UNIVERSITY OF SOUTH CAROLINA
Human Resources

PeopleAdmin Quick Reference Guide

Form I-9 Processing in I-9Advantage/E-Verify

Initiating Section 1 and Completing Section 2 of the Form I-9

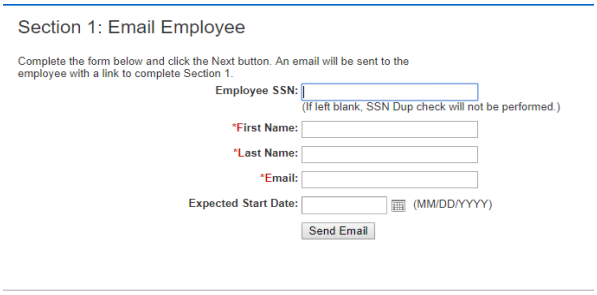
Initiating and Sending Section 1 – Section 1 Email

An Authorized User will utilize the Section 1 Email button to allow the Employee to complete Section 1 prior to meeting with the Authorized User to complete Section 2. The Employee will receive an email with a unique hyperlink and PIN to complete Section 1 which may be completed upon acceptance of the job offer, or by the first day of work for pay.

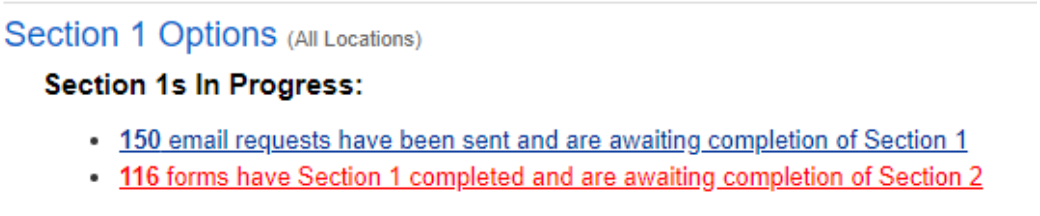
1. Select Section 1 email from Dashboard.

   Note: Authorized Users will have to select their locations to activate the I-9 options.

2. Authorized User will enter the Employee's **First Name**, **Last Name** and **Email**. Employee's social security number and expected start date are optional fields and may be left blank.

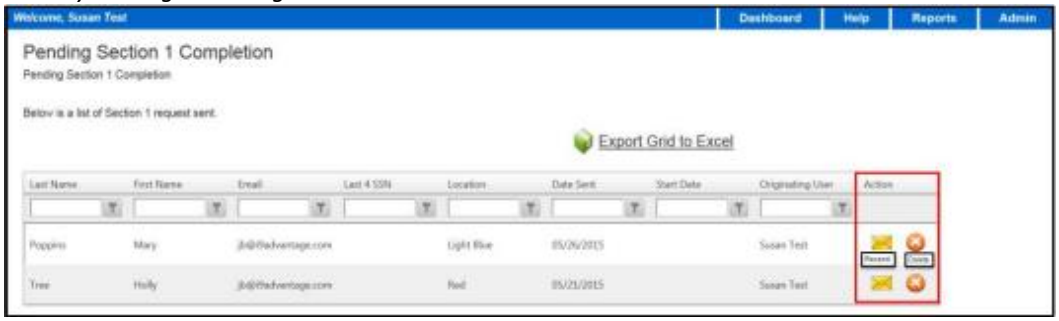


3. Click **Send Email**. A confirmation will appear at the bottom of the page indicating that the email has been sent successfully.
4. On your I-9 Advantage dashboard, under **Alerts and Announcements** in the ***Section 1 Options*** section, click on the blue hyperlink to view and edit email requests which are awaiting completion of Section 1 or the red hyperlink to view forms with Section 1 completed and are awaiting completion of Section 2.



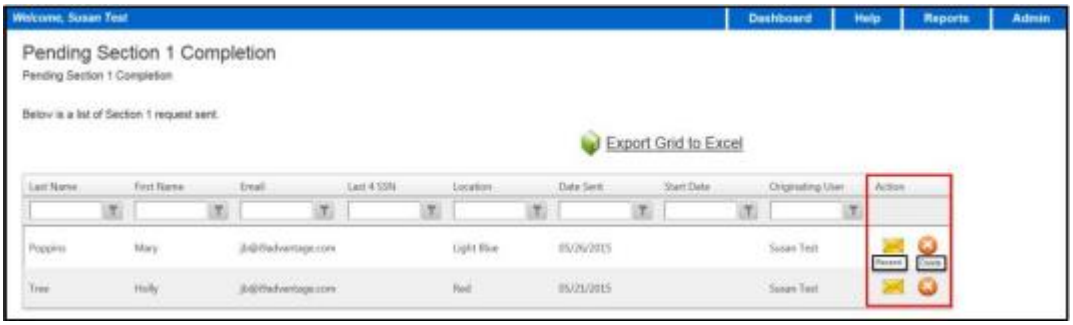
***Note**: Be sure to check the completed Section 1 forms, if the Employee may have already completed Section 1. If Section 1 has not been completed, the email can be resent by clicking the gold envelope icon or*

deleted by clicking the orange "x" icon.



