**Why:** The old Form I-9 expired on 03/31/2016.

On January 19th 2017 Guardian will make the Change to the new form.
Guardian will be making the transition to the new form I-9 for us.
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
Confirmation Selection

All information in Section 1 of the Form I-9 must be provided and entered by the employee or a preparer/translator. By proceeding, I acknowledge that the employee (or a preparer/translator if used) will be completing Section 1, and understand that all actions taken in Section 1 will be associated to the employee as documented in the audit trail.

Go Back  Launch Employee Workflow
Employee Identity

You are being asked to complete Section 1 of the Form I-9. Please provide your legal name below. This information will be used to identify who completed Section 1 of the form.

Employee Name
(First and Last)

Harry Potter

I confirm that I am the employee named above.

Cancel Continue as Employee
Section 1 Changes

• All fields now require an answer or N/A

• “Other Names Used” is now “Other Last Names used”

  No other first names or nicknames in this box.

• “Email address/Phone number” is now “Employee’s Email Address/Phone number”

  This email address and phone number will only be used for issues on I-9s.
## Employment Eligibility Verification

### Section 1. Employee Information and Attestation

#### Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td></td>
</tr>
<tr>
<td>First Name (Given Name)</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Other Last Names Used (if any)</td>
<td>□ N/A</td>
</tr>
<tr>
<td>Address (Street and Number and Name)</td>
<td></td>
</tr>
<tr>
<td>Apt Number</td>
<td>□ N/A</td>
</tr>
<tr>
<td>City or Town</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>□ N/A</td>
</tr>
<tr>
<td>U.S. Social Security No.</td>
<td></td>
</tr>
<tr>
<td>Employee’s E-mail Address</td>
<td>□ N/A</td>
</tr>
<tr>
<td>Employee’s Telephone Number</td>
<td>□ N/A</td>
</tr>
</tbody>
</table>
P.O. Boxes are allowed in Section 1
Drop Down Boxes
Awaiting Issuance of SSN option when using E-Verify
**Section 1. Employee Information**

Expiration Date may also constitute the start date for accepting a job offer.

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>Other Last Names Used (if any)</th>
<th>Middle Initial</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>UT</td>
<td>84322</td>
</tr>
</tbody>
</table>

**Help Text**

Your Maiden name (family name used prior to marriage) or any other name you have used. If not applicable, please type N/A.

This field is required.
For our International employees – only enter a Alien Registration Number OR I-94 Number OR Passport Information.

An expiration date from their work authorization will need to be entered!

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

1. A citizen of the United States
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number):
   - N/A
4. An alien authorized to work until (expiration date, if applicable mm/dd/yyyy):
   - 01/10/2019

An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:
2. Form I-94 Admission Number:
3. Foreign Passport Number:
   - Country of Issuance:
The employee will need to make a selection on the “Preparer and/or Translator” box.

Preparer/Translator Certification for Harry Potter.

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Who provided assistance with Section 1 for Harry Potter:
- Assistance was provided by the logged-in user
- Assistance was provided by a third party

Preparer/Translator Identity

Signature of Preparer or Translator:

Last Name (Family Name):
First Name (Given Name):
Address (Street Number and Name):
City or Town:
State:
Zip Code:

Date (mm/dd/yyyy):

I confirm that I am the person named above.
Electronic Signature

You, the employee, must sign Section 1 as described below. By signing this form, you attest under penalty of perjury that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

Step 1: Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkbox next to each item.

- [ ] First Name  Harry
- [ ] Last Name  Potter
- [ ] Date Of Birth  07/31/1980

Step 2: Read the following statement and select "I Accept" to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing the PIN revealed below and clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

- [ ] I Accept

Step 3: Enter the revealed PIN and click "Electronically Sign"

Your PIN: 9208

PIN:   Electronically Sign
Section 1 Completed

✓ You have successfully completed Section 1 of the Form I-9. Next, the I-9 Verifier will take over to complete the remainder of the form.

Click Complete to finish your portion and return control of the device to your I-9 Verifier.

