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PeopleSoft HCM 9.0, 9.1, and 9.2

Human Resources: I-9 Form Enhancements

April 2013

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PeopleSoft HCM 9.0, 9.1, and 9.2 PeopleBook Update: Human Resources: Form I-9

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Introduction

This document reflects the pages and fields that support the current I-9 Form.

As of March 08, 2013, the U.S. Citizenship and Immigration Services (USCIS) issued an updated Form I-9. The form is available for immediate use. However, employers who need to make necessary updates to their business processes to use new Form I-9 may continue to use existing form until May 7, 2013 date. After May 7, 2013, all employers must use the revised Form I-9 for each new employee hired in the United States.

For Spanish users, the PeopleSoft application supports the translation of the pages and provides links to the Spanish instructions.

Managing I-9 Information

This document provides an overview of managing I-9 information and discusses how to:

- Complete and submit Section 1 of the I-9 Form (completed by the employee).
- Complete the preparer or translator certification (applicable only in specific situations).
- Complete sections 2 and 3 of the I-9 Form (completed by the employer).
- Update or request a new I-9 Form.
- Print I-9 Forms.
- Run the I-9 Receipt/Expiration report.
- Archive I-9 data.

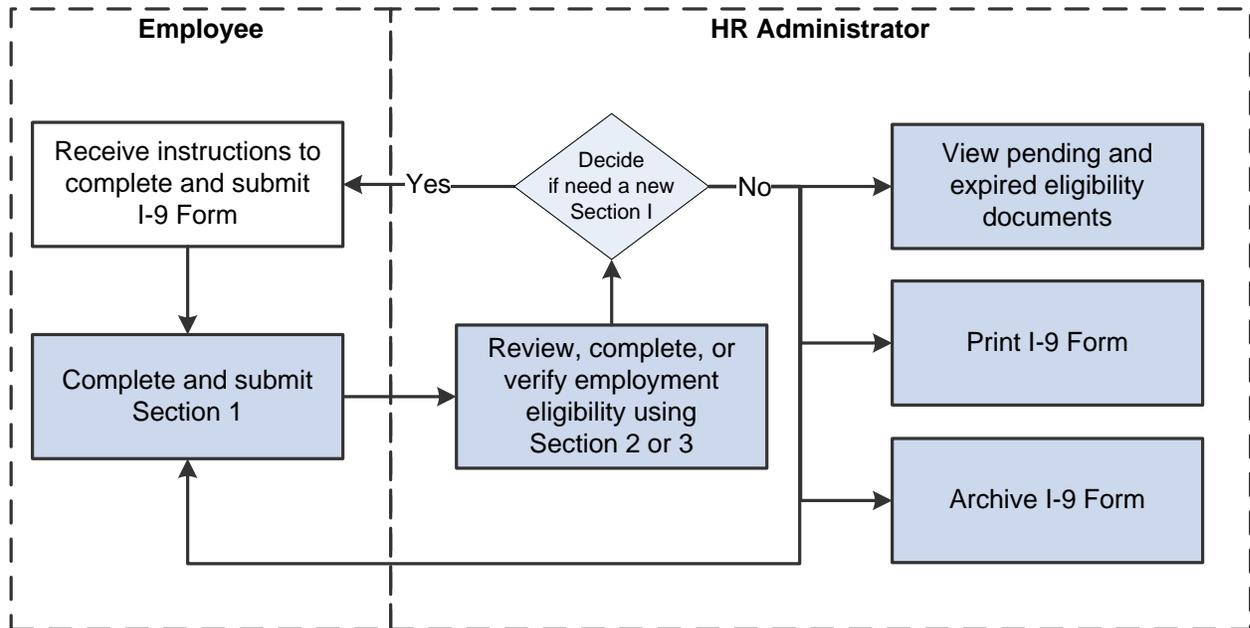
Understanding I-9 Information Management

The Immigration and Nationality Act requires United States employers to complete and store I-9 Forms. Employers may process paper I-9 Forms and store them in electronically or complete and retain the I-9 Forms solely in electronic format.