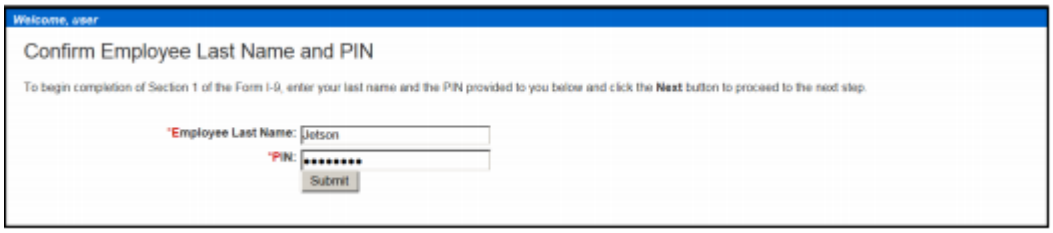
Employee Receives Email and Completes Section 1

1. The employee will receive an email with a unique hyperlink and Pin to complete Section 1 of the Form I-9. When this process is complete the hyperlink and PIN will no longer be active.

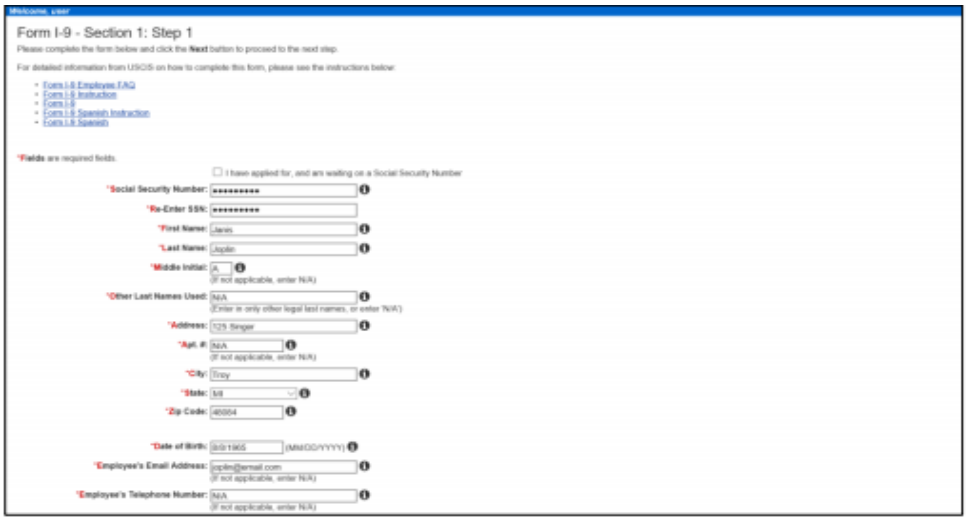


2. The employee will click on the link in their email and enter their **Last Name** and **PIN** then click **Submit**.

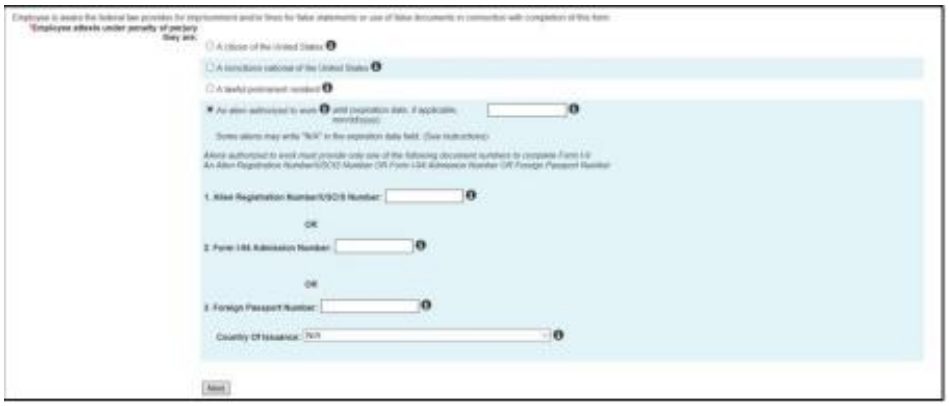
> ***Note**: Employee must enter their Last Name exactly as it appears in the email. If their Last Name is misspelled in the email, they will need to enter it correctly when completing Section 1.*



3. Employee will complete all required fields: SSN, First Name, Last Name, Other Names Used, Address, City, State, Zip Code and Date of Birth. Email Address and Phone Numbers are optional.

