



Utah State University

Social Security Number

Reset

### Employee Details

Start Date



(mm/dd/yyyy)

Employee ID

Location



Department



Language



I-9 Type



When entering a New Employee:  
**Employee ID = Employee's A Number**

You must use a capital A

### Do not use:

- lowercase a
- Employee's Social Security Number
- Employee's Name
- N/A
- Unknown
- Your A-number

### Employee History

Create I-9 for New Employee