PeopleSoft Human Resources enables you to collect, store, and manage all I-9 information in compliance with the Immigration and Nationality Act. This includes employee self service functions to complete and submit the employee I-9 information, and functionality for the employer to complete the required employer sections of the I-9 Form. The application provides components to report and process I-9 information, including notification of expiration dates, storing, printing, and archiving.

Image: Process flow for completing the I-9 Form

This example illustrates the process for completing the I-9 Form electronically



Completing the I-9 Form online requires the following steps:

1. An employee must submit employment verification information on the first day of his or her employment. The employee can fill out the identification and citizenship information for section 1 on the self service I-9 Form - Employee Information and Attestation page.
2. After the employee submits this information, the HR administrator will:
 - a. Review and complete sections 2 and 3 of the I-9 Form required by the employer using the Complete/Reverify EE I-9 Form component.

If a new I-9 is needed, the administrator can send notification to the employee to complete a new I-9 Form.
 - b. Manage the I-9s by viewing pending and expired documents, printing I-9 Forms, or archive data that is not longer needed.

Pages Used to Manage I-9 Information

Page Name	Definition Name	Navigation	Usage
I-9 Form - Employee Information and Attestation	HR_I9_EE	Self Service, Personal Information, Complete and Submit I-9 Form, Employee Information and Attestation	Enter employee self identification and employment authorization information for the I-9 Form.
I-9 Form - Preparer Notification	HR_I9_PREP_NOTE	Select one or more check boxes on the I-9 Form - Employee Information and Attestation page and click the Accept button.	View a notification that the preparer of the employee's I-9 must complete the Preparer and/or Translator Certification page in order to complete the submission.
I-9 Form - Preparer and/or Translator Certification	HR_I9_PREPARER	Click the OK button on the I-9 Form - Preparer Notification page.	Enter the name and address of the preparer who assisted the employee in the completion of the I-9 Form page. This page is completed by the person who assisted the employee in the completion of the I-9 Form page. The system displays this page only if you selected one or more check boxes in the Minor and Special Placement Details section of the I-9 Form - Employee Information and Attestation page.
I-9 Form - Submit Confirmation	EO_SUBMIT_CONFIRM	Click the Accept button on the I-9 Form - Employee Information and Attestation or I-9 Form - Preparer and/or Translator Certification page.	View a notification that you have successfully submitted the employee portion of the I-9 Form. This page appears after the employee and preparer or translator successfully complete required information and submit the self service I-9 Form.
I-9 Form - Employer or Authorized Representative Review and Verification	HR_I9_ADMIN_SEC2	Workforce Administration, Personal Information, I-9 Forms, Complete/Reverify EE I-9 Form, Employer or Authorized Representative Review and Verification	Complete sections 2 and 3 of the I-9 Form. These sections are completed by the employer.

Page Name	Definition Name	Navigation	Usage
I-9 Form – Reverification and Rehires	HR_I9_ADMIN_SEC3	Workforce Administration, Personal Information, I-9 Forms, Complete/Reverify EE I-9 Form, Reverification and Rehires	Update a completed I-9 Form or request that the employee submit a new form.
Print I-9 Forms	HR_RUNCTL_I9_FORM	Workforce Administration, Personal Information, I-9 Forms, Print I-9 Forms, Print I-9 Forms	Generate the I-9 Forms in PDF format.
I-9 Receipt/Expiration Report	HR_RUNCTL_I9_VERIFY	Workforce Administration, Personal Information, I-9 Forms, I-9 Receipt/Expiration Report, I-9 Receipt/Expiration Report	Identify I-9 Forms that require re-verification and notify administrators.

I-9 Form - Employee Information and Attestation Page

Use the I-9 Form - Employee Information and Attestation page (HR_I9_EE) to enter employee self identification and employment authorization information for the I-9 Form.