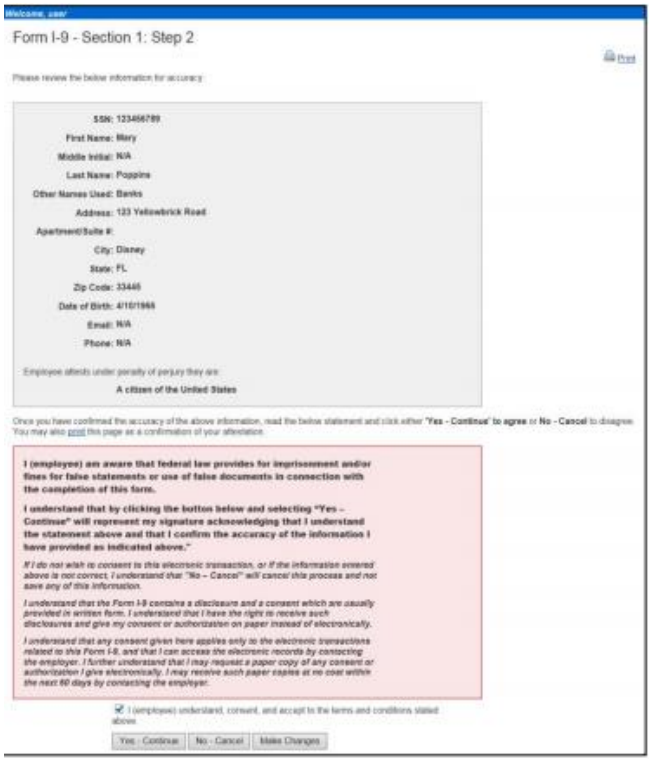


4. Employee attests to their citizenship or immigration status by checking the appropriate button. A Lawful Permanent Resident will be required to enter his or her A#. An Alien Authorized to Work will be required to enter a work until date and complete one of the document number fields, as seen below.



***Note**: Error Checking Validation—If a field was not complete or was entered incorrectly, a reminder will appear in red requiring the field be completed and/or corrected to continue. Blue icons are provided for guidance.*

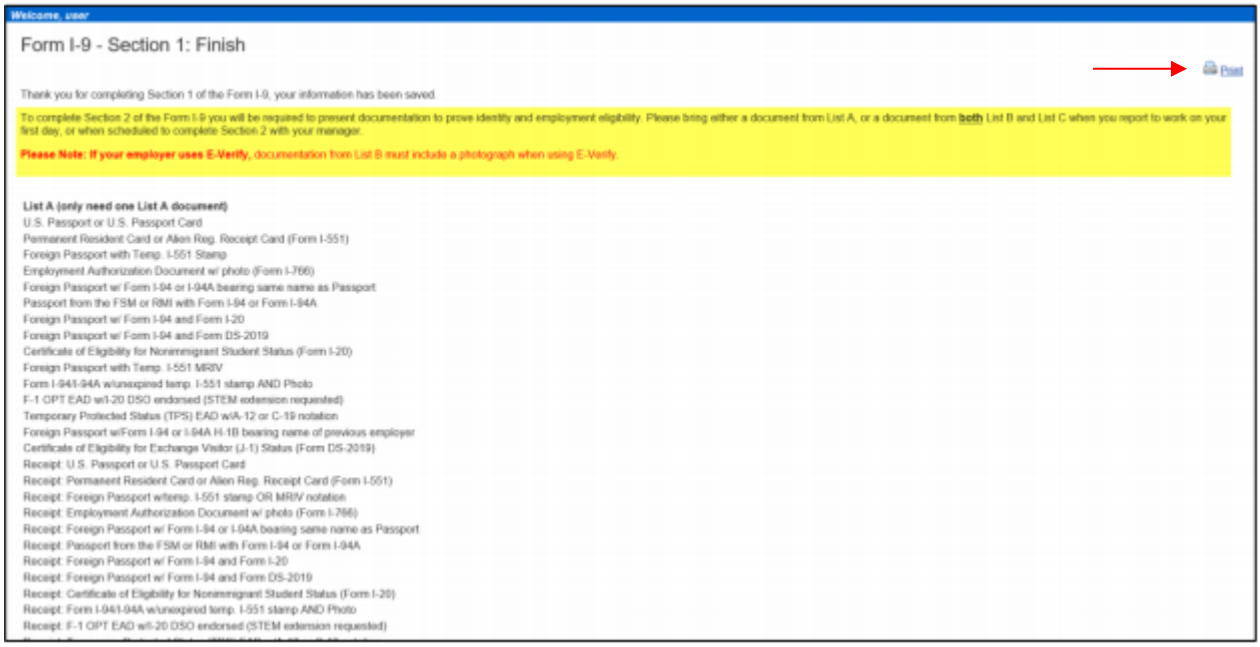
5. The Employee will then have the opportunity to review all information entered for accuracy and to read the attestation before signing Section 1. To print this page, click the print icon in the upper right corner.



6. The Employee has the option to choose one of the following:
    - **Check the box and click Yes-Continue** – To indicate the information entered is correct, to acknowledge the attestation statement, and electronically sign the form. Once the box is checked the link and PIN are disabled.
    - **No-Cancel** – To cancel the completion of the Form I-9. Data entered will not be saved. Process will need to begin again, if necessary.
    - **Make Changes** – To return to Section 1 to make any necessary corrections.

