Form I-9 Reference Guide

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FORM I-9 TIPS

Section 1
Employee first day = date they start working for pay; complete Section 1 no later than this date
• Employee name on Federal ID must match name entered on the I-9 • Employee phone number and email are optional
Do not ask about citizenship status; allow employee to choose option (last two options have additional fields to complete)
Person who is assisting new hire with form will type their information in Preparer/Translator fields and use store location as address; **the Preparer/Translator is YOU**

Section 2
Documents must be original and not expired; no copies unless it is a certified copy of a birth certificate
Employees must present one document from List A or a combination of one from List B and one from List C • List A proves identity and employment authorization • List B only proves identity • List C only provides employment authorization
The person that examines the original documentation must be same person who reviews, completes, and electronically signs the form **(no shared responsibility)**

Acceptable Documents – Additional Information
Do not give employee specific instructions on which document(s) to bring
Employees are permitted to present a receipt in place of a List A, List B, or List C document when completing Form I-9. An acceptable receipt is valid for a short period for completion of Section 2 or Section 3 (reverification) of Form I-9. • Employee must provide replacement document as soon as it comes in and no later than receipt expiration; manager then must log in and finish verification process
Do not accept a receipt that shows an employee has applied for INITIAL employment authorization or renewal or extension of an expiring document
Do not make copies unless system instructs

Form I-9 Reminders
All employees must have a Form I-9 on file
Manager must provide list of acceptable documents when making offer for employment
Before logging out, ensure eVerify comes back as **Authorized**; If it does not, follow the instructions to resolve or call HR Support
When relocating to another store, contact HR Support to make a system location change
Employee must verify appropriate sections
Both employee and manager must attest that the information on the Form I-9 is true by electronically signing the form
After entering info, logout of the system – do not close the case; HR Support closes cases

FORM I-9 DO'S AND DON'TS

DO	Do Not
Allow the employee to present the documents he/she chooses to establish identity and employment authorization. As long as the documents are listed as acceptable on Form I-9, and appear reasonably related to the new hire, the employee may present the documents.	Tell the employee which documents to bring. Should they have questions, provide the list of acceptable Form I-9 documents.
Verify all documents are originals, NOT expired and that all names reasonably match.	Accept copies of **any** document provided by the new hire. An exception would be a certified copy of a birth certificate. An exception where the name may not match could include a woman's birth certificate.
Inspect the documents the new hire presents to establish employment eligibility and identity; make sure they appear genuine. You do not have to be a document expert, but you should carefully inspect the documents and record which documents you looked at to establish identity and employment eligibility.	Accept a social security card stating with restrictions that include: • Not valid for employment • Valid for work only with INS authorization • Valid for work only with DHS authorization The card is not a valid List C document; therefore, it must not be used for Form I-9 purposes.
Accept only either a List A document or a List B **and** List C document.	Accept more than the minimum documentation for Section 2. For example, if an employee presents a passport, a driver's license, and a social security card, you may only record the passport **or** the driver's license **and** social security card. You may not record all three documents. The practice of accepting more than the required documentation is called over documentation and may be considered discriminatory.
Have the new hire read your screen, verify that all information typed in Section 1 is accurate, and correct before proceeding to Section 2.	Complete your new hire's I-9 prior to their first day of work. This is actually ok as long as the new hire has accepted the offer.

Note: If you are presented a document that looks suspicious or confusing, call HR Support at (602) 535-4100, option 1. If you have questions, please check the Frequently Asked Questions on the next page prior to contacting HR Support.

I-9 LIST A – LOAD DOCUMENTS AND PHOTO MATCHING

List A documents require additional steps and documentation. The leader must upload a copy of the document (with a photo) and do a Photo Match in i9express.

To add a document and perform the photo match process:
1. Select a Type A document from the drop-down menu and click **Continue**.

2. Type the document number and expiration date (use format on screen), and then click **Continue**.
3. The process is not complete. You still need to attach the document to the form. Scan a copy of the document to yourself and save in your documents folder.

