I-9

Visual Step by Step Guide
1. Login

http://uhr.umd.edu/i9

Click “I-9 Complete (ENGR)”
Use your directory ID and password to login.
2. Create a New Form I-9
The Dashboard

- **Red**: PROBLEM that needs to be addressed immediately.
- **Gray**: Something is missing that needs to be addressed in the future.
- **Green**: Something is missing that needs to be addressed in the far future.

- Number inside the colored bar indicates the number of forms in that particular section.
For employees that have separated from the university and need a new I-9 click on the blue box.

For new employees click on the green box.
3. Create Employee Profile
For new employees, before the Form I-9 is completed an employee profile must be completed.
This warning message will pop up when the employee you are trying to create a new profile for matches one that has already been created. You can do one of two things:

1. If you think two or more records belong to the same employee, please **contact the I-9/E-Verify Help Desk** for assistance on Merging the Selected Records.

2. If you know the profile you are creating is not a duplicate you can disregard this warning message by clicking “Create New Profile”.
4. Employee Completes Section 1
• Employee will need to complete parts a-d for Section 1 on or before their start date.

• The employee will either need to complete this section on your computer or by the link that you will send to them via their UMD email.
**Employee Name and Identification**

- **First Name:** Bill
- **Middle Initials:** Optional
- **Last Name:** Bliss
- **Social Security Number:** Required
- **Date of Birth:** Required

**Employee Address and Contact Information**

- **Street Name and Number:** Required
- **Apt Number:** Optional
- **City:** Required
- **State:** Optional
- **Zip Code:** Required
- **Phone Number:** Optional
- **Email Address:** Optional

**Employee Employment Status**

I attest, under penalty of perjury, that the employee is (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident
- An alien authorized to work
If the employee is not a U.S. Citizen they must provide additional information so that they are eligible to be employed in the U.S.
Electronic Signature is required

Warning: IMPORTANT: Review all the information entered in Steps A, B and C and click Sign Form I-9 Electronically. If for any reason you are unable to complete this Form I-9, contact your hiring manager or HR Representative.

Employee Name (First, Last and Middle Initial)

1. Enter your legal name as your electronic signature: Test Employee
2. Please enter and confirm the answer to the signature question listed below:
   Answer: 
   Confirm Answer:

3. Select the box next to “I Agree” to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this Form.
   I Agree

4. Preparer/Translator Certificate (To be completed and signed if Section 1 is prepared by a person other than the employee)

5. Click “Sign Form I-9 Electronically” to complete the electronic signature.
5. I-9 Creator completes Section 2
You, as the department creator, are responsible for completing parts a-c in Section 2 by the third day after the employee’s start date.
Employment Verification Documents

The Employee must present one document from List A OR one document from List B and List C.

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

Document Type

List A
Select

List B
Select

List C
Select

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

List A (Documents Both Identity & Employment Eligibility)
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Foreign Passport with I-94
- Passport with DS14 Stamped temporary I-551 printed notation on a machine-readable immigrant visa

List B (Documents Identity)
- Driver’s License or Non-driver’s ID Card
- U.S. Military card or draft record
- Military dependent’s ID card
- Canadian Driver’s License
- ID card issued by a government agency
- Under 18 without the Above
- School ID card with a photograph
- Special Placement
- U.S. Coast Guard Merchant Mariner Card
- Voter’s Registration Card
- Native American tribal document

List C (Documents Employment Authorization)
- Social Security Account Number Card
- Birth Certificate (U.S.)
- Certification of Birth Abroad
- Certification of Report of Birth
- DHS Employment Authorization Document
- Resident Citizen ID Card
- U.S. Citizen ID Card
- Native American tribal document

IF YOU HAVE E-VERIFY: The document selected must be copied and retained with the employee’s I-90. The photocopy must be of sufficient quality to allow for verification of the photo and written information.

Continue with Selected Document(s)
If the employee provides document(s) from List A you only fill out List A in part A.
• If the employee provides documents for Lists B and C you only fill out Lists B and C in part A.
• After Part A is completed you will need to fill out the employment information for Part B.
Electronic Signature Required

Employer Electronic Verification

CERTIFICATION: I, (Full Name), 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 relate to the employee named, that the employee began employment on the above-named date and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

1. Enter your legal name and title:
   Name of Person Verifying Form I-9
   Smith, Jack
   Title or Position
   HR Director

2. Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this Form.
   I Agree

3. Click "Sign Form I-9 Electronically" to complete the electronic signature.

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

- **New Name**
  - Create a new section
  - Note: adding a new name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 record

- **Rehire**
  - Date of Rehire: 05/27/2014
  - Note: Terminated date will be cleared if Rehire Date is entered

- **Reverification**
  - Select U.S. Passport or U.S. Passport Card
  - Choose the date of the passport
  - Attach file
Questions???

https://uhr.umd.edu/i9