7. The Employee is questioned if a Preparer/Translator assisted the Employee in completing Section 1. The Employee will choose one of the following:
    - **No** – If no assistance was used
    - **Yes** – If the Employee chose Yes, the individual assisting the employee completes all the required fields in the Preparer and/or Translator Certification section. After completing those fields, the Preparer/Translator reviews the **Attestation** and checks the box to accept the terms and **electronically signs**, then selects **Yes-Continue** to be directed to Section 2 or **No-Cancel**, if applicable.

8. The Employee will then receive a copy of the List of Acceptable Documents. A brief explanation advises the Employee of the required documents they must provide to prove identity and employment eligibility. One document from List A, or a combination of one document from List B and one document from List C must be presented to an Authorized User for completion of Section 2, **on or before the third day of work for pay**. This page may be printed by clicking the print icon in the upper right corner of the page.



9. The Employer will receive an email notification that the Employee has completed Section 1 and a notification will appear on the Dashboard under **Section 1 Options**.

Completing Section 2

An Authorized User must complete Section 2 of the Form I-9 with the **EMPLOYEE PRESENT**. The employee presents one document from List A (which provides proof of both identity and employment eligibility), or a combination from List B (proof of identity), and from List C (proof of employment eligibility).

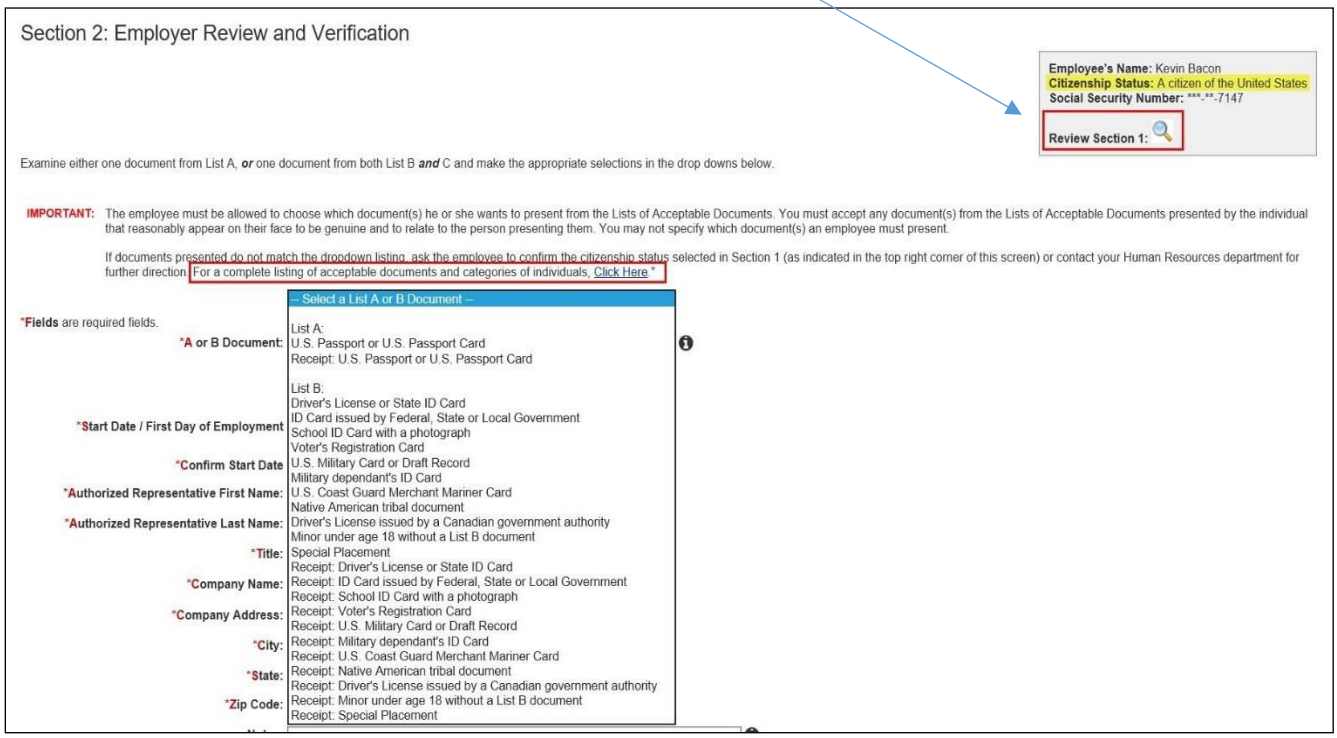
The Authorized User physically examines each **unexpired, original document(s)** presented by the employee to determine if it reasonably appears to be genuine and relate to the person presenting the document(s). An expired document does not mean that the employee is not authorized to work in the United States; however, an unexpired document is required in order to proceed with the process.