Navigation

Self Service, Personal Information, Complete and Submit I-9 Form, Employee Information and Attestation

Image: I-9 Form - Employee Information and Attestation page, Section 1 (1 of 2)

This example illustrates the fields and controls on the I-9 Form - Employee Information and Attestation page, Section 1 (1 of 2).

I-9 Form

Employee Information and Attestation

<p>Betty Locherty</p> <p>Global Business Institute 9999</p>	<p>Social Security Nbr: 341-95-7245</p> <p>Date of Birth: 07/06/1945</p>
---	--

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please 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 eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: [I-9 Instructions for Employee](#)

I have already completed and submitted an I-9 Form, but need to complete and submit a new I-9 Form

Home Address

643 Robinson St [Update Home Address](#)
Buffalo, NY 74940

Contact Information (optional)

Email Address:
Telephone:

Other Names Used (if any)

Other Names:

Image: I-9 Form - Employee Information and Attestation page, Section 1 (2 of 2)

This example illustrates the fields and controls on the I-9 Form - Employee Information and Attestation page, Section 1 (2 of 2).

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

- 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 until (expiration date, if applicable, mm/dd/yyyy)

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

Alien Registration Number/USCIS Number:

Form I-94 Admission Number:

Source of Admission Number:

Foreign Passport Number:

Country of Issuance:

Minor and Special Placement Details

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

- Special Placement Employee unable to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

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.

Employees use this page to complete and submit Section 1 of their I-9 Forms. Employees can complete and submit more than one I-9 Form. Employees cannot modify I-9 Forms after submission and can view only the most recent submission.

Fields and links on this page are available only when you are entering or completed an I-9 Form. If an I-9 Form has been entered into the system, this page is display only with the exception of the link to the I-9 instructions for the employee.

I-9 Instructions for Employee Select this link to open a new browser window with the I-9 Form in PDF format that has instructions for completing the form.

Note. The system uses the sign on base language of the user to determine the language (English or Spanish) and appropriate link to display here.

Select Select this button to enable the page for data entry and submit a new I-9 Form.

Home Address

Home Address Displays the employee's preferred address stored in personal data.

Update Home Address Select this link to open the Home and Mailing Address page in employee self service to update the address information.

Contact Information (optional)

Email Address and Telephone Displays the employee's preferred email address and phone number by default. The employee can clear or enter different values for these fields; however, the information the employee enters here is for I-9 purposes only and does not update the email address or telephone number in personal data.

Other Names Used (if any)

Other Names Displays the Maiden or Other names values from the Additional Names component by default, if available. When more than one name exists, the names are separated by a semicolon (;).

The employee can clear or enter a different value in this field. The information the employee enters here is for I-9 purposes only and does not update the other names in the Additional Names component.

Citizenship and Employment Authorization

Select the option for your eligibility type. You must select one of the options and provide any additional data that is associated with the selected option. Options are:

A citizen of the United States Select this option if you are a citizen of the United States.

A noncitizen national of the United States Select this option if you are a noncitizen national of the United States.

A lawful Permanent Resident Select this option if you have received legal permanent residency in the United States.

Alien Registration Number /USCIS Number Enter your lawful Permanent Resident alien number or USCIS number. This field is mandatory if you select the option stating that you are A lawful Permanent Resident.

An alien authorized to work Select this option when you are an alien but have been granted authorization to work in the United States.

The following expiration and alien registration number fields are available when you select the An alien authorized to work option.

until (expiration date, if applicable, mm/dd/yyyy) (month/day/year) (Optional) Enter the date until which you are authorized to work. This field is mandatory if you select the option stating that you are an alien authorized to work. There are certain types of aliens having work authorization that does not expire - e.g. refugees or asylees.

Alien Registration Number/USCIS Number Enter your temporary alien number.

Form I-94 Admission Number Enter your assigned number.

Note. You must enter either an Alien Registration Number/USCIS Number or a Form I-94 Admission Number value when you select the option stating that you are an alien authorized to work in order to submit the form.

Source of Admission Number Select either *Customs and Border Protection* or *US Citizenship and Immigration*. This field becomes available when you enter a Form I-94 number.