I-9 LIST A – LOAD DOCUMENTS AND PHOTO MATCHING, CONTINUED
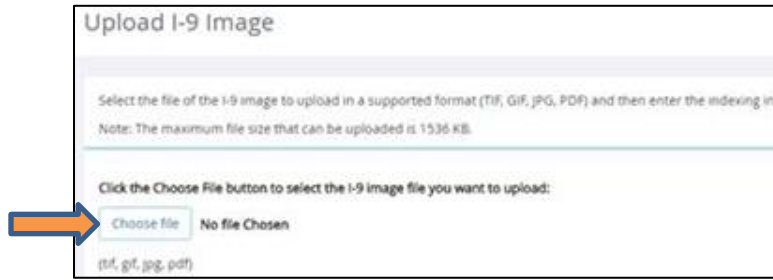
4. The system requires an image to be uploaded. Click **Choose file**.
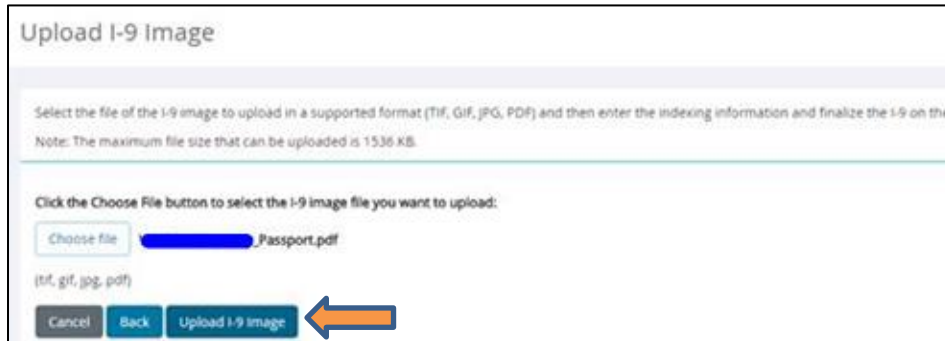
5. The document name populates. Click **Upload I-9 Image** and confirm the correct document is uploading before moving to next step.

6. Review to ensure information is correct and click the "I have read and agree with the certification statement above" and click **Continue**.

I-9 LIST A – LOAD DOCUMENTS AND PHOTO MATCHING, CONTINUED

Employee Detail

The I-9 was successfully added.

E-Verify
Current Status: Photo Matching
This E-Verify case requires further action. Click view case details to review the case and take the appropriate action.

Name:	Other Names Used:	U.S. Social Security Number:
		XXX-XX-[redacted] ✎ Change SSN
Address:	**City,State & Zip**	**E-mail Address:**
1783 [redacted]	Chandler, AZ [redacted]	
Employment Date:		**Termination Date:**
04/30/2018 ✎ Change Employment Date		
Alien Registration Number/USCIS Number:	**I-94 #:**	**Receipt Due Date**
Reverification Due Date:	**Reverification Due Reason:**	**Foreign Passport Number:**
Obtained I-94 from USCIS:		
Group:	**Location:**	**Previous Locations:**

7. A confirmation shows the I-9 was successfully added and the current status shows as *Photo Matching*. **The process is NOT complete.** You must click the **view case details** link.

E-Verify

| **Origination Date:**	**Reason for Delay:**
04/30/2018	Initial query submitted on time.
Current Status Date:	
04/30/2018	
Current Status:	
Photo Matching	
Photo Matching Document:	
N/A	

[History] [Photo Matching]

8. Click **Photo Matching**.

I-9 LIST A – LOAD DOCUMENTS AND PHOTO MATCHING, CONTINUED
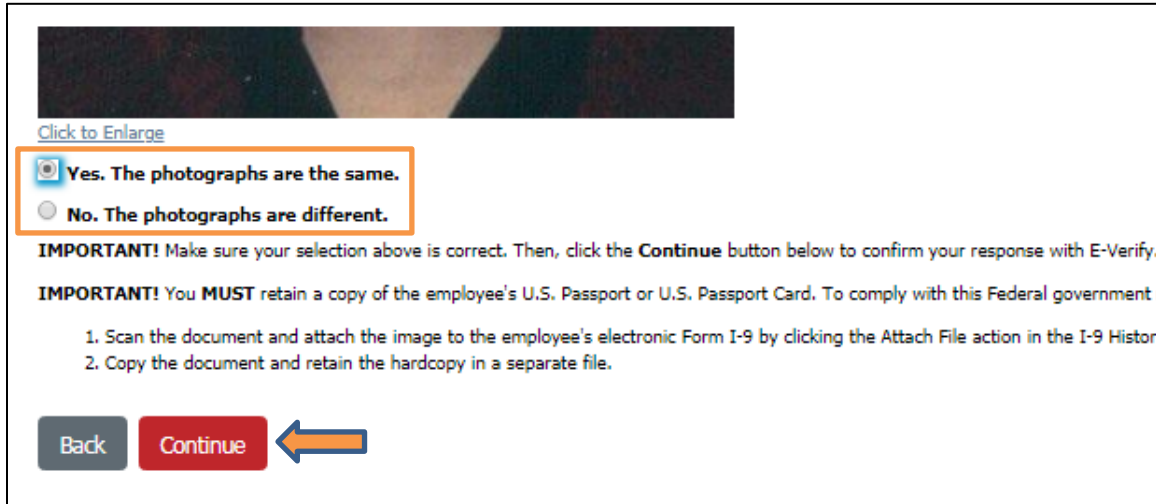
9. A picture of the new hire should display on the screen.