Note: *Authorized User may **NOT** specify which document(s) from the government's "List of Acceptable Documents" an employee may choose to present for Section 2. For E-Verify purposes, the List B document presented MUST contain a photo. If the employee presents a receipt for a lost, stolen or damaged document, refer to the **Receipts** section within this document for the complete receipt process.*

1. Based on the document(s) the employee provided, the Authorized User choses either the List A or List B document from the drop-down list.

Note: *If List A is chosen, the documents listed will coincide with the citizenship status selected in Section 1.*
If List B is chosen, the List C document list will automatically appear.

To review Section 1, click on the magnifying glass icon.



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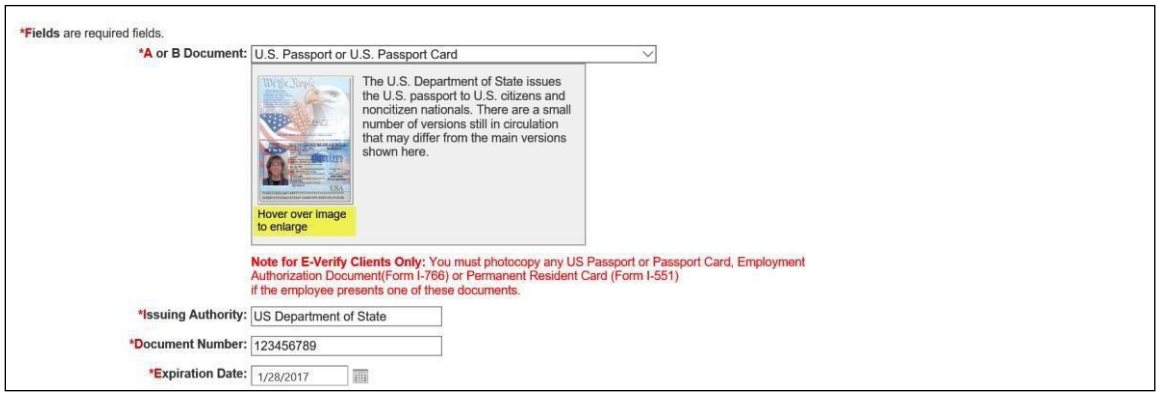
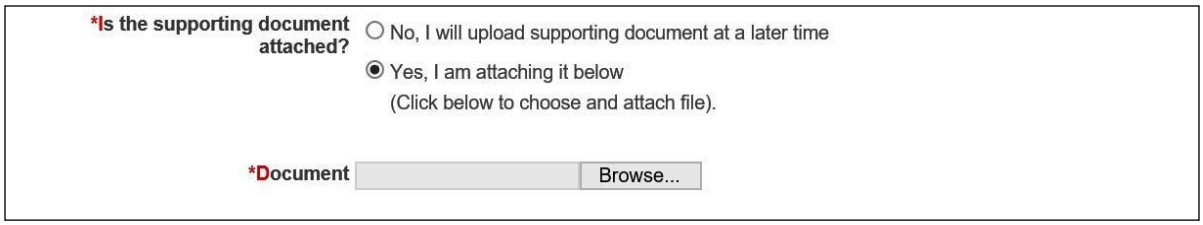
2. The document image will appear and provide information regarding the document chosen, hover over the image to enlarge. The Authorized User completes the required fields using the document(s) the employee provided.



3. Documents may be uploaded at this time for document retention to meet company policy, individual state policy, or the E-Verify requirements for photo matching. E-Verify requires the U.S. Passport, U.S. Passport Card, Permanent Resident Card (Form I-551) or the Employment Authorization Card (Form I-766) to be photocopied and retained. ****USC ONLY requires uploads of documents from List A. Do NOT upload documents from List B or C.*****

   - **No, I will upload supporting document at a later time:** Can be chosen if documents will be uploaded at a later time and will be tracked on the Dashboard until uploaded.
   - **Yes, I am attaching it below:** Default choice allows for immediate document upload. Click Browse and choose the scanned document(s) to be uploaded either from a computer or a mobile device.

   Note: *The upload feature is visible when activated and is based on USC's preferences. If using a Mobile Device, the device may prompt to snap a picture of the document.* ***Be sure to destroy any photos saved on a device.***



4. **Start Date/First Day of Employment:** The system will automatically enter the date the I-9 is being completed. The Authorized User may change the date, if applicable.

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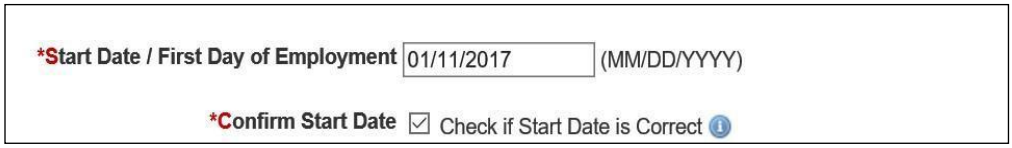
5. **Confirm Start Date:** The Authorized User clicks the box to confirm the employees start date.