Foreign Passport Number Enter the passport number. This field is available when you select the *Customs and Border Protection* option in the Source of Admission Number drop-down field.

Country of Issuance Select the country that issued the passport. This field is available when you select the *Customs and Border Protection* option in the Source of Admission Number drop-down field.

Minor and Special Placement Details

Select the appropriate check boxes. You can select more than one check box, if applicable. If you select any check box in this section, the preparer or translator must complete the Preparer and/or Translator Certification page before submitting the form.

Submitting the Form

Accept Select this button to save and submit this form, trigger appropriate workflow notifications to the administrator, and generate the confirmation page. If you selected any of the Minor and Special Placement Details check boxes, the system will display the I-9 Form - Preparer and/or Translator Certification page where the person who assisted the employee with the I-9 will enter name and address information.

I-9 Form – Preparer and/or Translator Certification Page

Use the I-9 Form - Preparer and/or Translator Certification page (HR_I9_PREPARER) to enter the name and address of the preparer who assisted the employee in the completion of the I-9 Form page.

The system displays this page only if you selected one or more check boxes in the Minor and Special Placement Details section of the I-9 Form - Employee Information and Attestation page.

Navigation

Click the Accept button on the I-9 Form - Employee Information and Attestation page, and then the OK button on the I-9 Form - Preparer Notification page.

Image: I-9 Form - Preparer and/or Translator Certification page

This example illustrates the fields and controls on the I-9 Form - Preparer and/or Translator Certification page.

I-9 Form
Preparer and/or Translator Certification

Betty Locherty Social Security Nbr: 341-95-7245
 Global Business Institute 9999 Date of Birth: 07/06/1945

To open the Handbook for Employers in a separate browser window, select [I-9 Instructions](#)

Preparer Details

First Name:
 Last Name:
 Address:
 City: State: Postal:
 Country:

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

I-9 Instructions

Select this link to access the Handbook for Employers PDF.

Note. The system uses the sign on base language of the user to determine the language (English or Spanish) and appropriate link to display.

First Name and Last Name	Enter the preparer's first and last name in these fields. These fields are required.
Address, City, State, Postal, and Country	<p>Enter the preparer's address information in these fields. These fields are required.</p> <p>The State field is disabled if the country is either <i>Canada</i> or <i>Mexico</i>.</p> <p>The Country field value does not appear on the I-94 Form but is collected for instances where the preparer resides in Canada or Mexico. When this is the case, either <i>CAN</i> or <i>MEX</i> will appear in the Preparer's State field on the printed form.</p>
Accept	Select this button to save and submit this form, trigger appropriate workflow notifications to the administrator, and generate the confirmation page

I-9 Form - Employer or Authorized Representative Review and Verification Page

Use the I-9 Form - Employer or Authorized Representative Review and Verification page (HR_I9_ADMIN_SEC2) to complete sections 2 and 3 of the I-9 Form.

After the employee has completed and submitted the I-9 Form, the employer completes the remaining sections.

Navigation

Workforce Administration, Personal Information, I-9 Forms, Complete/Reverify EE I-9 Form, Employer or Authorized Representative Review and Verification

Image: I-9 Form – Employer or Authorized Representative Review and Verification page (1 of 4)

This example illustrates the fields and controls on the I-9 Form – Employer or Authorized Representative Review and Verification page (1 of 4).

I-9 Form

Employer or Authorized Representative Review and Verification

Rosanna Channing 4026 Cy Avenue Casper, WY 82604	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px 2px 0;">Social Security Nbr:</td> <td style="padding: 2px 10px 2px 0;">211-15-3591</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;">Date of Birth:</td> <td style="padding: 2px 10px 2px 0;">01/04/1967</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;">Other Names:</td> <td style="padding: 2px 10px 2px 0;">Rosanna Martin</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;">Employee Sign Date:</td> <td style="padding: 2px 10px 2px 0;">04/12/2013</td> </tr> </table>	Social Security Nbr:	211-15-3591	Date of Birth:	01/04/1967	Other Names:	Rosanna Martin	Employee Sign Date:	04/12/2013
Social Security Nbr:	211-15-3591								
Date of Birth:	01/04/1967								
Other Names:	Rosanna Martin								
Employee Sign Date:	04/12/2013								