Complete

Continue I-9 Process

The employee has completed Section 1 of the Form I-9. You may now continue processing the I-9.

Continue Processing I-9
Section 2 Changes

Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

[Review Section 1 Answers] [Review I-9 Form Instructions]
Section 2 Changes

• As the Employer you will now need to verify the name listed on this section with the documents provided (this section will pull information from section 1).

• NEW – Citizenship/Immigration Status will pull from section 1. You need to check if it is correct.
International Sample Documents have been Enhanced
US Sample Documents have been Enhanced
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority (Column 1)</td>
<td></td>
</tr>
<tr>
<td>Document Number (Column 1)</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (Column 1)</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority (Column 2)</td>
<td></td>
</tr>
<tr>
<td>Document Number (Column 2)</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (Column 2)</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority (Column 3)</td>
<td></td>
</tr>
<tr>
<td>Document Number (Column 3)</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (Column 3)</td>
<td></td>
</tr>
</tbody>
</table>

**New Additional Information free text field**

Additional Information

- Empty field
Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 2 must electronically sign as indicated below. By signing Section 2 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 2:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing my system Password/SSO ID below and by clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

I Accept

Password: ******** [Enter]  
[Electronically Sign]
Document Upload Improvement

You must Scan/Upload the appropriate supporting document presented in list A, and confirm the successful upload by clicking the check box.

Section 2
Cha, Li
Hired: 01/06/2017
Signed: Robert Reaume
01/06/2017 @ 11:39:50


I confirm that the appropriate supporting document has been scanned and uploaded to the employee’s OnDocs record.
# Section 3 Changes

![Image of Form I-9](image-url)

## Section 3. Reverification and Rehires

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name (Family Name)</strong></td>
<td><strong>Date (mm/dd/yyyy):</strong></td>
</tr>
<tr>
<td>Smith</td>
<td>12/14/2016</td>
</tr>
<tr>
<td><strong>First Name (Given Name)</strong></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Middle Initial</strong></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Document Title</strong></td>
<td><strong>Document Number</strong></td>
</tr>
<tr>
<td>Employment Authorization Document (Form I-766)</td>
<td>MSC01234567</td>
</tr>
<tr>
<td><strong>Expiration Date (if any) (mm/dd/yyyy)</strong></td>
<td>01/01/2020</td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today’s Date (mm/dd/yyyy) Name of Employer or Authorized Representative

Reaume, Robert

[Sign, Go Back, Delete buttons]
E-Verify guidance suggests that re-hired employees be treated as new hires and submitted to E-Verify. It is therefore recommended that you create a new I-9 to record this re-hire's work authorization so that the I-9 information can be submitted to E-Verify upon approval.

Go ahead and add a new Section 3 to this employee's I-9
Employee Status

Please specify the reason for the Section 3 update:

Re-Hire

The option you have selected (Re-hire) / (Re-hire & Re-Verification) is not an option for Section 3 as the employee was either originally hired by this organization more than 3 years prior to the current re-hire date, OR Company policy requires a new I-9 be completed for all Re-hired employees.

Create New I-9
Additional Changes

Hint

A common error by HR personnel is to ask an employee to bring “two forms of ID” or “a driver’s license and social security card.” The correct method is to request the employee to bring “proof of employment eligibility” and hand him/her the list of acceptable documents.
**LISTS OF ACCEPTABLE DOCUMENTS**

Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

**LIST A**
Documents that Establish Both Identity and Employment Authorization OR

- 1. U.S. Passport or U.S. Passport Card
- 2. Permanent Resident Card or Alien Registration Card (Form I-551)
- 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 nonimmigrant visa attached to a machine-readable immigrant visa
- 4. Employment Authorization Document that contains a photograph (Form I-766)
- 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   - Foreign passport and
   - Form I-797 or Form I-140 that has the following:
     1. The same name as the passport and
     2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-64 or Form I-14A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