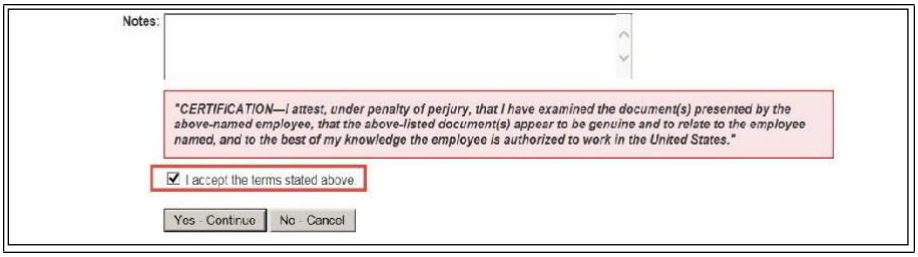


6. The Authorized User may enter a note in the **Notes** section.

> ***Note:*** *Notes entered are for internal use only and do not appear on the Form I-9 or on the Audit Trail. However, notes will attach to the Form I-9 for reference and can be searched for from the Dashboard.*

7. The Authorized User reviews the **Certification/Attestation**, checks the box to accept the terms and electronically sign, or signs using the ***Mouse-to-Sign*** tool, if applicable. Choose one of the following:
   - **Yes-Continue:** The Form I-9 is now complete.
   - **No-Cancel:** To cancel the completion of the Form I-9. Data entered will not be saved. Process will need to begin again, if necessary.

> ***Note:*** *The Authorized User signing Section 2 must be the same individual that reviewed the original employment verification documents presented by the employee.*



8. **E-Verify Users** will receive the E-Verify result, or a Photo Match Tool question, and must complete the process. For more information regarding E-Verify results see*: E-Verify Processing.*

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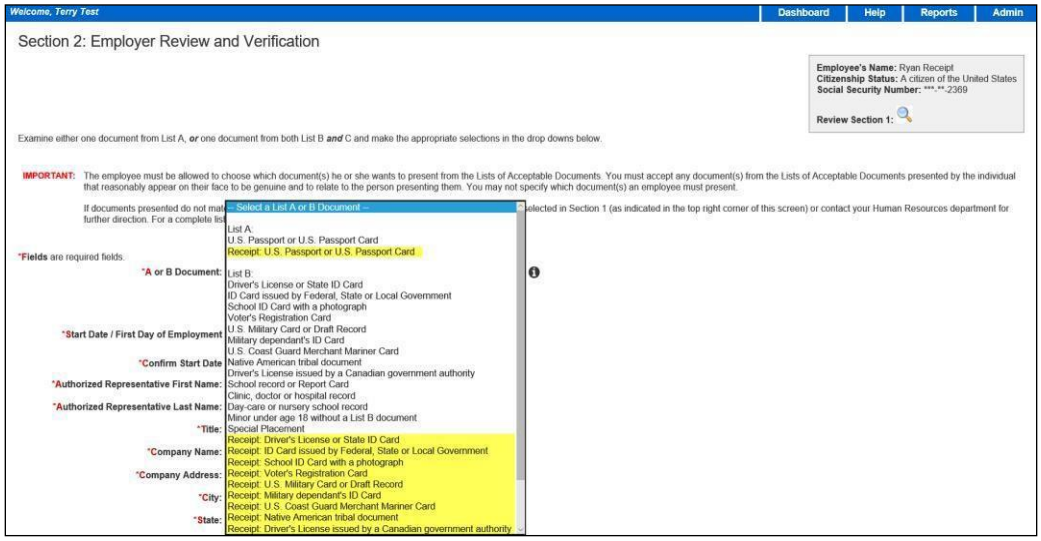
Initiating Section 1 and Completing Section 2 of the Form I-9

Receipts

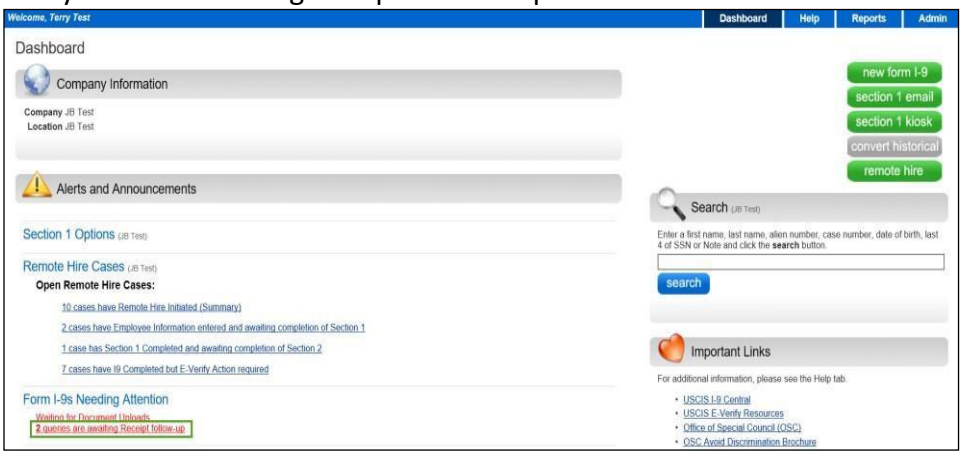
An employee may provide a receipt for a lost, stolen or damaged document. The employee must present the new unexpired original document within 90 days.