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 until (expiration date, if applicable, mm/dd/yyyy) 04/30/2016

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

Alien Registration Number/USCIS Number:

Form I-94 Admission Number: 1234567890

Source of Admission Number: Customs and Border Protection

Foreign Passport Number: 1234567890

Country of Issuance: Belgium

Image: I-9 Form – Employer or Authorized Representative Review and Verification page (2 of 4)

This example illustrates the fields and controls on the I-9 Form – Employer or Authorized Representative Review and Verification page (2 of 4).

Minor and Special Placement Details	
<input type="checkbox"/> Special Placement Employee unable to present a List A or List B document	
<input type="checkbox"/> Minor unable to present a List A or List B document	
<input checked="" type="checkbox"/> Prepared and/or translated by a person other than the Employee	

Preparer Details	
Name: Sam Jones	Sign Date: 04/12/2013
Address: 1234 Main St, Ptown, CA 95391	

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	
<input checked="" type="radio"/> List A	
Document Title: <input type="text"/>	<input type="checkbox"/> Receipt
Issuing Authority: <input type="text"/>	
Document Number: <input type="text"/>	Doc Exp Date (if any): <input type="text"/> 31
Receipt Doc Nbr: <input type="text"/>	Rec Exp Date (if any): <input type="text"/>
Document Title: <input type="text"/>	<input type="checkbox"/> Receipt
Issuing Authority: <input type="text"/>	
Document Number: <input type="text"/>	Doc Exp Date (if any): <input type="text"/> 31
Receipt Doc Nbr: <input type="text"/>	Rec Exp Date (if any): <input type="text"/>
Document Title: <input type="text"/>	<input type="checkbox"/> Receipt
Issuing Authority: <input type="text"/>	
Document Number: <input type="text"/>	Doc Exp Date (if any): <input type="text"/> 31
Receipt Doc Nbr: <input type="text"/>	Rec Exp Date (if any): <input type="text"/>

Image: I-9 Form – Employer or Authorized Representative Review and Verification page (3 of 4)

This example illustrates the fields and controls on the I-9 Form – Employer or Authorized Representative Review and Verification page (3 of 4).

List B AND List C

Document from List B

Document Title: Receipt

Issuing Authority:

Document Number: Doc Exp Date (if any):

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

Document from List C

Document Title: Receipt

Issuing Authority:

Document Number: Doc Exp Date (if any):

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

Image: I-9 Form – Employer or Authorized Representative Review and Verification page (4 of 4)

This example illustrates the fields and controls on the I-9 Form – Employer or Authorized Representative Review and Verification page (4 of 4).

Employer Representative Details

Name: Betty Locherty
Title: Director-Finance
Address: 500 George Washington Pkway
 New York, NY 07666

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 08/29/1986 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Citizenship and Employment Authorization

This section displays the citizenship and employment authorization information entered by the employee on the form.

Minor and Special Placement Details

This section displays the minor and specials placement details selected by the employee on the form. The page populates the following fields based on the options selected by the employee:

- If the employee selected the Special Placement option, then the List B AND List C option is selected by default and the text *Special Placement* appears in the Document Number field.
- If the employee selected the Minor check box, then the List B AND List C option is selected by default and the text *Individual under age 18* appears in the Document Number field.
- If the employee selected both the Special Placement and the Minor check boxes, then the List B AND List C option is selected by default and the *Special Placement and Individual under age 18* text entry appears in the Document Number field.

Preparer Details

This section displays the name and address information entered by the preparer on the I-9 Form - Preparer and/or Translator Certification page.

Document Verification

I-9 Instructions

Select this link to access the Handbook for Employers PDF.

