I-9 Complete Training

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I-9 Complete Training Agenda

• Introductions/Review of Handouts
• Refresher of I-9 and E-Verify Federal Regulations
• Review of Current Process
• Project Background
• Project Timeline
• I-9/E-Verify Creator Role and Responsibilities
• I-9 and E-Verify System Demonstration
• Reports
• Wrap Up
I-9 Complete Training Handouts

Training Handouts

• Very Cool Flash Drive Pen with Training Materials
• Quick Tips – A Tip Sheet for both the I-9 and E-Verify process
• Checklist Guides:
  ✓ I-9 Process
  ✓ Remote Hire Process
  ✓ E-Verify Process
  ✓ Rehire Process
• Presentation Handout with Slides for Note Taking
• Training Evaluation Form

Form I-9 Regulations and Rules

Form I-9 Regulations

• The Form I-9 is a federal required form to verify employment authorization.

• The Immigration Reform and Control Act (IRCA) was passed in 1986 and forbids employers to hire individuals who do not have work authorizations in the U.S. who are employed after November 6, 1986.

• Who is Eligible to work in the U.S.?
  ✓ Citizens of the U.S.
  ✓ Non-citizen Nationals of the U.S.
  ✓ Lawful Permanent Residents
  ✓ Aliens authorized to work
Form I-9 Regulations and Rules

Form I-9 Rules

• To comply with federal employment authorization, we must:
  ✓ Complete & Retain a Form I-9 for each employee hired after November 6, 1986.
  ✓ Refrain from discrimination on the basis of national origin, citizenship or immigration status.

• Deadlines for Completing the I-9:

E-Verify Regulations and Rules

E-Verify Regulations

• Presidential Executive Order 12989 and Federal Acquisition Regulation (FAR) requires Federal contractors to use E-Verify for employees working on federal contracts after September 8, 2009.

• What Exactly is E-Verify?
  ✓ Electronic system that authorizes employment documents thru the Social Security Administration and the Department of Homeland Security.

• Why is E-Verify so important?
  ✓ Ensures a legal workplace
  ✓ Protects jobs for authorized workers
  ✓ Deters document and identify fraud
  ✓ Works seamlessly with the Form I-9 electronic process
E-Verify Regulations and Rules

E-Verify Rules

• Who will be E-Verified?
  ✓ Any existing employees that are hired after November 6, 1986 and are paid from Federal Contracts
  ✓ All NEW employees (within ENGR) starting June 28, 2015

• Who will not be E-Verified?
  ✓ Employees hired on or before November 6, 1986 (Even if there funding changes to a federal account)

• What is the Deadline to E-Verify?
  ✓ E-Verify cases must be submitted within 3 business days of the date employment begins

I-9 Current Process

I-9 Current Process:

✓ Decentralized Manual Paper I-9 Process

✓ Problems with Compliance
  o Inconsistencies with I9 Process
  o Multiple copies of sensitive information
  o Timeliness of documentation
E-Verify Current Process

E-Verify Current Process:

✓ Centralized E-Verify Process (Handled by UHR)

✓ Problems with Compliance
  o Only E-Verify Employees on Federal Contractors which is difficult to Identify employees needing E-Verification
  o Timeliness of documentation

✓ Problems with Consistencies with Process

Project Background Information

• In 2013, UHR/Payroll formed a subcommittee to review the benefits of an automated employment authorization system.

• Research was conducted with the Big Ten Institutions/Peers to identify best practices for I-9/E-Verify compliance.

• “I-9 Complete” system was purchased due to it’s compliance features and intuitive navigation.
Benefits of I-9 Complete Solution

- Benefits of a NEW Automated I-9/E-Verify Solution
  - Consistent compliance with documentation
  - Campus-wide monitoring
  - Protection of sensitive information
  - Elimination of duplicate processing
  - Reduction in unauthorized employment

June 9, 2015

Project Implementation Timeline

- Project Timeline
  - Engineering
    - June 28, 2015 (FY16 – PPD1)
  - Campus
    - Fall 2015

June 9, 2015
**I-9 Creator Role**

- Responsibilities:
  - Must Complete E-Verify Training
  - Complete the Employee Profile
  - Ensure Section 1 is Completed by Employee
  - Complete Section 2
  - Submit E-Verify Cases
- Ask questions if you need help
- Provide feedback during Pilot

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**I-9 Complete Demo**
1. Login: https://uhr.umd.edu/i9
   Click “I-9 Complete (ENGR)”

2. Create a New Form I-9, Dashboard
3. Create Employee Profile

**Tracker**

**Employee Profile**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Other Names Used</th>
<th>Social Security Number</th>
<th>Employee ID</th>
<th>Employee Email Address</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Notes**

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Remote Hires

4. Employee Completes Section 1

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**Employee Information**

- Field Name
- Mobile Name
- Last Name
- Social Security Number
- Employee ID
- Employee ID

**Notes**

- Tracker ID Complete: Copyright 2015 Tracker Corp. All Rights Reserved. Privacy Policy.
5. I-9 Creator completes Section 2

Form I-9 Section 2: Employer Review and Verification

Read This Before Filling Out Section 2 of the Form

- Complete all required sections of Section 2.
- Review all information and signatures.
- Sign and date Section 2.

Validation Summary

- Must be filled before filing.
- Review employer’s signature.

Employment Verification Documents

- Use the drop-down menu to select a document from List A or at least one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Employment Information

- Complete the section with the employee’s name and position.

Select a Document from List A - OR - one from both List B and C

- Review the list of acceptable documents.
- Select the appropriate document(s) to complete Section 2.

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4 Documents

- A copy of the following four documents must be retained with the employee’s I-9 record.
- You can either upload the copy of the document when completing Section 2 or to the I-9 after its completion.

1. U.S. Passport
2. U.S. Passport Card
4. Permanent Resident Card (I-551)
E-Verify Demo
1. Enter E-Verify Case Details

The employee is authorized to work.

2. Initial Results

- Employment Authorized: The employee is authorized to work.
- SSA/DHS Tentative Nonconfirmation: There is an information mismatch.
- DHS/SSA Verification in Process: DHS/SSA will usually update the case status within 24 hours with either:
  - Employment Authorized
  - Or
  - DHS Tentative Nonconfirmation
3. Employment Authorized

[Image of E-Verify interface]

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4. Tentative Nonconfirmation
TNC Process

Referral Process
Final Results

Section 3

New Name

-OR-

Reverification

-OR-

Rehire

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Questions???
Contact Us

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