Completing Section 2 with a Receipt:

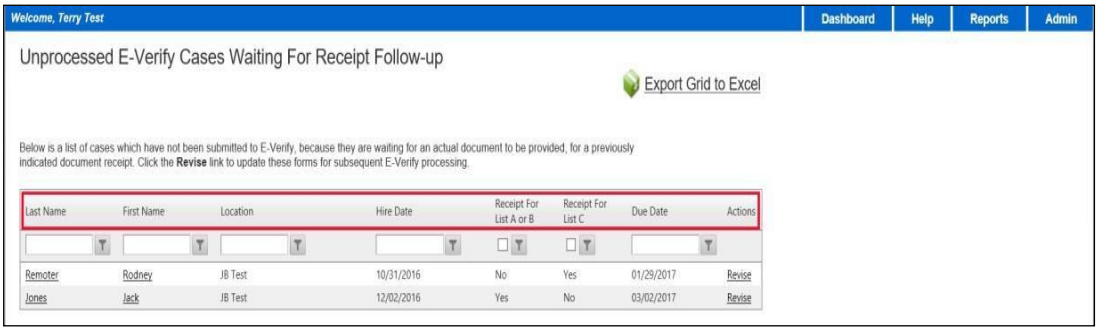
1. From the dropdown, choose the receipt option for the document the employee is presenting a receipt for.



2. The case will reside on the Dashboard under the *Form I-9s Needing Attention* section. The Dashboard is located in the i9Advantage website. See our Quick Reference Guide **Form i9 Processing - Logging into i9 Advantage, Navigation, Actions & Status Updates** for more information concerning the dashboard. Click on the ***# queries are awaiting Receipt follow-up*** link to review a list of how many cases are waiting receipt follow - up.



3. The list will provide the employee's last name, first name, location, hire date, what list document the receipt was used for, and the date the employee has until to provide the original document.



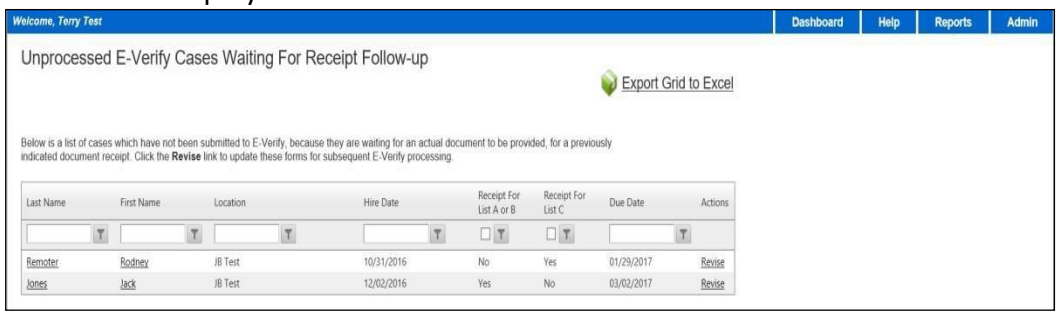
Note: The case will NOT go to E-Verify until the original document is received.

Updating the Form I-9 from a Receipt

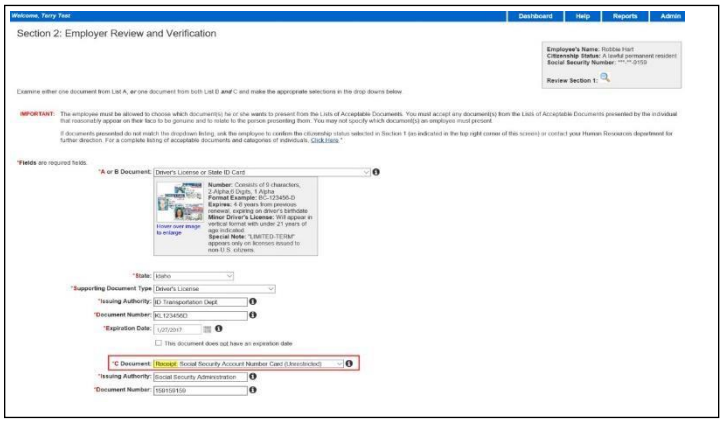
The employee must present the new original document within 90 days.

1. Click on the **# queries are awaiting Receipt follow-up** link under the Form I-9's Needing Attention on the Dashboard.