Note. The system uses the sign on base language of the user to determine the language (English or Spanish) and appropriate link to display here.

List A or List B AND List C

Select the option that corresponds to the type of citizenship document provided by the employee. You must select either List A or List B AND List C and enter the information.

If List A is chosen, at least one of the three document group box details is required. These options are mutually exclusive.

Document Title

Record the type of documentation provided by the employee. There are separate fields for each document type (A, B and C).

Issuing Authority

Enter the name of the agency that issued the document.

Receipt	Select this check box to indicate that the employee has applied for the document. The default setting is deselected, which grays out and disables the Receipt Document Number field and corresponding Doc Exp Date (if any) field. When selected, the Receipt Doc Nbr and Rec Exp Date (if any) fields are visible and the Document Number and Doc Exp Date (if any) fields are no longer available for entry. After you save this page you cannot deselect this check box.
Document Number	Enter the number of the actual document.
Doc Exp Date (if any) (document expiration date)	(Optional) Record the expiration date, if any, of the document entered.
Receipt Doc Nbr (receipt document number)	Enter the receipt number of the documentation application. The receipt document number may be different from the actual document number. This field appears only if the Receipt check box is selected.
Rec Exp Date (if any) (receipt expiration date)	(Optional) Record the expiration date, if any, of the receipt document entered.

Employer Representative Details

Name	Displays the name of the administrator who is submitting the data.
Title	Displays the job title of the administrator who is submitting the data.
Address	Displays the current company address.
Accept	Click this button to save the information you entered.

I-9 Form - Reverification and Rehires Page

Use the I-9 Form - Reverification and Rehires page (HR_I9_ADMIN_SEC3) to update a completed I-9 Form or request that the employee submit a new form.

Navigation

Workforce Administration, Personal Information, I-9 Forms, Complete/Reverify EE I-9 Form, Reverification and Rehires

Image: I-9 Form - Reverification and Rehires page (1 of 4)

This example illustrates the fields and controls on the I-9 Form - Reverification and Rehires page (1 of 4).

I-9 Form

Reverification and Rehires

Jason Andrews 58 Kirby Drive Walnut Creek, CA 94596	Social Security Nbr: 991-12-9991 Date of Birth: 05/01/1971 Other Names: Employee Sign Date: 05/12/2006
---	---

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 until (expiration date, if applicable, mm/dd/yyyy)

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

Alien Registration Number/USCIS Number:

Form I-94 Admission Number:

Source of Admission Number:

Foreign Passport Number:

Country of Issuance:

Minor and Special Placement Details

- Special Placement Employee unable to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

Image: I-9 Form - Reverification and Rehires page (2 of 4)

This example illustrates the fields and controls on the I-9 Form - Reverification and Rehires page (2 of 4).

Document Verification	
List A - Identity and Employment Authorization	
Document Title: US Passport	<input type="checkbox"/> Receipt
Issuing Authority: United States Government	
Document Number: B321	Doc Exp Date (if any): 12/31/2007
Receipt Doc Nbr:	Rec Exp Date (if any):
Document Title:	<input type="checkbox"/> Receipt
Issuing Authority:	
Document Number:	Doc Exp Date (if any):
Receipt Doc Nbr:	Rec Exp Date (if any):
Document Title:	<input type="checkbox"/> Receipt
Issuing Authority:	
Document Number:	Doc Exp Date (if any):
Receipt Doc Nbr:	Rec Exp Date (if any):

Image: I-9 Form - Reverification and Rehires page (3 of 4)

This example illustrates the fields and controls on the I-9 Form - Reverification and Rehires page (3 of 4).

List B - Identity AND List C - Employment Authorization	
Document from List B	
Document Title:	<input type="checkbox"/> Receipt
Issuing Authority:	
Document Number:	Doc Exp Date (if any):
Receipt Doc Nbr:	Rec Exp Date (if any):
Document from List C	
Document Title:	<input type="checkbox"/> Receipt
Issuing Authority:	
Document Number:	Doc Exp Date (if any):
Receipt Doc Nbr:	Rec Exp Date (if any):

Image: I-9 Form - Reverification and Rehires page (4 of 4)

This example illustrates the fields and controls on the I-9 Form - Reverification and Rehires page (4 of 4).

