Rehire Checklist

Introduction

If an employee has separated and completed a paper Form I-9 and they are rehired they will need to complete a new electronic Form I-9. In addition to that if it has been three years or more since their initial electronic Form I-9 has been signed the employee will need to complete a new electronic Form I-9.

I-9 Creator

☐ Click on “Create New I-9”.
☐ Click on “Create New I-9 for Active or Inactive Employee”
☐ A search box will open up.
☐ In the search box the employer can search for the employee by filters, including Last Name, Employee ID, and Social Security Number.
☐ When the search results come up, click on the employee’s name that needs to complete a new I-9 form and select “View Selected Profile”.
☐ Make sure that the employee has a termination date listed in the “Form I-9” section. If they do not have a termination date listed you will not be able to create a new I-9. Only one I-9 can be active at a time.
☐ Click on “Create New I-9” if the employee is with you at the time you enter their new I-9. If they are not on campus you can choose “Create Remote Access Form I-9” and they can complete their portion of the I-9, in which a link will be sent to them via email to complete Section 1.

Employee

☐ Section 1: The employee completes a-d in Section 1.

I-9 Creator

☐ Section 2: Employer completes a-c in section 2. Employer enters in the documentation that the employee provides. All documents shown to the employer must be unexpired and original documents (no copies!). Employer electronically signs part C.

https://uhr.umd.edu/i9