**LIST B**
Documents that Establish Identity AND

- 1. Driver's license or ID card issued by a State or oustoring political subdivision of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- 3. School ID card with a photograph
- 4. Voter's registration card
- 5. U.S. Military card or draft record
- 6. Military dependent's ID card
- 7. U.S. Coast Guard Merchant Marine Card
- 8. Native American tribal document
- 9. Driver's license issued by a Canadian government authority
- 10. For persons under age 18 who are unable to present a document listed above:
   - School record or report card
   - Clinia, doctor, or hospital record
   - Day-care or nursery school record

**LIST C**
Documents that Establish Employment Authorization

- 1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   1. NOT VALID FOR EMPLOYMENT
   2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- 2. Certification of Birth Abroad issued by the Department of State (Form FS-540)
- 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
- 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- 5. Native American tribal document
- 6. U.S. Citizen ID Card (Form I-127)
- 7. Identification Card for Use of Resident Citizens in the United States (Form I-170)
<table>
<thead>
<tr>
<th>Civil Violations</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third or Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>Failing to comply with Form I-9 employment verification requirements</td>
<td>$216 for each form</td>
<td>$2,156 for each form</td>
<td>$216 for each form</td>
</tr>
<tr>
<td>Committed or participating in document fraud for satisfying a requirement or</td>
<td>$445 for each document</td>
<td>$3,563 for each document</td>
<td>$3,563 for each document</td>
</tr>
<tr>
<td>benefit of the employment verification process or the INA</td>
<td></td>
<td></td>
<td>$8,908 for each document</td>
</tr>
<tr>
<td>Committing document abuse</td>
<td>$178 per violation</td>
<td>$1,782 per violation</td>
<td>$178 per violation</td>
</tr>
<tr>
<td>Civil Violations</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third or Subsequent Offense</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Knowingly hired, or to have knowingly recruited or referred for a fee, an unauthorized alien for employment in the United States or to have knowingly continued to employ an unauthorized alien in the United States</td>
<td>Minimum: $539 for each unauthorized alien</td>
<td>Minimum: $4,313 for each unauthorized alien</td>
<td>Minimum: $6,469 for each unauthorized alien</td>
</tr>
<tr>
<td></td>
<td>Maximum: $4,313 for each unauthorized alien</td>
<td>Maximum: $10,781 for each unauthorized alien</td>
<td>Maximum: $21,563 for each unauthorized alien</td>
</tr>
</tbody>
</table>
Changes to Penalties

Employers who violate the law may be subject to:

- Civil fines
- Criminal penalties (when there is a pattern or practice of violations)
- Debarment from government contracts
- A court order requiring the payment of back pay to the individual discriminated against
- A court order requiring the employer to hire the individual discriminated against
Internal Audit on USU’s Foreign-born employees
Expired Work Authorization

• Maximum Fine: $215,630
• Minimum Fine: $64,690
**Reminder**

Employees must have applied for a Social Security Number and have a receipt in order to do I-9 and start employment!

It is your responsibility to follow up with the employee and add the SSN to the I-9 and Banner.
Adding Section 3’s and Amendments

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Start Date</th>
<th>I-9</th>
<th>Status</th>
<th>Next Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darth Vader</td>
<td>09/27/2000</td>
<td>5874460</td>
<td>Section 1 Completed</td>
<td>Please Complete Section 2</td>
<td>10/02/2000</td>
</tr>
<tr>
<td>Luke Skywalker</td>
<td>05/25/2007</td>
<td>5830105</td>
<td>Section 2 Completed</td>
<td>Please Review &amp; Mark Completed</td>
<td>05/31/2007</td>
</tr>
<tr>
<td>Poe Dameron</td>
<td>02/05/2008</td>
<td>5742466</td>
<td>Section 2 Completed</td>
<td>Please Review &amp; Mark Completed</td>
<td>02/08/2008</td>
</tr>
<tr>
<td>Captain Phasma</td>
<td>01/01/2009</td>
<td>5703654</td>
<td>Section 2 Completed</td>
<td>Please Review &amp; Mark Completed</td>
<td>01/06/2009</td>
</tr>
</tbody>
</table>
For assistance please contact USU’s Solution Center

hr@usu.edu
435-797-0122