I-9 Checklist

Login

☐ To Login go to: https://uhr.umd.edu/i9
  ☐ Click on “I-9 Complete (ENGR)”
☐ Use your directory ID and password.

Creating a New Form I-9

☐ Click on "Create New I-9"
☐ Select “Create New I-9 for New Employee” or “Create New I-9 for an Active or Inactive Employee.”

Employee Profile

☐ Enter basic information about the newly hired employee: First Name, Last Name, Employer, and Worksite. Optional fields include: Social Security Number, UID (employee ID), employee email address, and Date of Birth.

Section 1

☐ Employee must enter in their information either on your computer or by a link that you will send to them.
☐ Employee must enter their Name and Identification

  ☐ Important: The social security number is a required field in this section, unless the citizenship status “Alien Authorized to Work” is selected. The SSN is required in order to complete E-Verify. Employees who do not have a permanent social security number are typically those who have a citizenship status of “an Alien Authorized to work.” If you select Alien Authorized to Work in Section 1, the SSN is not required. Once the employee obtains their SSN you should update Section 1, have the Employee attest to the changes and then then you can proceed with the E-Verify case.

☐ Employee Address and Contact Information
☐ Employee Employment Status
☐ Employee Signature
Section 2

□ Once Section 1 is complete you will complete Section 2. They will provide you with their documentation, which you will either enter in List A or Lists B and C.

□ **Important:** If you are using one of the following documents: U.S. Passport or Passport Card, Permanent Resident Card (Form I-551), or the Employment Authorization document (Form I-766) you will either need to make a copy of the document and attach it when completing Section 2 or to the I-9 when you have finished complete it. I-9 Complete will give you alerts, but won’t require you to attach the document before completing the I-9 and E-Verify.

□ After entering their documentation you will enter in your employment information.

□ Finally you will sign off on Section 2.

Section 3

□ Section 3 can be completed in the following instances: new name, rehire (within 3 years of the date the initial electronic Form I-9 was originally completed), or reverification.

https://uhr.umd.edu/i9