Employer Quick Reference Guide

Completing an Electronic I-9 with a New Hire
Employer Instructions

The process for verifying a new hire’s employment eligibility has changed. Effective immediately, your location will use a Web-based I-9 service to enter electronic I-9’s and to ensure employment eligibility for new hires. As a result of this new paperless process, you no longer need to complete paper I-9 forms. The new employment verification process consists of four main steps:

**Step 1:** Have the new hire enter their information in the I-9 Management Service (www.newi9.com)

**Step 2:** Manager logs into the Administrator portion of the I-9 Service and locates the Pending I-9.

**Step 3:** Manager completes Section 2 of the I-9 with the new hire.

**Step 4:** Manager verifies that the employee is legally eligible to work in the U.S. through E-Verify.

On or before the first day of employment, the new employee will complete Section 1 of Form I-9.
Step 2: Manager logs into the Administrator portion of the I-9 Service and locates the Pending I-9.

To access the I-9 Management service you will log into the Auburn portal, navigate to the Employees Tab, and click on the Electronic I-9/E-verify link under the Human Resources section.

Locating the Pending I-9

1. On the Main Menu page, click Search for Employees.
2. On the Search for Employees page, enter the employee’s Social Security number in the SSN field and click Search.
3. On the Main Menu page, click Search for Employees.
4. On the Search for Employees page, enter the employee’s Social Security number in the SSN field and click Search.
5. Under Search Results, click the employee’s name.

**NOTE:** You may also search for a pending I-9 by clicking on the Pending Link.
Step 3: Manager completes Section 2 of the I-9 with the new hire.

1. On the Section 2 – Employer Review and Verification page, enter the Employment Date using today’s date or actual hire date if the employee didn’t present the I-9 documentation on day.

2. Select the location the employee will be assigned to.

3. Ask the employee to present their employment eligibility documents.

Under Select the set of document(s) presented by the employee, select documents from the drop-down fields that correspond to the documents the employee presented to you.

**NOTE:** Check the checkbox for Receipt if the employee provided a receipt for a lost, stolen, or damaged document only.

4. Click Continue.
Enter the required information for each document you selected in Step 3 above, and click Continue.

List B document - Driver’s License Issued by State or Possession with Photo

Issuing Authority:
Choose the State or Territory on the Drivers License... Sample Document

Document #:

Expiration Date (mm/dd/yyyy):

List C document - Social Security Account Number Card Without Employment Restriction

Issuing Authority:
Social Security Administration Sample Document

Social Security Number (XXX-XX-XXXX):
345-76-5423

☐ The number on the document is the same

Please be aware that a picture ID document is required for list B for employers that use E-Verify.

To see examples of each type of document listed, click Sample Document.

For Permanent resident card that does not have an expiration date, please check the checkbox indicating the document does not have an expiration date.

When a Driver’s License is presented, you should enter the state as the issuing authority.

NOTE: If an employee is terminated before the I-9 is completed, click on the radio button to indicate on the Section 2 document selection page.
On the **Employer Review** page, carefully review the information you entered. If any information is incorrect, click the **Change Information** link.

If all of the information is accurate, electronically sign Section 2 by clicking "I have read and agree with the certification statement above", click the check box and enter your PIN/Password.

Click **Continue**.
Step 4: Manager verifies that the employee is legally eligible to work in the U.S. through E-Verify.

**E-Verify Status = Employment Authorized**

Click "Close Case" in the E-Verify History section on the Employee Detail page.

Follow the on screen instructions to close the E-Verify case.
- Choose whether or not the employee is currently employed, then the specific case closure option and close the case.
- And the the reason for closing out the case.

*The most common response is “Yes”, then “The employee continues to work after receiving an Employment Authorized result.”*

Click **Close Case**.
E-Verify Status = Photo Match

This response will only be returned if the employee presents a I-551 (Permanent Resident Card), I-766 (Employment Authorization Document) or U.S. Passport or Passport Card.

In the E-Verify history section, click Photo Matching.

You MUST compare the photo on the screen to the photo on the I-551, I-766 or U.S. Passport or Passport Card presented by the employee. Do NOT compare the photo from E-Verify to the employee directly.

- If the photos MATCH, select “Yes.” Employers must retain a copy of the I-551, I-766 or U.S. Passport or Passport Card
- If the photos DO NOT MATCH, select “No.” This case will move to a DHS Tentative Nonconfirmation. Follow the Contest/Not Contest Process for Tentative Nonconfirmations.

Click Continue.

Note: You may terminate an employee immediately only if:

- The employee elects to NOT CONTEST the E-Verify finding.
- The employee does not present the documentation for Section 2 of the I-9 within 3 business days of the date they began work.
Frequently Asked Questions

Q: What do I do after the new hire enters the required information in the I-9 Service?
   - After the new hire enters their information, login to the I-9 Service, select the new hire’s pending I-9, enter the hire date, and then enter details about the new hire’s employment eligibility document information (List A or List B & C documents).

Q: Do I need to print information from the I-9 Service or make copies of employment eligibility documents?
   - For E-Verify Photo Matching, you must retain copies of the documents ONLY if the employee presents an I-551, I-766 or U.S. Passport of passport card. For all other documentation, please refer to your internal company policy.

Q: An employee, who was determined Employment Authorized, is appearing in the “reverification due” link. How does this affect their employment eligibility?
   - You must reverify an employee in the I-9 Service if their work eligibility is about to expire. To reverify, refer to the following steps:
     1. Search for the employee using Quick Search/Reverification Due link, and then click, the employee record.
     2. On the Employee Detail page, click the Section 3 button.
     3. On the Updating and Reverification page, verify that the displayed information is correct and select the appropriate document in the List A or List C Documents field.
     4. Click Continue.
        1. Enter the required information for the document you selected in Step 3 and click Continue.
        2. From the Employer Review page, verify that the employee’s information is correct. Select “I have read and agree with the certification statement above” check box and complete the PIN field.
        3. Click Continue.

Note:
   - The employee is required to present documentation.
   - If your employee has changed his/her name since the original I-9 was submitted, you may use the Section 3 button to change the name.

Q: How do I enter a name change?
   - Find the I-9 in the system with the old name. Update the name by clicking on the Section 3 button. If there is no I-9 in the system, you will need to create a new I-9 using the original date of hire.

Q: What do I need to do with a rehired employee?
   - Have the individual complete a new electronic I-9 using the I-9 Service.
   - If the employee already has an I-9 in the electronic database, you will be asked if this is the “Same” or a “Different” employee. If the new I-9 is for the “Same” employee, click SAME, enter REHIRE date, document information, sign the I-9 and click Continue.

Please contact your HR representative for any assistance.