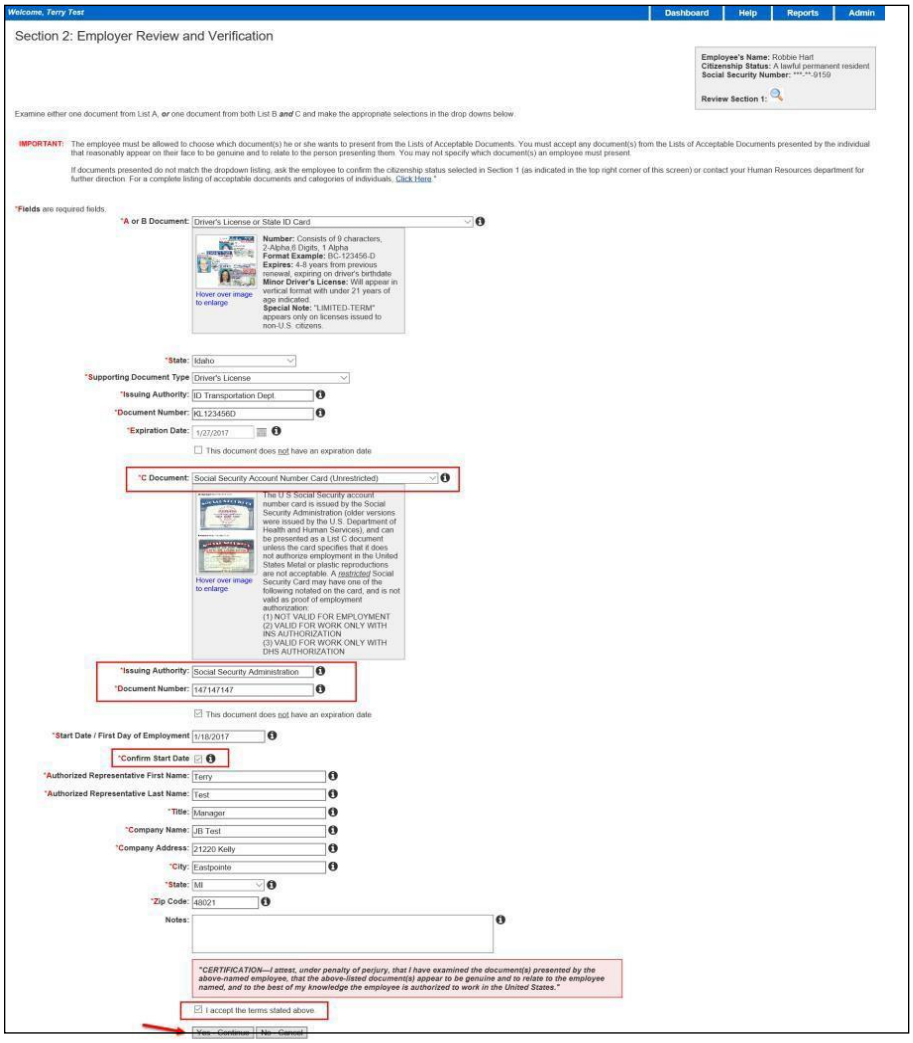
2. Locate the employee's name and click on ***Revise*.**



3. **Section 2: Employer Review and Verification** page will appear, indicating a receipt was provided.



4. From the dropdown, change the document type from "Receipt" to the original document. Complete the required fields. Click the ***Confirm Start Date*** and ***I accept the terms stated above*** box, click on ***Yes-Continue*** to complete the process.



5. E-Verify users will receive the E-Verify result, or Photo Match Tool question, and must complete the process.

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Initiating Section 1 and Completing Section 2 of the Form I-9

E-Verify Processing

E-Verify is an internet-based system that allows companies to confirm the eligibility of their Employees to work in the United States. E-Verify is a voluntary program for most employers, but mandatory for some, such as employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause, and/or employers in certain states that have legislation that mandates the use of E-Verify for some or all employers.

The system will automatically submit the Form I-9 information to E-Verify for verification with the **Social Security Administration (SSA)** and the **Department of Homeland Security (DHS),** if applicable, and a case result will be provided. The results can be initial, interim, or final. Every case must reach a final case result before it can be closed.

Authorized Users are required to follow the guidelines in the E-Verify handbook. The ***E-Verify Results Guide*** provides further information regarding each result however, is not intended to be a substitute for the required E-Verify training offered for the I-9 system. Please contact Kris Mayer at 803-777-3343 for more information regarding required E-Verify training.

E-Verify Users Must:

- Create a case by the third day after the employee started work for pay
- Review original unexpired documents
- Review a document with a photo
- Discuss and print the Further Action Notice privately with the employee

E-Verify Users Must Not:

- Create duplicate cases for the same employee
- Verify employees hired before Nov. 7, 1986
- Request specific documents from employees
- Immediately terminate employees who receive a TNC (Tentative Non-Confirmation)

If you have been designated as an i9Advantage/E-Verify User, you may receive an email from the i9Advantage team to reset your password. This would be used for actions that need to take place on their platform such as retrieving status letters, i9 updates and additional information. The system is integrated for initial log in and results from PeopleAdmin Onboarding, but it does link up to a separate site for additional processing you may need access to. After that, please bookmark their site for future use.