Employer Representative Details	
Name:	Betty Locherty
Title:	Director-Finance
Sign Date:	05/12/2006
Address:	500 George Washington Pkway New York, NY 07666

Reverification and Rehires	
To open the Handbook for Employers in a separate browser window, select I-9 Instructions	
New Name:	
Date of Rehire:	08/03/2006
Employer Representative:	Betty Locherty
Reverification Date:	05/12/2006

Current Employment Eligibility:	
Document Title: US Passport	<input type="checkbox"/> Receipt
Document Number: N432	Doc Exp Date (if any): 01/02/2009
Receipt Doc Nbr:	Rec Exp Date (if any):

Request employee to complete and submit a new I-9 Form.

HR administrators use this page to view completed I-9 documentation and enter additional information, if applicable. If an employee is rehired within three years of termination, or if the original document has expired, employers may reverify or update the original I-9 after it is submitted. An I-9 Form can only be updated or reverified one time (including receipt and actual documentation).

If new information needs to be entered and actual documentation information already exists, all fields will be display only and the employee and employer must complete a new I-9 Form. The administrator can send an email notification to the employee requesting a new I-9 Form from this page. The administrator is able to view all forms completed by employees, including history.

The employer is not allowed to make any changes to the form after it is saved unless the Receipt check box is selected. In this case, you can enter the actual information for the specific document that was flagged as Receipt, but only the Receipt Doc Nbr and Rec Exp Date fields. The entry in the Document Title field cannot be changed. After the additional field entries are completed and the form is saved, the Receipt check box and document number and expiration date fields are grayed out and cannot be edited.

Citizenship and Employment Authorization

This section displays the citizenship and employment authorization information entered by the employee on the form.

Minor and Special Placement Details

This section displays the minor and specials placement details selected by the employee on the form.

Preparer Details

This section displays the name and address information entered by the preparer on the I-9 Form - Preparer and/or Translator Certification page.

Document Verification

This section displays the document details entered by the employer. The page will display either List A or List B AND List C, depending on the document types that were entered. The page will expand the list that is selected and collapse the other list, which can be expanded for viewing purposes.

Employer Representative Details

Displays the name, title, and company address of the administrator who submitted the data and the date the I-9 was submitted.

Reverification and Rehires

I-9 Instructions

Select this link to access the Handbook for Employers PDF.

Note. The system uses the sign on base language of the user to determine the language (English or Spanish) and appropriate link to display here.

New Name

Displays the employee's current name if it is different from the name initially saved on the form.

Date of Rehire

Displays the most current rehire date by default in this field.

Employer Representative

Displays the name of the administrator responsible for submitting the I-9.

Reverification Date

Displays the reverification date.

Current Employment Eligibility

Document Title	Enter the type of documentation being reverified or for the employee being rehired.
Receipt	<p>Select this check box to indicate that the employee has applied for the reverified or rehire document.</p> <p>The default setting is deselected, which grays the Receipt Doc Nbr field and corresponding Rec Exp Date field.</p> <p>When the Receipt check box is selected, the Receipt Doc Nbr and Rec Exp Date fields are available for entry. After you save this page you cannot deselect this check box.</p>
Document Number	Enter the actual document number.
Doc Exp Date (if any)	(Optional) Record the document expiration date, if any.
Receipt Doc Nbr	Enter the receipt number for the document application receipt.
Rec Exp Date (if any)	(Optional) Record the receipt expiration date, if any.
Accept	Click this button to save the form.
Select	Click this button to send an email notification to the employee requesting a new I-9 Form.

Print I-9 Forms Page

Use the Print I-9 Forms page (HR_RUNCTL_I9_FORM) to generate the I-9 Forms in PDF format.