   ▪ Click **Yes** if the photographs on the screen matches the photo on the document.

   ▪ Click **No** if the photographs are different.

10. Click **Continue**.
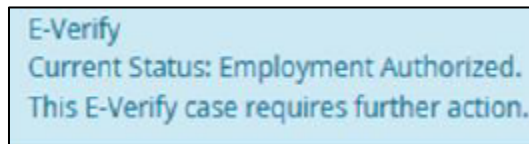
11. Once steps of the I-9 verification process are complete, a confirmation appears at the top of the screen.

   ▪ If the status shows as *Employment Authorized*, log-out of the E-Verify website.

   ▪ If there is any other status, see the **Other Statuses** section in this document on how to proceed.

Important Note: DO NOT close any of your E-Verify cases.

OTHER STATUSES

Here is some brief information regarding other statuses that may appear in the electronic I-9 system.

A **SSA Tentative Nonconfirmation** status appears when information on the employee's I-9 did not match the information on file with the Social Security Administration (SSA).

How to proceed: Ask the team member if they want to choose to contest (correct the problem) or not contest (forfeit and terminate employment).

A **DHS TENTATIVE NONCONFIRMATION (DHS TNC)** status appears when the Department of Homeland Security cannot verify employment eligibility.

How to proceed: Ask the team member if they want to choose to contest (correct the problem) or not contest (forfeit and terminate employment).

## SECTION 1 – PREPARER/TRANSLATOR CERTIFICATION

As a leader, you should complete Section 1 of your new hire's I-9 on or before the first day of work. Once Section 1 has been completed, scroll to the bottom of this page.

If you are completing this form for the employee by typing their information, that means you are the Preparer. If you translate any part of this form into a language other than English that means you are the **Translator**.

1. For both options, click the radio button for "A preparer(s) and/or translator(s) assisted the employee in completing Section 1."
2. Type your last name, first name, and store address.
3. Click **Add Preparer**.
4. Click **Continue**.

UPDATING A RECEIPT FOR A PREVIOUSLY SUBMITTED I-9

Team members are permitted to present a receipt in place of a List A, List B, or List C document when completing Form I-9. An acceptable receipt is valid for a short period of time for completion of Section 2 or Section 3 (reverification) of Form I-9. If an employee brings in a receipt, they must provide the replacement document as soon as it comes in and no later than receipt expiration. The manager must then long in and finish the verification process.
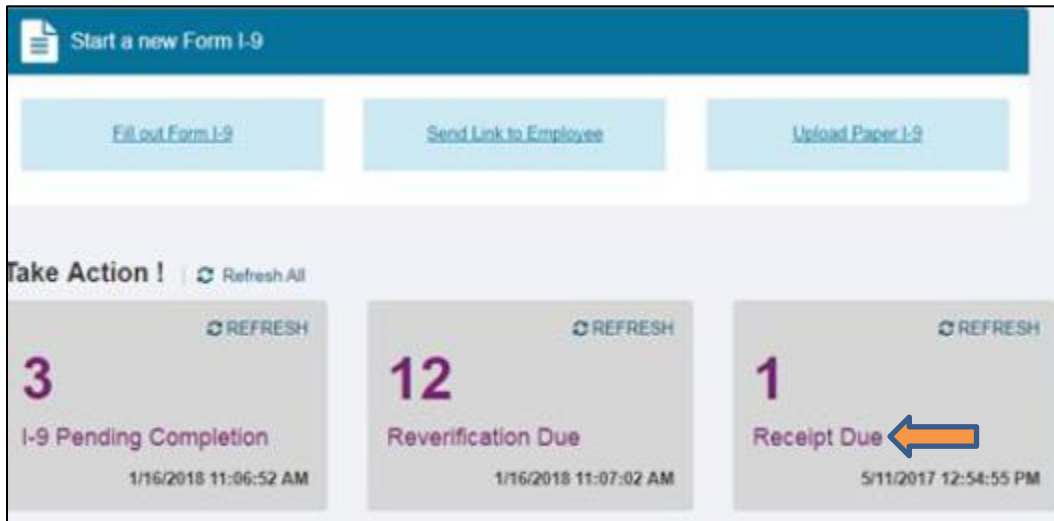
To update a previously submitted I-9:

