PEAEMPL shows employment information. Use this form to see if the person you are hiring is or has been an employee at USU.

**General Employee Tab:** See employee status, class, group, leave and benefits categories, part or full time status, home organization, and service dates. Termination and leave of absence information can be found on the right side of the form.
When a person is not a current employee: If the Employee Class says “Active”, and the Part or Full Time Status says “Full Time”, and the Service Dates are today’s date, it means that this person has an A-number, but is not a current employee. In addition, at the bottom of the page you will see “Query caused no records to be retrieved.” Employees, current or terminated, will have complete job information as well as organization information showing.

If the person has never been employed at USU you will see the message, “Query cased no records to be retrieved”

United States Regulatory Tab: See I-9 information here. This is useful when doing a rehire so you can see if a new I-9 is needed. I-9 codes are: Received=US Citizen; Temporary=Non-USU Citizen; Exempt=a person who works outside of the US or as a volunteer.

I-9 Information

Form Indicator Received
Date 07/28/2015