Navigation

Workforce Administration, Personal Information, then select I-9 Forms, Print I-9 Forms, Print I-9 Forms

Image: Print I-9 Forms page

This example illustrates the fields and controls on the Print I-9 Forms page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Print I-9 Forms' interface. At the top left, there is a 'Run Control ID' field with the value '19'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Language' dropdown menu set to 'English'. A section titled 'Report Request Parameter(s)' contains several fields: 'From Date' (04/01/2013), 'Thru Date' (04/16/2013), a radio button for 'By Company', and a radio button for 'By Employee' (which is selected). The 'By Employee' field contains the value 'KU0046' and has a magnifying glass icon for a lookup function.

From Date and Thru Date

Use these fields to determine effective dates to extract when running the report. Both fields are required.

By Company or By Employee

Run the report using one of these options. Use the lookup icon to enter a company code or an employee ID.

I-9 Receipt/Expiration Report Page

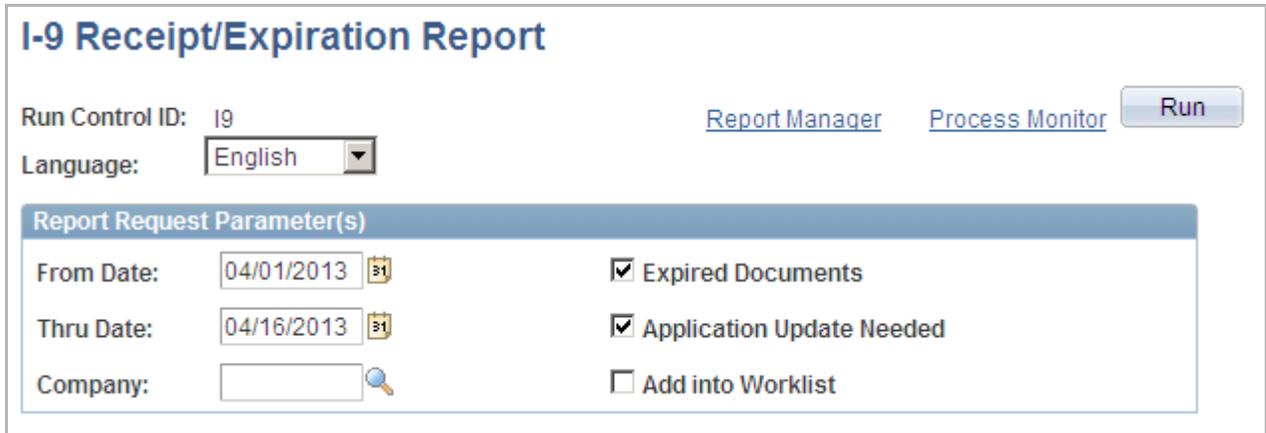
Use the I-9 Receipt/Expiration Report page (HR_RUNCTL_I9_VERIFY) to identify I-9 Forms that require re-verification and notify administrators.

Navigation

Workforce Administration, Personal Information, I-9 Forms, I-9 Receipt/Expiration Report, I-9 Receipt/Expiration Report

Image: I-9 Receipt/Expiration Report page

This example illustrates the fields and controls on the I-9 Receipt/Expiration Report page. You can find definitions for the fields and controls later on this page.



From Date and Thru Date Use these fields to define the effective dates for the report. Both fields are required.

Company This is an optional field. Entering a value will limit the report output to employees for a specific company as of the date that the employee submitted the I-9 Form.

Expired Documents Select this check box to have the report list I-9 Forms with expiration dates within the specified date range.

Application Update Needed Select to have the process find all documents that have a Receipt check box selected. The process compares the I-9 submission date with the date range and includes all employees whose I-9 date plus 90 days is within the date range.

Note: You must select either the Expired Documents or the Application Update Needed check box to run the report.

Add into Worklist Select this check box to have the administrator receive a worklist entry for each employee form listed in the report.

Archiving I-9 Data

See the product documentation for *PeopleTools: Data Management*, "Using PeopleSoft Data Archive Manager."