1. Log into i9express.

2. Any outstanding I-9 receipt due action items display in the Receipt Due section. Click the **Receipt Due** link to access the Employee Detail page.
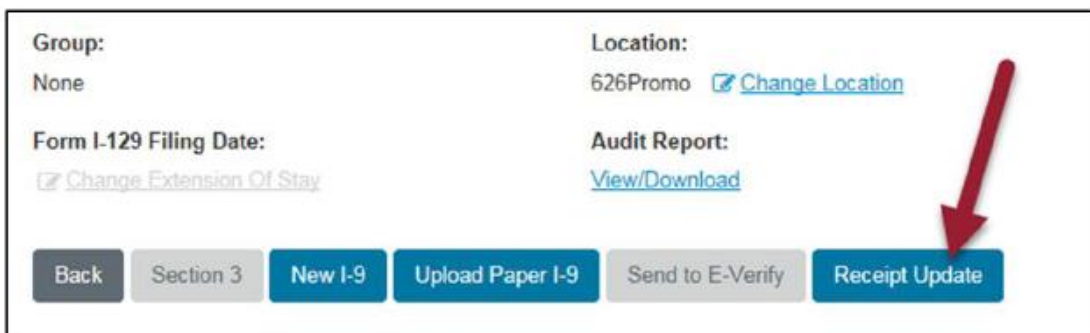
3. If more than one record shows, select the employee name and then click **Receipt Update**.

UPDATING A RECEIPT FOR A PREVIOUSLY SUBMITTED I-9, CONTINUED

4. The screen shows which document was flagged as a receipt. Click the checkbox next to the receipt being updated.
5. Click **Continue**.
6. After clicking **Continue**, type in the document information and save your entry.

The status should change to **Employment Authorized**. Log-out of i9express once you have received this status. **Do not close this or any I-9 case.**

If you have any questions or need assistance, contact HR Support at 602.535.4100, option 1.

FREQUENTLY ASKED QUESTIONS (FAQ)

What are the consequences if I falsify any information on the Form I-9?

Employers who violate the law may be subject to civil fines or criminal penalties.

I'm being asked to re-verify my employee's documents. What do I need to do?

If it is to re-verify, select Update. If employee is a rehire, select Create New I-9.

My employee has a student ID from the last school year. Is this an acceptable document from List B?

No, all documents must be current. Student ID's must be unexpired.

How do I ensure my new hire's case was completed correctly?

Click the View Case Details link on the top of the page. On the following page, scroll to the bottom to find Case Details: Employment Authorized.

Does a school ID need a photo in order to be accepted for Form I-9 purposes?

Yes, all items in List B need a photo.

I have a new hire who goes by their middle name or another nickname. What name do I use on the I-9?

You should use the name on the Federal document and it must include a middle initial if one is on the document. For example, if the new hire goes by Dave Smith, but his legal name is William David Smith, use William D Smith.

I accidently entered incorrect information on the I-9 and cannot create a new one. What should I do?

Please call HR Support at 602-535-4100, option 1 for assistance.

What option do I choose when a new hire provides a State ID with no expiration date?

For the List C document, select the third option in the drop-down menu "ID Card issued by Federal, State possession or local government with photo". Once this option is selected, check the "Does not include expiration date" box.

FREQUENTLY ASKED QUESTIONS (FAQ), CONTINUED

The electronic Form I-9 system is asking for a document number on the Permanent Resident Card. Where do I find that number?

On the current version of the card, it is on the back. On the previous version, may be on the front. It starts with three letters and has 10 numbers. For example (SRC1234567890).

Do I have to attach all the I-9 supporting documents to the electronic Form I-9?

No, only the List A documents when the system instructs you to do so. The system prompts when an attachment is required.

I received a duplicate SSN message. What do I do?

Click "same" if they are the same person. If not, click "different" and update the SSN in Section 1 of Form I-9. If the SSN is correct, call HR Support.

I need to change the hire date on the I-9 form. What do I do?

Login to the system, search and select the employee. Click on Change Employment Date. Type the new hire date and then click Continue.