Card  
US Birth Certificate  
US Citizen ID Card  
US Social Security Card

*The I-9 approver steps cont.)*

3. Approve



**E- Verify**

The E-Verify representative completes and submits the E-verify case using copies provided or retained (if same person) by the Employer Representative. The E-Verify representative forwards the E-Verify case results with copies of the I-9 identification documents to Systems Control. The pushback feature is available for I-9 issues encountered during the E-Verification or College Approval step.

**Systems Control**

Systems Control attaches Identification documents and reviews and approves the completed I-9. Systems Control will use the pushback feature to route the I-9 to the Employer Representative for corrections. See flowcharts for additional workflow routing details.

**Routing Path**

(See flowcharts for details)

